



Green Purchasing Checklist for State of Maryland Employees

Please complete this checklist for every new procurement and submit to:
DGS.Buygreen@maryland.gov **AND** DGS.OSP-Requisitions@maryland.gov
(Submitted with your requisition package)

1. What type of product(s) or service(s) are you trying to buy?

2. Are any of these product(s) or service(s) covered by a Maryland Green Purchasing Committee (MD GPC) Specification?

Yes No

The Maryland Green Purchasing Committee (MD GPC) Specifications currently cover the following types of goods and services:

Commodities

- [Appliances and Heating & Cooling Equipment](#)
- [Janitorial Supplies](#)
- [Lighting Products](#)
- [Food Service Supplies](#)
- [Paper and Office Supplies](#)
- [Shell Eggs](#)
- [Paint](#)
- [Snow and Ice Control](#)

Services

- [Electronic Product Disposal](#)
- [Janitorial Services](#)
- [Organics Recycling](#)

Information Technology

- [Electronic and IT Products](#)

3. If this is a category with a MD GPC Specification, did you include the Specification in your bid solicitation or purchase order?

Yes No



If yes, the following language must be included in the solicitation:

The State of Maryland is committed to purchasing environmentally preferable products and services (EPPs). [Maryland's State Finance & Procurement Article §14-410](#) defines environmentally preferable purchasing as “the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose.” Accordingly, Bidders are strongly encouraged to offer EPPs to fulfill this contract, to the greatest extent practicable.

If yes, the following language must be included in the contract or purchase order:

Contractors must comply with Maryland's Green Purchasing Reporting Requirements.

The State of Maryland reserves the right to request from the Contractor quarterly sales data over the life of this contract. This information must include details about the recycled content, third-party sustainability certifications, and other environmental attributes of products and services sold on this price agreement per the contract specifications.

This information will enable Maryland State agencies to comply with Article §14-405 of the Annotated Code of Maryland and COMAR [21.13.01.14](#), effective October 1, 2014, which requires Maryland state agencies to report to the Department of General Services on their procurement of environmentally preferable products and services.

To facilitate consistent reporting on targeted contracts, the Contractor will be provided with a VENDOR GREEN SALES REPORT template by the Maryland DGS.

- **If no**, explain why you did not include the MD GPC-approved Specification in your solicitation or Purchase Order (including whether you used another method to specify green products on this contract).



If no and the procurement is expected to exceed \$200,000, Maryland DGS Office of State Procurement (OSP) oversight approval is required.

The following is to be completed by the DGS OSP Procurement Officer for Agency procurements and the DGS OSP Supervisor for DGS procurements (or Maryland Green Purchasing Committee Representative):

APPROVAL by Maryland DGS (Yes No)

Name Title Signature Date

Name Title Signature Date

COMMENTS by Maryland DGS:

Questions about this form may be directed to: Kshirajaa.Ramesh@maryland.gov

Your Name: Print and Sign

Your Title and Department

Solicitation/Contract Name and Number

Date