

“Green” Pre-Bid and Pre-Proposal Guidance

When issuing a solicitation with “Green” requirements, it’s **important to discuss the requirements with potential Bidders/Offerors** prior to the closing date. The best time to do this is during a **pre-bid or pre-proposal** meeting.

Suggested talking points to highlight are as follows:

- Highlight any specific “Green” requirements, including any products requiring a specific environmental attribute. Examples: appliances or lighting requiring **ENERGY STAR** certification, cleaning products requiring **Safer Choice** certification, IT products requiring **EPEAT** certification, batteries to be **rechargeable**, and specific recycled content minimums, etc.
- When discussing submittal requirements, specifically mention any environmental submittals required. This can include required **ecolabels or recycled content** minimums.
- Ensure potential Bidders/Offerors understand the “**Green**” **reporting requirements** in the applicable supplemental document. Awarded Bidders/Offerors will be **required** to submit quarterly sales data on “Green” products and services used during the contract, thus making it imperative they are aware of any reporting requirement(s).
- [COMAR 21.11.07.09](#) **requires** all procurement agencies to purchase “**environmentally preferable**” products or services when possible. If pushback is received regarding green purchasing, please use the following language from COMAR to reinforce the requirement:

“A. All procurement agencies shall purchase environmentally preferable products and services unless purchasing environmentally preferable products and services would limit or supersede any requirements under any provision of law or result in the purchase of products and services that:

(1) Do not perform adequately for the intended use;

(2) Exclude adequate competition; or

(3) Are not available at a reasonable price in a reasonable period of time.”

If you have any questions or concerns, please contact the Green Purchasing Committee at

DGS.BuyGreen@maryland.gov