**Cut-and-Paste Acquisition Language for E-procurement Systems [Service Solicitation]**

**Statement of Work [*Include in solicitation AND contract language*]**

The proposed system must include features that support [*your organization’s*] sustainable purchasing goals. System configurations that result in more requests and purchases of green products, identification of green suppliers, and reports on sustainable purchasing are encouraged.

**Technical Specifications [*Include in solicitation AND contract language*]**

The Vendor shall supply systems that are able to:

* Import and maintain third-party product data that will assist users in identifying sustainable products. This could include but is not limited to:
  + Product identifying codes (i.e NAICS codes, manufacturer numbers)
  + Custom green label (i.e. green leaf, light/dark green label)
  + Third-party certifications (i.e. ENERGY STAR, EPEAT)
  + Energy consumption metrics (i.e. kwh/yr)

[*For e-catalogs*]

* Display sustainable product attributes in the e-catalog interface. This could include but is not limited to:
  + Custom green label (i.e. green leaf, light/dark green label)
  + Third-party certifications (i.e. ENERGY STAR, EPEAT)
  + Energy consumption metrics (i.e. kwh/yr)
* Filter e-catalog products by sustainable product attributes
* Sort and/or prioritize viewing e-catalog products with sustainable attributes

[*For punch-out catalogs*]

* Tagging the sustainable product attribute data from punch-out catalogs to items placed in the shopping cart

[*For contract management systems*]

* Prompt users to add sustainable purchasing clauses/requirements to relevant solicitations
* Require submission of a justification for purchase requests of non-sustainable products

[*For supplier database*]

* Utilize sustainable purchasing questions in the entry questionnaire to identify sustainable or “green” suppliers in the supplier database

[*For reporting*]

* Provide sustainable procurement reports on:
  + Total green spend [*organization determines how this defined as*]
  + Amount of sustainable products purchased in a product category
  + Greenhouse gas emissions savings from sustainable purchasing

**Document Requirements [*Include in solicitation AND contract language*]**

The Vendor shall demonstrate how the proposed system can be configured to support sustainable purchasing [see attached script questions].

*Past Performance*

The Vendor shall supply evidence of the Vendor’s past performance in providing a system that supports organizations’ sustainable purchasing operations for contracts of similar size, scope, and complexity. Evidence will be evaluated based on the relevance of the submitted information, the level of detail, and verification from the Vendor’s references.

**Evaluation Criteria**

The Vendor shall be evaluated based on their demonstration of how their system can be configured to support [*your organization’s*] sustainable purchasing goals.

[*Optional*] Weight shall be awarded accordingly to the Vendor for demonstration of each feature that supports sustainable purchasing.

*Past Performance*

The Vendor shall be awarded points based on evidence supplied of the Vendor’s past performance in providing a system that supports organizations’ sustainable purchasing operations for contracts of similar size, scope, and complexity. Evidence will be evaluated based on the relevance of the submitted information, the level of detail, and verification from the Vendor’s references.