

**Maryland Green Purchasing Committee Meeting**  
Thursday August 8, 2023, 10:00 A.M.  
Virtually Held

**Purpose:** Quarterly Meeting of the Maryland Green Purchasing Committee (GPC)

**Attendees:**

| <u>GPC Membership</u>                      |         |  |         |
|--|---------|--|---------|
| Emily Soontornsaratool, <b>DGS</b> (Chair) | Present | Carla Thompson, <b>DOIT</b>            | Present |
| Victoria Nellis, <b>DGS</b> (Staff)        | Present | Lauren Buckmaster, <b>DNR</b>          | Present |
| Sam Linton, <b>DGS</b> (Staff)             | Present | Joseph Sedtal, <b>DPSCS</b>            |         |
| Joseph Consoli, <b>DBM</b>                 |         | Cissy Blasi, <b>Treasurer's Office</b> | Present |
| Rachel Cruse, <b>Commerce</b>              | Present | Eddie Lukemire, <b>MDOT</b>            | Present |
| Jeremy Wilson, <b>MSDE</b>                 | Present | Tom Hickey, <b>USM</b>                 | Present |
| Amanda Hutchison, <b>MDE</b>               |         | Dionne Washington, <b>MDH</b>          | Present |

**Other Participants**

Steve Alagna, Dell  
Melane Boltz, MDH  
Paul Dickman, DHCD  
MaryAnn Dogo-  
Isonagie, DPSCS  
Hilal Efe, DGS  
Sabrina Fields, MDH  
Chanel Franze, TU  
Alyson Freeman, Dell  
Dinesh Gandhi, MDE  
Dyvor Gibson, DPSCS  
Evan Gray, MDOT  
Jaunita Gray, MDOT  
David Hollens, MDOT-

TSO  
Nakia Howell, MDH  
Joselyn Johnson, TU  
Rod Johnson, DGS  
Tim Kerr, MDE  
Hugo Lam, MDOT  
Toni Latimore, DHS  
Arhea Lazzelle, BISM  
Pam Malech, Judiciary  
Samuel Murril, MDOT  
Cathy Napoli  
Kathy Nicholson, MDOT  
Lisa Nissley, DGS  
Shania Peacock, MDOT

Kim Pezza, Comptroller  
Brandford Quartey, DGS  
Alex Queller, Dell  
Tina Quinichette, MDOT  
Falena Robinson, DHS  
Emmanuel Smith, DGS  
Tara Smith, DPSCS  
David St. Jean, DGS  
Jason Valuntis, DGS  
Troy Vehstedt, MDE  
Patricia Watson, TU  
Akia Wheeler, MDH

## Minutes:

### I. Welcome

- Emily Soontornsaratool welcomed all the attendees to the quarterly Green Purchasing Committee meeting and reviewed the agenda. She informed attendees that this meeting will be recorded.

### II. Announcements

- DGS
  - The State of Maryland has awarded a Master Contract for electric vehicle charging infrastructure. 13 suppliers have executed Master Agreements, effective June 1, 2024 through May 31, 2027. *See the contract [here](#).*
  - DGS celebrated its 200th EV charging port.
  - Decarbonization Planning and Building Energy Performance Standards
    - The Office of Energy and Sustainability has contracts with 3 decarbonization planning consultants for electrifying State buildings and facilities. This contract is not only available to state agencies, but local entities and non-profits as well. David St. Jean asked if anyone is interested in decarbonization planning to contact him for a form to engage with one of the contractors.
- MDOT-TSO
  - David Hollens mentioned TSO is close to finalizing their lighting retrofit project using one of the lighting contracts with Grainger. He invited anyone who has questions about the process or lessons learned from the lighting contract to contact him.
- MDE
  - Tim Kerr announced that MDE will be moving their offices to a different location, inferring that they will be procuring several types of commodities to restock the offices, including furniture and computers.

### III. Presentation: *Products, Solutions, & Services Sustainability at Dell Technologies*, Alyson Freeman and Steve Alagna, Dell.

Alyson Freeman, The Sustainability Innovation Lead with Dell, gave a presentation on their environmental sustainability goals with Dell.

- Dell has technologies to help customers meet sustainable IT goals, including reducing the footprint of IT, partnering for a sustainable data center, driving innovative business models, and delivering sustainable recovery & recycling. They offer a range of green IT products that are third party verified by ecolabels EPEAT, TCO and 80 plus.
  - *Watch Alyson's presentation [here](#) (10:28 - 29:07 of the recording)*

Steve Alagna, Senior Sustainability Packaging Engineer with Dell, gave a presentation on Dell's sustainable packaging, and the database used to track its progress.

- As part of Dell's ESG report, one of their goals is for packaging to be made from 100% recycled material, renewable material, or reused packaging by 2030. they are able to digitize packaging data through working with Smartsheet. This enables suppliers to enter their data into one platform and automates into one aggregate spreadsheet. Every supplier has their own data report.

- Watch Steve's presentation [here](#) (29:07 - 44:06 of the recording)
- Question from Tim Kerr: Who takes your IT products for recycling/reuse? Answer: Dell works ITAD and has six partners distributing for reuse. They can do reports to track where the IT was distributed for reuse and find third party certifications.
- Question from Sam Linton: Have you been able to get post-consumer recycled content for IT accessories that cannot be third party verified? Answer: Yes, recycled plastic and steel are especially reported in their dashboard, and it is verified by a third party.
- Question: Is the Smartsheet hosted in the cloud? Answer: Yes, Dell has a corporate license and the data is confidential and secure via Smartsheet.
- Question: Was there any pushback in transitioning suppliers to report via Smartsheets? Answer: 100% of suppliers have been sending their reports. There was little pushback because they have been reporting for a couple years.

#### IV. GPC Business & Activities Update - provided by Vicki Nellis.

- Approval of Meeting Minutes
  - The GPC meeting minutes for May were motioned to approve by Thomas Hickey with the University System of Maryland. Carla Thompson with the Department of Information Technology seconded the motion, and the meeting minutes were approved.
- FY2025 Goals
  - The GPC has several goals for the next fiscal year, including increasing green contracts in eMMA by 50%, increasing green specifications by 10%, expanding training opportunities, increasing statewide compliance with green purchasing, and more.

#### V. Specifications and Resources - provided by Vicki Nellis.

- Specifications Template.
  - The GPC has reformatted the template for developing specifications.
    - Thomas Hickey motioned to approve the specification. Carla Thompson seconded the motion, and the specification was approved.

*Access the new template [here](#).*
- Electronics & IT (updated).
  - The Electronics & IT added headsets to covered product types, as well as the TCO certified ecolabel.
    - Dionne Washington with Department of Health motioned to approve the specification. Rachel Cruse with the Department of Commerce seconded the motion, and the specification was approved.

*Access the document [here](#).*
- eMMA guide
  - A guide was developed for procurement professionals to determine when to mark a sourcing project or contract as green in eMMA and gives answers to common eMMA related questions.
    - *Access the document [here](#)*
- Data Reporting Template Update - provided by Sam Linton.
  - The GPC has revised the reporting template to make it easier for vendors, agencies, and data coordinators to enter their data. Additions include a summary tab, comprehensive instructions, and pre-filled drop-down menus for certain options.
    - *Access the template [here](#)*
- GPC Reporting Reminders

- FY2024 fourth quarter data from statewide vendors and agencies is due 8/9 to Sam Linton. Please contact him with questions to ensure a timely submission.

VI. Upcoming Training & Events

- Green Purchasing Specialization Training
  - The next cohort is scheduled to start for September 2024. The interest form for sign up can be accessed [here](#).
- Landscaping Specification Training Recording
  - The training can be accessed [here](#).
- Integrated Pest Management Workshop
  - The GPC is giving a virtual workshop on August 13, 2024, from 2:00pm - 3:00pm
  - Register [here](#).
- Agency Reporting Training
  - The training is scheduled for October 1, 2024. This intends to go over changes to the reporting template and answer any questions agency’s may have about completing reports.
  - Register [here](#)
- America Recycles Day
  - DGS is hosting an America Recycles Day event this year at State Center 301 W. Preston St. They are looking for vendors and agencies interested in having a table.
  - Contact Sam Linton if you have any questions.
- Landscaping Services Specification Training
  - This is a virtual training to go over when and how to use the current Landscaping Services specification.
  - Register [here](#).

VII. Upcoming GPC Meetings

| <b>Date</b>       | <b>Time</b>         | <b>Meeting Type</b>   |
|-------------------|---------------------|-----------------------|
| October 10, 2024  | 1:00pm - 3:00pm     | GPC Working Meeting   |
| November 7, 2024  | 10:00 am - 12:00 pm | GPC Quarterly Meeting |
| January 9, 2025   | 1:00pm - 3:00pm     | GPC Working Meeting   |
| February 13, 2024 | 10:00am - 12:00pm   | GPC Quarterly Meeting |

IX. Conclusion

- Victoria Nellis, GPC staff, thanked all the attendees and the meeting adjourned.

Respectfully Submitted,

Sam Linton,  
Staff, MD Green Purchasing Committee