



**US EPA**

**Summary of Work: Review of Federal  
E-Procurement Systems for  
Sustainable Purchasing Integration**

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## THE TASK

This work assignment is expected to support Office of Pollution Prevention and Toxics, Office of Strategic Environmental Management and other EPA Offices with a range of activities and services for EPA sustainable products and purchasing efforts. Specifically, the work assignment will be used as a basis to continue work on improving the integration of sustainability requirements into Federal e-procurement systems, making it easier for procurement officers to find and refer to sustainability requirements in the Federal Acquisitions Regulation (FAR), and to monitor their sustainability-related activities. For the purposes of this report, “sustainable products and services” means products and services meeting the green purchasing requirements identified in FAR subpart 23.7.

IEc reviewed two e-procurement systems widely used by US Federal agencies to support their procurement processes – PRISM (from Compusearch Software Systems, Inc.) and AAMS (from Distributed Solutions Inc, or DSI). The systems were nominated and contacted by the EPA<sup>1</sup>, and an interview guide was created by EPA and IEC (see Annex 3). IEC then interviewed representatives from each company, who demonstrated their systems and the existing and potential sustainability-related functionality via webinar. With this information, IEC created a profile on each system, including screen shots of key functions. The resulting profiles are presented in Annexes 1 and 2 of this memo. The company representatives for each system reviewed the profile for accuracy and gave permission to reproduce the screen shots.

IEc also investigated the status of a crosswalk created by the General Services Administration (GSA) in 2012 that mapped NAICS codes<sup>2</sup> to FAR sustainability requirements. To do this, IEC interviewed the person who generated the initial mapping, discussed the functionality with providers of the two e-procurement systems reviewed, and discussed potential applications of the crosswalk with the acting GSA Lead for Sustainable Acquisition. IEC also briefly reviewed the crosswalk categories for completeness and designed a work plan for its completion and application.

If this crosswalk is completed and further mapped to product service code (PSC)<sup>3</sup>, e-procurement platforms could potentially better integrate sustainability requirements as defaults into Federal purchasing processes. Combined with connecting the e-procurement systems to up-to-date databases such as the Green Procurement Compilation (GPC, information on Federal requirements) via an application program interface (API)<sup>4</sup>, the

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<sup>1</sup> Initially four systems were intended to be reviewed. However, it was not possible to access two systems used by the Department of Defense in the time available. In addition, IEC and EPA learned that these systems are presently undergoing major revisions and reorganization.

<sup>2</sup> North American Industry Classification System. See <http://www.census.gov/eos/www/naics/index.html>

<sup>3</sup> Product Service Code. See: [https://www.fpds.gov/wiki/index.php/PSC,\\_NAICS\\_and\\_more](https://www.fpds.gov/wiki/index.php/PSC,_NAICS_and_more)

<sup>4</sup> An application programming interface (API) is a software-to-software interface, whereby applications talk to each other without any user intervention (How Stuff Works.com, APIs. Accessed Online March 17, 2015). APIs create a way to share content and data between applications; content that is created in one place can be dynamically posted and updated in multiple locations. In this case, the API would be created that enables

crosswalk could potentially circumvent the need for each agency to add custom fields manually as is done now, and therefore improve the likelihood of this information being used as a default.

IEc provides the suggested next steps for continuing this work, identifying the key technical as well as organizational steps required to successfully build the functionality and motivate its use.

## **OVERVIEW OF FINDINGS FROM THE REVIEW OF PRISM AND AAMS SYSTEMS**

Both PRISM and AAMS already display some ability to integrate green requirements into their request for proposal (RFP), statement of works (SOW) and contract clause functionality.

- DSI demonstrated several mechanisms in AAMS that identify green opportunities and prompt users for adding sustainability requirements from the FAR; this included both standard and optional functionality. AAMS prompts users to add relevant green purchasing language during Purchase Request, SOW, RFP, contracting and reporting phases of the acquisition lifecycle.
- Compusearch demonstrated how system administrators can add custom fields that automate green purchasing requirements/contract clauses, and acquisition policy staff can align green purchasing requirements/contract clauses with PSCs. At least three agencies (DOE, USDA, and EPA) use this functionality already.
- Neither system currently provides green requirements as defaults (which users would have to opt-out of), rather the systems employ prompts to *add* the information as relevant. To create such defaults, systems would need to import information on the relevant contract clauses, for example by connecting to the green procurement compilation provided online in the Sustainable Facilities Tool (SF tool)<sup>5</sup> and/or the crosswalk of requirements to NAICS or PSC Codes.
- Both systems automatically push data to the Federal Procurement Data System – Next Generation (FPDS- NG)<sup>6</sup>, and contract officers complete the rest. Resulting reports are sent back into each system, including the questions in FPDS-NG on green spending.

Exhibit 1 provides a summary overview of the two systems reviewed. Details on each are provided in Annexes 1 and 2 at the end of this report.

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data from the SF Tool on sustainability requirements for Federal purchasers to be queried from an e-procurement system, such as AAMES or PRISM.

<sup>5</sup> Accessible online at: <https://sftool.gov/greenprocurement>

<sup>6</sup> Accessible online at: <https://www.fpds.gov/fpdsng/cms/index.php/en/>

**EXHIBIT 1. OVERVIEW OF THE TWO E-PROCUREMENT SYSTEMS REVIEWED.**

SYSTEM	SYSTEM PROVIDER	SECTOR(S)	FEDERAL CUSTOMERS	PROMPTS FOR RFPs	PROMPTS FOR SOWs	DEFAULT SETTINGS FOR GREEN REQUIREMENTS	DATA FOR FPDS-NG	GREEN PURCHASING FUNCTIONALITY USED BY FEDERAL AGENCIES
AAMS	DSI	Federal, NGOs, commercial organizations	DVA, DHS-FEMA, OJP, FERC, NSF, MCC	Green criteria added when creating a purchase request	Green criteria added when creating a purchase request	Yes	Automatic reporting	Varied (standard fields are used by all clients; customized fields used by some clients)
PRISM	Compu-search	Federal only	Approx. 70% of agencies, including EPA, DOE, USDA	Only if custom fields added by CIO or System Administrator	None	Possible if added by Systems administrator/ CTO	Automatic reporting (for 70% of data)	Somewhat: EPA, DOE, USDA are using custom fields

The efficacy of the functions that have been built already in the systems is constrained by user behavior and whether the functionality is available to them. Some agencies have not purchased system modules that provide users the ability to create contracts or SOWs – green or not green. And if the procurement officers are not actually using the tools that are available to them to create RFPs, SOWs or contracts, instead choosing to do this manually then upload those into the system, the benefit of any green information being set as a default will not be realized.

Assuming that modules are available and that procurement officers do in fact use them, there is room for improvement in the design and integration of sustainability requirements.

## POSSIBLE NEXT STEPS TOWARDS BETTER INTEGRATION OF GREEN PURCHASING REQUIREMENTS INTO FEDERAL E PROCUREMENT SYSTEMS

To support the further integration of sustainability requirements into e-procurement systems, and into procurement processes in general, the Federal government could:

- Create an **API** that enables systems to connect directly to the GSA's Green Procurement Compilation (GPC) Tool data. This way any updates made to the GPC Tool could be automatically integrated into the information provided in the systems.
- Complete and peer-review the **crosswalk of NAICS and PSC codes** to relevant Federal sustainability requirements (a description of the NAICS code crosswalk is provided in Section 3 below). The updated crosswalk would enable the setting of default options within e-procurement systems and also potentially help with monitoring and evaluation of sustainability spending by agency.
- Improve how the **FPDS-NG** handles and tracks green spending information with updated codes that match requirements and OMB reporting.
- Generate **awareness and demand** for green functionality in the community of Federal agency system administrators, procurement policy staff and chief information officers (CIOs) to improve the uptake of the tools that are already available, and provide more certainty to system providers that their investments in added functionality would be valued.
- **Educate users** about how and why they should use the tools to increase their utility and improve tracking of progress towards Federal mandates for green procurement.
- Provide **recognition** to those who use the functions to increase adoption of the requirements, and the ability to track of progress towards Federal mandates for green procurement.

## OVERVIEW OF FINDINGS FROM THE NAICS CODES CROSSWALK

GSA staff created a crosswalk of Federal green procurement requirements (captured in the GPC) to NAICS codes in 2012 to facilitate their analytical work identifying hotspots in their spending categories. NAICS codes were also mapped to PSC codes by a contractor to GSA as part of continuing work on the topic in 2013.

As EPA recognized, the crosswalk could also be used to integrate Federal sustainability requirements into e-procurement systems for Federal purchasers. One of the systems reviewed, AAMS, already piloted this approach and supports its potential utility. When users assign a NAICS code to the purchase request in the system, the relevant Federal sustainability requirements were automatically populated in the document. Users could then choose to take out the text.

Given the potential to provide defaults in e-procurement systems, IEC further investigated the status of this crosswalk by interviewing the author, Brennan Conaway, who is a Procurement Analyst in the Federal Acquisition Service at GSA, as well as Kevin Funk, Acting Lead for Sustainable Acquisition at GSA, and providers of the two e-procurement systems reviewed (AAMS and PRISM) about this functionality. IEC found the following, which should inform its continued use:

- To create the crosswalk to NAICS codes, a list was generated from the GPC, and NAICS codes were manually assigned to each requirement by doing a keyword search on the NAICS website<sup>7</sup>.
- Not all systems can use NAICS codes directly. For example, PRISM is not able to integrate NAICS codes, but the system can work with PSC codes. This suggests that a GPC-NAICS-PSC code crosswalk would be valuable.
- The crosswalk was not fully completed, nor reviewed in detail.
- Some categories of requirements are better mapped than others, and the level of confidence varies by product category. There are green purchasing requirements that cut across many different sectors and product categories, such as the requirements to procure products containing bio-based and recycled content. Because the NAICS codes are sector specific, linking material specific requirements to sectors can prove challenging.
- As the assigning of some requirements to NAICS or PSC categories is not straightforward, the crosswalk should be peer reviewed if it is to be relied upon to meet Federal obligations. A proposed process for review is described below.
- Some of the requirements have since been updated – in particular the bio-preferred program has since added several new product categories which are now requirements, and these would need to be mapped. This suggests that any crosswalk designed would need to be both updated to match current requirements,

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<sup>7</sup><http://www.census.gov/eos/www/naics/>

and kept up to date with periodic reviews. Given the pace by which requirements change, yearly updates should be sufficient.

- The GPC list includes some requirements that are not mandatory for federal purchasers, but which support the achievement of E.O. and agency sustainability goals. These goals may vary by agency. For example, the GPC includes Safer Choice (formerly Design for the Environment, DFE), which is not a mandatory green purchasing requirement. Care needs to be taken to map those standards and provisions which are required, and those which are optional.
- The crosswalk could potentially be expanded to cover a mapping of NAICS and PSC codes to the voluntary ecolabels and standards that meet the forthcoming Federal guidelines for ecolabels and standards. These could be designated as optional in an e-procurement platform for the given category.

Aside from integrating requirements into e-procurement, the crosswalk could also serve to:

- Improve progress reporting on sustainability purchasing by Federal agencies, and better integrate reporting to the OMB agency scorecards.
- Make better use of FDPS reporting and tracking, for example by measuring the percentage of spend by NAICS code per agency.
- Enable benchmarking (to others, and to goals).
- Support program evaluation and monitoring via spend analysis and other methods.

In light of the above considerations, IEc conducted a brief review of the existing draft NAICS crosswalk. Exhibit 2 shows which of the requirement categories appear to be more or less complete, provides a rationale for the assessment, as well as suggested next steps to completing the mapping. Note that IEc did not conduct a thorough test of the coding by looking at each and every code assigned, a task that is recommended (as explained below).



**EXHIBIT 2. ASSESSMENT OF EXISTING CROSSWALK OF REQUIREMENTS TO NAICS CODE.**

<b>REQUIREMENT CATEGORY</b>	<b>EXTENT OF WORK STILL NEEDED</b>	<b>RATIONALE FOR SCORE</b>	<b>SUGGESTED NEXT STEP</b>
Biopreferred	High	Applied to many basic materials, has many sub-categories, and categories are changing/ being updated/ added to. Spans across product categories and sectors.	Contact BioPreferred program and ask if requirements have been mapped to NAICS or PSC codes already. If yes, integrate. If no, ask if they would participate in a mapping exercise.
Comprehensive Procurement Guidelines (CPG)	Medium	There are no existing FAR clauses that incorporate minimum content requirements into contracts for the purchase of commercially available off-the-shelf products (which are easier to map to NAICS codes). For products that are made with recovered materials, confidence is higher.	Map product categories for CPG already designated by EPA into NAICS and PSC. Scan NAICS and product category codes in GPC for potential CPG material applications.
Energy Star	Low	Energy Star standards are product category specific, enabling mapping to NAICS and PSC.	Ensure requirement information is up to date, test categories already assigned, review categories with Energy Star program managers.
EPEAT	Medium	EPEAT standards are product category specific, enabling mapping. Need to consider different levels of EPEAT (gold, silver bronze etc.)	Ensure requirement information is up to date, test categories assigned, check with Green Electronics Council (program manager of EPEAT).
FEMP	Low	FEMP standards are product category specific, so already well defined and should be easy to map to NAICS and PSC codes.	Ensure requirement information is up to date, test categories, review categories with FEMP program staff.
SmartWay	Medium	SmartWay standards are category specific as a service, so already somewhat defined although estimating practices may be harder. The mapping to NAICS should be relatively straightforward.	Ensure requirement information is up to date, test categories assigned, review categories with SmartWay program staff.
Safer Choice	Low	Safer Choice standards are product category specific, so already well defined and should be easily mapped to NAICS and PSC codes.	Ensure requirement information is up to date, test categories assigned, review categories with Safer Choice program staff.
WaterSense	Low	WaterSense standards are product category specific, so already well defined and should be easily mapped to NAICS and PSC codes.	Ensure requirement information is up to date, test categories assigned, review categories with Watersense program staff.

## RECOMMENDED NEXT STEPS FOR IMPROVING E-PROCUREMENT PLATFORMS' GREEN FUNCTIONALITY

### A. Expand the research, engage more e-procurement system providers

IEc recommends expanding the analysis of capabilities of e-procurement system providers beyond the two already studied in this work assignment. Aside from providing greater detail to the analysis and refining the list of tasks that should be the focus for further work, the research would start to engage with the system providers (a strategy that resulted in some immediate changes being made to the two systems reviewed already).

Research could be conducted into the green elements of the various systems in use by various agencies; and they could be further surveyed to ask for what types of information and functionality would best integrate into their systems.

The analytical tasks to complete this work could include:

1. Confirm and expand the sample of systems by polling agencies on their systems.
2. Potentially research the green purchasing elements that these systems are currently able to offer to Federal clients by conducting a survey, and have each system provider complete a profile and provide their insight into opportunities to further improve the integration of green elements into their system.
3. Validate the responses with each system provider by requesting a short webinar demonstration.

The research steps above could be tailored to also generate system providers input into the tools, information, data that would inform the EPA and other agencies on prioritizing what to focus on.

### B. Benchmark against other Government and Private Sector Systems

In addition to researching the e-procurement systems used by Federal agencies in suggested Step A, a review of best practices in e-procurement sustainability integration would also inform and potentially inspire further work on this topic. A selection of systems used by other state and local government agencies and from the private sector – in the US and potentially internationally – could be benchmarked and assessed against systems used by the Federal government. The focus of the benchmarking exercise would be on the features that enable efficient integration and tracking of sustainability information into purchasing.

### **C. Continue to build the greater E-procurement functionality**

The following technical solutions would serve the better integration (and uptake) of sustainability requirements by agencies.

#### **1. Expand, review and share the NAICS/PSC code crosswalk**

- i. Complete the list of NAICS and PSC codes and the related green purchasing requirements for each code. IEC recommends the following process to complete this work thoroughly:
  1. Confer with GSA staff on their preference to first crosswalk requirements to NAICS codes, or PSC codes (the following process assumes you start with NAICS as some progress has already been made in doing so).
  2. Start with the Federal requirements, map these to known product categories using the GPC, and then look up relevant NAICS codes. More than one code can be assigned.
  3. Test the approach by then taking the highest level of NAICS codes and look for potential matches with the requirements.
  4. Assign requirements to NAICS code – more than one can be assigned. Some NAICS codes will have no direct requirements associated with them.
  5. Provide an independent reviewer to complete spot-checks of the assignment of codes in each of the categories, paying special attention to the requirements that appear to cross into many different NAICS codes, and those NAICS codes for which no requirements were assigned.
  6. Add relevant PSC code to NAICS category (using existing mapping already completed).
  7. Provide an independent reviewer to again do spot checks of the PSC requirements.
- ii. Designate an agency that would continue to be responsible for updating (and reviewing the updates) of the crosswalk every year.
- iii. Peer review the crosswalk through an interagency work-group review, for example, using the Sustainable Acquisition and Materials Management (SAMM) Practices Workgroup; and/or managers of the federal programs such as Energy Star.
- iv. Integrate the crosswalk into the GPC database and API.
- v. Provide the crosswalk to all of the e-procurement system providers and ensure they are using the latest version of it.
- vi. Expand the crosswalk beyond Federal requirements to other EPA recognized voluntary ecolabels and standards.
- vii. Provide the expanded crosswalk to e-procurement system providers, and make it available for public download for other tool providers.

### **2. Build an API for the GPC information.**

An API would enable the easy export of SF tool information to the e-procurement platforms. This would allow the users of the e-procurement systems to access the information in the GPC from within their platform. The advantage of providing this information by API is that system providers would not have to manually add or update their information, and that users of the information would not have to leave the system in order to look up the SF tool (a barrier to its use today).

### **3. Improve the FDPS categorization of sustainability spending.**

Engage the FDPS system providers to update the fields for tracking sustainability spending to better match categories and fields relevant to goals and requirements.

## **D. Motivate procurement system providers**

E-procurement system providers will in some cases need to invest in designing and implementing new functionality into their systems. To motivate this investment, IEc recommends to:

- Engage the system's owners more informally, providing them a forum to showcase their systems to broader audiences. The meetings and presentations held with the two system providers in the course of this project already resulted in new features being created, with very little formal engagement needed.
- Coordinate several Federal agencies to ask for the integration of green requirement functions to the main platforms being used. The systems are updated periodically, and Federal agencies' CIOs prioritize the features that should be included in those updates every 6-12 months. One way that this can happen is via the PRISM Federal Users Working Group.
- Integrate the desired functionality into the service contracts for these systems, when appropriate to do so.

## **E. Create a common roadmap with e-procurement stakeholders**

IEc recommends EPA continue the active engagement with the following stakeholders, tapping into their knowledge and expertise while doing so. A one-day facilitated workshop could be held convening these stakeholders to generate common solutions, inspire further work on the topic, and create a roadmap for continued work:

- E-procurement system providers to the Federal government.
- SAMM working group members.
- Agency CIO's, Chief Technology Officers (CTOs) and system administrators.
- Agency procurement policy officers.
- Program officers managing the different requirements (FEMP, Energy Star, etc.).
- Select agency procurement staff (the user community).
- Select external experts and practitioners in sustainable and green procurement policy and strategy.

## **F. Engage and train Federal agencies leaders and users on the functionality and requirements**

To ensure that features being built actually get used, IEc recommends the following actions:

- Engage and educate e-procurement managers (CTO's, CIO's, procurement policy managers and systems analysts) in agencies to add and use the functionality being built. Engage managers early so they can explain what functions and features they require.
- Hold educational training webinar(s) to share best practices with agency procurement staff on system functions.
- Provide incentives for procurement officers in using the tools, for example, by creating an internal recognition for successful integration of requirements and use of the tools, or by creating dashboards within the system itself.

## E-PROCUREMENT SYSTEM PROFILE: AAMS

Name of e-procurement system: Automated Acquisition Management System (AAMS)

Provider: Distributed Solutions, Inc. (DSI)

Product web link: <http://distributedinc.com/Solutions.aspx>

Contact person/email: Josh Carr, [joshc@distributedinc.com](mailto:joshc@distributedinc.com)

Federal agencies currently using system as of March 2015 (not a complete list):

- Department of Veteran Affairs (DVA)
- Department of Homeland Security – Federal Emergency Management Agency (DHS-FEMA)
- Department of Justice – Office of Justice Programs (OJP)
- Federal Energy Regulatory Commission (FERC)
- National Science Foundation (NSF)
- Millennium Challenge Corporation (MCC)

Non-Federal sectors/examples of other organizations using the system:

- NGOs (National Gallery of Art, John F. Kennedy Center for the Performing Arts)
- Commercial organizations (no examples provided)

Introduction:

AAMS is a web-based tool that assists agencies with all aspects of the acquisition lifecycle, including writing Statements of Work and Requests for Proposals. During our interview, DSI demonstrated several mechanisms in AAMS that identify green opportunities and prompt users for adding sustainability requirements from the FAR; this included both standard and optional functionality.

About the sustainability-related functionality:

1. *Does AAMS prompt users to add relevant Federal green purchasing requirements/contract clauses to RFPs? If so, how?*

AAMS prompts users to add relevant green purchasing language throughout each phase of the acquisition lifecycle. The requirements are added in the Purchase Request (PR) creation process, described under question two below. Once the PR is passed onto the Contract Officer, the same fields are available for review. The applicable

provisions/clauses are then added into the corresponding solicitation document (i.e. RFP/Contract).

2. *Does AAMS prompt users to add relevant Federal green purchasing requirements/contract clauses to Statements of Work? If so, how?*

When creating a Purchase Request (PR), which includes the creation of Statement of Work as a step, there is a Green Procurement tab included on the data entry screen, as shown in Exhibit 1. The first two items in this tab, “Sustainable Acquisition Applicable” and “Green Procurement Product” are currently available fields; the additional three fields are optional configurations that can be made based on customer preference.

- a. The “Sustainable Acquisition Applicable” field is a Yes/No Field. If the user indicates No, the remaining fields on this tab do not need to be filled in. The “Green Procurement Product” field determines the requirements/contract clauses that are added to the PR; the options for this field are shown in Exhibit 2 below.
- b. The third field, “Sustainability Standards,” enables a user to choose from the following options:
  - A (Meets Requirements),
  - B (Justification – Time),
  - C (Justification – Price),
  - D (Justification – Performance), or
  - E (Not Required).
- c. If the product does not meet sustainability standards for time, price, or performance reasons, the user can enter an explanation for this in the fourth field, “Green Exemption Description.”
- d. The fifth field, “Principal NAICS Code,” enables the user to choose a NAICS code, which then automatically populates the PR with the applicable requirements/contract clauses.
- e. AAMS also has a newly developed Green Procurement widget that is currently available, where users can find green purchasing requirements by product category. This widget incorporates data from the SF Tool. Optionally, additional information widgets can also be created using sustainable acquisition data from other external sources (e.g. EPA EPP website).

3. *Do users have to select which green purchasing requirements/contract clauses apply to specific products and services, or are there default settings in AAMS that do this for them automatically?*

As described under question two above, choosing a “Green Procurement Product” category (a field that is currently available to users) or a “Principal NAICS Code” (an optional configuration) will automatically enter the applicable green purchasing requirements to the PR and provisions/clauses to the RFP and resultant contract.

4. *If AAMS does not offer defaults, why doesn't it? What data would you need to add this functionality?*

DSI could add additional categories to the “Green Procurement Product” field or release the optional “Principal NAICS Code” field automation if they are provided with a crosswalk of the NAICS code to the applicable green procurement product. This crosswalk could be a list created specifically by a single agency or an approved government-wide standard.

5. *Does AAMS help identify data to provide to FPDS-NG regarding green procurements made by an agency? If so, how?*

AAMS currently provides functionality to automate reporting to FPDS-NG, as shown in Exhibit 3. This process automatically pushes the green procurement data from AAMS into each applicable FPDS-NG record.

6. *To what extent are these green purchasing related functionalities (if they exist) being used by AAMS's Federal customers?*

All standard AAMS green purchasing functionality is being utilized across DSI's entire Federal customer base (e.g., Green Procurement Tabs, Green Data Fields and FPDS-NG reporting). Optional configurations have been implemented by a subset of customers to further enhance green purchasing identification and reporting based on specific agency needs. Complete automation based on NAICS selection is pending the creation of an approved crosswalk of green procurement products.

7. *What barriers exist to prevent AAMS's Federal customers from using these green purchasing functionalities, if they exist?*

- a. An agency's CFO, CIO or System Administrator is usually the customer to AAMS, and these management-level staff often don't have sustainability as their top priority. There is a need to connect stakeholders focused on green procurement to the direct customer.
- b. SOWs are often created manually, instead of in AAMS where green purchasing requirements can be automated.
- c. There are internal barriers such as people don't know what the requirements are and don't know how to add them. There is desire for training across the Federal government, which would be helpful for informing staff how to do sustainable acquisition. For example, EPA could record a webinar training and put it on their website.

8. *What ways could Federal green purchasing requirements be further integrated into e-procurement systems used by Federal agencies?*

- a. DSI currently has to manually check the GPC Tool for updated content to incorporate into their widget (the widget is an application that enables a user to access the GPC information from within the AAMS tool, so that users have that information available without having to exit the system). It would be helpful for them to have more direct integration with the



GPC Tool through an API that would automate that process in case of updates to the GPC tool data.

- b. DSI could implement the “Principal NAICS Code” field if provided with a crosswalk of NAICS codes to green purchasing requirements, as mentioned above.
- c. DSI could draw more attention to green purchases, by creating a dashboard that shows green purchases over time across each program/contract office in an agency. DSI could also create an extension report that calls out under-performing contract/program offices and triggers an alert to management.

EXHIBIT ANNEX 1:1. GREEN PROCUREMENT FIELDS

The screenshot displays the POMS (Procurement and Order Management System) interface. On the left is a navigation sidebar with options like Home, My Desktop, and My Folders. The main area shows a list of purchase requests, with 'AGENCY-2014-PR-0129' selected in a 'DRAFT' state. A detailed view of this purchase request is shown in a 'Webpage Dialog' window. The 'Green Procurement' tab is active, revealing the following fields:

Field ID	Field Name	Value
1	SUSTAINABLE ACQUISITION APPLICABLE:	Yes
2	GREEN PROCUREMENT PRODUCT:	1
3	SUSTAINABILITY STANDARDS:	A (Meets Requirements)
4	GREEN EXEMPTION DESCRIPTION:	
5	PRINCIPAL NAICS CODE:	322122

EXHIBIT ANNEX 1:2. GREEN PROCUREMENT PRODUCT FIELD VALUES

The screenshot displays the AAMS (Agency Action Management System) interface. The main window shows a list of actions with columns for Action Type, Action ID, Order #, Mod #, Invoice #, State, Status, Receipt, Accessed, and Location. A dialog box titled 'GREEN PROCUREMENT PRODUCT -- Webpage Dialog' is open, containing a sub-dialog 'Add GREEN PROCUREMENT PRODUCT -- Webpage Dialog'. This sub-dialog features a search bar and a list of product categories with checkboxes for selection.

Value	Description
<input type="checkbox"/> 0	Exception to E.O. 13514 (only 5% can fall into this category)
<input type="checkbox"/> 1	Recycled Content (CPG) Products
<input type="checkbox"/> 2	Energy Star/Energy-Efficient Products
<input type="checkbox"/> 3	Water Efficient Products - Water Sense
<input type="checkbox"/> 4	Biobased/Biopreferred Products
<input type="checkbox"/> 5	Alternative Fuel/Vehicles
<input type="checkbox"/> 6	SNAP/Non-Ozone Depleting Substances
<input type="checkbox"/> 7	EPA Priority Chemicals
<input type="checkbox"/> 8	Environmentally Preferable Products (EPP)
<input type="checkbox"/> 9	Electronic Product Environmental Assessment Tool (EPEAT)

EXHIBIT ANNEX 1.3. FPDS INTEGRATION

The screenshot displays the AAMS (Automated Acquisition Management System) interface. On the left is a navigation sidebar with options like Home, My Desktop, and Recent Actions. The main area shows a 'Recent Actions' table with columns for Action Type, Action ID, Order #, Mod #, Invoice #, State, Status, Receipt, Accessed, Location, and Permission. A 'FPDS-NG Validation -- Webpage Dialog' window is open, displaying a form for validating contract data. The form includes sections for Transaction Information, Document Information, Dates, Amounts, Purchaser Information, and Contractor Information.

Action Type	Action ID	Order #	Mod #	Invoice #	State	Status	Receipt	Accessed	Location	Permission
CONTRACT	GSAGENCY-2014-C-0031				DRAFT	ACTIVE	02-26-2015	02-26-2015	My Desktop	Full (Edit an
CONTRACT	AGENCY-2014-C-0030				DRAFT	ACTIVE	02-26-2015	02-26-2015	My Desktop	Full (Edit an
RFP										Full (Edit an
DETAILED-PR										Full (Edit an
CONTRACT										Full (Edit an
RFP										Full (Edit an
DETAILED-PR										Full (Edit an
DETAILED-PR										Full (Edit an
PR										Full (Edit an
CONTRACT										Full (Edit an
RFP										Full (Edit an
PR										Full (Edit an
PR										Full (Edit an
PR										Full (Edit an
RFP										Full (Edit an
CONTRACT										Full (Edit an
PR										Full (Edit an
CONTRACT										Full (Edit an
PR										Full (Edit an
PR										Full (Edit an
PR	GREEN PR				DRAFT	ACTIVE	02-25-2015	02-25-2015	My Desktop	Full (Edit an
CONTRACT	AGENCY-2014-C-0022				DRAFT	ACTIVE	01-09-2015	02-24-2015	My Desktop	Full (Edit an

**FPDS-NG Validation -- Webpage Dialog**

AEON Web Page - Windows Internet Explorer  
 http://dsi-sales-dms.distributedinc.com/DATAENTRY75/FPDSNG/LoadFPDSNG.aspx?FPDSNGURL=https://beta.fpdsng.com/common/jsj

Transaction Information:  
 Award Type: Definitive Contract Prepared Date: 02/26/2015 14:00:34 Prepared User: JGARITY  
 Award Status: Draft Last Modified Date: 02/26/2015 14:00:34 Last Modified User: JGARITY

Document Information:  
 Agency: 4700 Procurement Identifier: GSAGENCY2014C0031 Modification No: 0 Trans No: 0  
 Award ID: 4700 Referred IDV ID:  
 Reason For Modification:  
 Solicitation ID: AGENCY-2014-RP-0056  
 Agency Main Sub Identifier Account Account Initiative  
 Treasury Account Symbol: Select One

Dates:  
 Date Signed (mm/dd/yyyy):  
 Effective Date (mm/dd/yyyy):  
 Completion Date (mm/dd/yyyy):  
 Est. Ultimate Completion Date (mm/dd/yyyy):

Amounts:  
 Action Obligation: \$0.00  
 Base And Exercised Options Value: \$0.00  
 Base And All Options Value: \$0.00  
 Fee Paid For Use of IDV: \$0.00

Purchaser Information:  
 Contracting Office Agency ID: 4700 Contracting Office Agency Name: GENERAL SERVICES ADMINISTRATION  
 Contracting Office ID:  
 Funding Agency ID:  
 Funding Office ID:  
 Foreign Funding: Select One

Contractor Information:  
 SAM Exception: PLEASE SELECT SAM EXCEPTION BY CLICKING THE ELLIPSIS (...) BUTTON

## E-PROCUREMENT SYSTEM PROFILE: PRISM

Name of e-procurement system: PRISM

Provider: Compusearch

Product web link: <http://compusearch.com/products/prism-overview>

Contact person/email: Greg Young, [gyoung@compusearch.com](mailto:gyoung@compusearch.com)

Federal agencies currently using system as of March 2015:

- A full list is available at <http://compusearch.com/company/clients>, which includes:
  - Environmental Protection Agency (EPA)
  - Department of Energy (DOE)
  - U.S. Department of Agriculture (USDA)

Non-Federal sectors/examples of other organizations using the system:

- Compusearch provides different platforms for sectors outside of the Federal government, such as Spectrum (<http://info.compusearch.com/spectrum-suite>)

Introduction:

PRISM™ is a web-based application that provides Federal and defense acquisition communities with the tools needed to effectively support the complete acquisition management lifecycle, from initial planning and requisitioning through source selection, award, post award management, and closeout. During our interview, Compusearch explained how system administrators and/or CIOs can add custom fields that prompt sustainability requirements; at least three agencies (DOE, USDA, and EPA) use this functionality.

About the sustainability-related functionality:

1. *Does your system prompt users to add relevant Federal green purchasing requirements/contract clauses to RFPs? If so, how?*
  - a. No, this is not a standard functionality in PRISM. However, agencies can add custom fields for users to fill in when creating solicitations. For example, USDA has implemented a field for “Biobased Product Used?”, and EPA asks procurement officers to answer a field for “associated green procurement” whereby users select the relevant requirement (Exhibits 1 and 2). These custom fields can then drive logic in the system, such as routing the solicitation to a particular staff member for

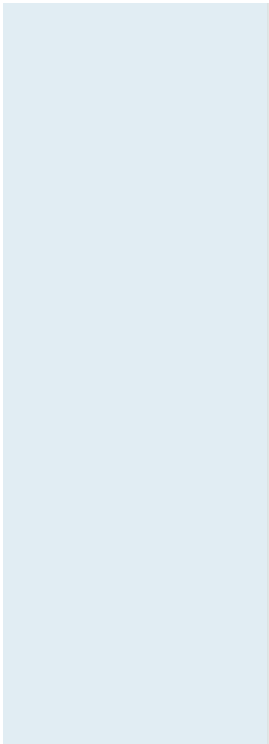
review or automating the population of clauses.. Custom fields can be set up by the System Administrator.

- b. Without custom fields, users have to search manually for applicable contract clauses. Agencies have the ability to add clauses to the system that are particular to their agency.
2. *Does your system prompt users to add relevant Federal green purchasing requirements/contract clauses to Statements of Work? If so, how?*
  - a. No. PRISM allows users to create SOWs based up on a program package template (PPT), but this process does not include entering green requirements. Additionally, most agencies create their SOWs manually in word (and not through PRISM templates).
3. *Do users have to select which green purchasing requirements/contract clauses apply to specific products and services, or are there default settings in the system that do this for them automatically?*
  - a. PRISM can automate population of contract clauses based on Product Service Codes (PSC). The acquisition policy staff at each agency decides which clauses are applicable to each PSC.
4. *If your system does not offer defaults, why doesn't it? What data would you need to add this functionality?*
  - a. As discussed above, System Administrators can add custom fields that automate green purchasing requirements/contract clauses and acquisition policy staff can align green purchasing requirements/contract clauses with PSCs. NAICS codes are in PRISM, but not currently used as a determining factor in which clauses to include.
5. *Does your system help identify data to provide to FPDS-NG regarding green procurements made by an agency? If so, how?*
  - a. PRISM automatically pushes data to FPDS-NG, which covers about 70% of the data required. The contract officer can then fill in the rest of the data in FPDS-NG, which is brought back into PRISM for future reporting. This record is generated on each individual document and is automatically brought back into PRISM when the document is finalized.
6. *To what extent are these green purchasing related functionalities (if they exist) being used by your Federal customers?*
  - a. DOE, USDA, and EPA are using the custom fields described above. DOE has a field for whether a purchase meets green requirements; USDA includes eight fields on biobased products; and EPA has a field to track attributes including: alternative fuels, biopreferred, CPG, EPA Green Meetings, EPACT Energy Star/FEMP, EPP-EPEAT, priority chemicals, SNAP, and Water Sense.

7. *What barriers exist to prevent your Federal customers from using these green purchasing functionalities, if they exist?*
  - a. The System Administrator and acquisition policy staff have to opt-in to enable the functionalities, as described in question four. It is likely that many of these people don't know that the functionality is available.
  - b. Even if the green functionalities are enabled in the system, users need to be trained on how to implement them.
8. *What ways could Federal green purchasing requirements be further integrated into e-procurement systems used by Federal agencies?*
  - a. Custom fields for green purchasing could be required.
  - b. Changes to the FAR would increase acceptance and compliance.
  - c. PRISM generates templates to use for SOWs and RFPs, and EPA could create templates to share with other agencies. There is a workgroup for Federal PRISM purchasers; EPA can discuss requirements with them and share templates with key people.
  - d. Compusearch would consider automating requirements/clauses based on NAICS code if several customers asked for it.

*Please note that the following screenshots included in this report are derivative works created from PRISM™, a proprietary software product developed by Compusearch Software Systems, Inc. ("Compusearch"). PRISM™ is a registered mark with the U.S. Patent and Trademark Office, and Compusearch holds a copyright to the PRISM™ software.*

**EXHIBIT ANNEX 2:1. EXAMPLE OF CUSTOM FIELD (EPA)**



Please enter the predominant classification information for this request. This information is used to determine the workflow for this request.

Contingency, Humanitarian, or Peace-keeping:

Number of Requisitions for this DCN Project (enter a number 1 thru 50):

DCN Project ID (contact EAS helpdesk to have DCN Project ID loaded in the system):

Associated Green Procurement\* (see contracts management manual Chapter 23):

Special Funding\* (enter N/A if your requirement does not involve special type of funding):

Potential for Conflict of Interest\* (See Appendix 7.3A, Attachment 7.3A-1 & CMM Chapter 9):

Advisory Assistance Services\* (See Chapter 7 of the Contracts Management Manual):

Government Furnished Property\*:

Buy American Act\*:

Ratification:

Alternate COR/Project Officer:

Superfund Site\*:

Superfund Program\*:

Maximum Potential Expiration Date:

Government Furnished Property - Contracts\*:



EXHIBIT ANNEX 2:2. EXAMPLE OF CUSTOM FIELD (EPA RESPONSE OPTIONS)

EAS

Associated Green Procurement\* (see contracts management manual Chapter 23) Selection

**Search**

Code

Description

Code	Description
ALTERNATIVE FUELS	Alt. Fuel Vehicles/Alt Fuels (CMM 23.1 Page 9)
BIOPREFERRED	BioPreferred (see CMM section 23.1 Page 9)
CPG	CPG (see CMM section 23.1 Page 9)
EPA GREEN MEETINGS	EPP-EPA Green Meetings and Conf. (CMM 23.1 Page 9)
EPACTENERGYSTAR/FEMP	EPACT Energy Star/FEMP (CMM section 23.1 Page 9)
EPP-EPEAT	EPP-EPEAT (see CMM section 23.1 Page 9)
N/A	Not Applicable
PRIORITY CHEMICALS	Priority Chemicals (see CMM Section 23.1 Page 9)
SNAP	SNAP (see CMM section 23.1 Page 9)
WATERSENSE	WaterSense (see CMM section 23.1 Page 9)

Page:  Go Display:  Total Items: 10 Page 1 of 1

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Accessibility Tools
About EAS v. 7.2



## ANNEX 3 | INTERVIEW GUIDE FOR E-PROCUREMENT SYSTEM PROVIDERS

### PURPOSE AND BACKGROUND

IEc – a consulting firm expert in analysis and sustainable purchasing - has been contracted by the EPA’s EPP program to review four leading e-procurement platforms used by Federal purchasers.

We are producing a short report for the US EPA on the results, which may also be shared with other Federal agencies. The goal of the report is to help start a conversation amongst Federal purchasers and e-procurement system providers about how to advance these systems to help all purchasers maximize their procurement of sustainable products and services, and improve tracking of these procurements.

For the purposes of this report, “sustainable products and services” means products and services meeting the green purchasing requirements identified in FAR subpart 23.7.

The Report will review and analyze how these systems are currently integrating the FAR sustainable purchasing requirements into procurement processes, and how they could be improved in further iterations. Systems included in this report were selected based on their current use by several Federal agencies, or their current use by agencies representing a large portion of Federal spend.

The goal of the interview is to gather information and insight into the current and planned functionality of the system in regards to sustainability-related information and products/services.

The interview should take approximately 1 hour, and will cover the questions below in a semi-structured format. With your permission, we will take notes and screen shots of what you show us by sharing your screen over webinar. Based on the information provided, we will be creating an overview of the green functionality of your platform, alongside analysis of the different systems, an overview of the planned and needed improvements. We will offer you the opportunity to review the resulting profile prior to its finalization.

### General information:

9. What types of products and services does your system cover?
10. Which Federal agencies currently use your system?
11. Is your system used by organizations outside of the Federal sector? If so, which sectors?

### Incorporation of “green” designations and/or requirements:

12. Does your system indicate which products and services are “greener” than others?
  - a. If so, for what categories?
  - b. If so, can you show us how this works? (or describe it)

- c. If not, do you plan to & when?
13. Does your system incorporate Federal green purchasing requirements?
- a. If so, which requirements?
  - b. If so, can you show us how this works? (or describe it)
  - c. If not, do you plan to do so, and when?

**Detailed questions on Federal green purchasing requirements:**

14. Does your system prompt users to add relevant Federal green purchasing requirements/contract clauses to *RFPs*? If so, how?
15. Does your system prompt users to add relevant Federal green purchasing requirements/contract clauses to *Statements of Work*? If so, how?
16. Do users have to select which green purchasing requirements/contract clauses apply to specific products and services, or are there default settings in the system that do this for them automatically?
- a. If your system does not offer defaults, why doesn't it? What data would you need to add this functionality?
17. Does your system help identify data to provide to the Federal Procurement Data System – Next Generation (FPDS-NG) regarding green procurements made by an agency? If so, how?
18. To what extent are these green purchasing related functionalities (if they exist) being used by your Federal customers?
19. What barriers exist to prevent your Federal customers from using these green purchasing functionalities, if they exist?
20. What ways *could* Federal green purchasing requirements be further integrated into procurement systems used by Federal agencies?
21. Please provide visual snapshots of prompts in the system related to Federal green purchasing requirements. Please let us know if it is OK if we can use these in the final report, which may be shared with the Federal community.

**CONTACT**

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