

**Department of State**  
**Addendum to the 2012 Strategic Sustainability Performance Plan:**  
**Responding to the President's Memorandum on Promotion of Biobased Markets**

On February 21, 2012, President Obama signed a Memorandum, *Driving Innovation and Creating Jobs in Rural America through Biobased and Sustainable Product Procurement*. The memorandum requires all federal agencies to undertake a number of activities to increase their purchase of biobased products. The Department of State is moving aggressively to implement the Presidential Memorandum requirements.

**Accomplishments to date include:**

- The Department of State has incorporated sustainable acquisitions into most of the target areas described in the memorandum including: construction, renovation, or repair; building operations and maintenance, landscaping services, pest management; electronic equipment; cafeteria operations; meeting and conference services, building interiors/furniture; and janitorial services.
- The Department of State is examining ways to efficiently and effectively capture, analyze, and track performance related to Executive Order 13514 compliance.
- The Department of State is focusing on the demand side, the Department offers education and training to its employees and stakeholders in order to alter consumer behavior and raise awareness of sustainable procurement across the Department. The Department promotes awareness of sustainable acquisitions through several venues such as the Contracting Officer's Representative (COR) conferences, Green Team meetings, and other greening and sustainability events that are sponsored at the Department. In addition, the Department's Greening Diplomacy Initiative (GDI) has a dynamic intranet site where greening and sustainable information such as the Procurement Information Bulletins (PIBs) on acquisition policy can be readily announced and promoted.

**Baseline for Biobased Contracting:**

Prior to the issuance of the President's February 2012 Memo on Biobased Procurement, the Department of State included requirements and clauses for biobased products in 87 percent of appropriate contracts during the first two quarters of FY 2012 (based on quarterly review of a five percent sample).

**FY 2013 Target/Compliance Goal:**

- The Department of State plans to achieve a level of 90 percent for all relevant acquisitions in the first two quarters of FY 2013 included requirements and clauses for biobased products.
- The Department of State plans to achieve full compliance of the 95 percent sustainable acquisition goal in E.O. 13514 for biobased products no later than FY2014.

**Strategies for Improving Compliance:**

The Department of State strategy for improving compliance--full incorporation of requirements and clauses for biobased products in relevant and appropriate contracts and follow on activities to ensure compliance is achieved--includes the following elements:

- Continued education of the requisitioning community to ensure an understanding of the benefits of biobased acquisition.
- Featuring biobased acquisition in the periodic training of contracting specialists.
- Review of relevant contracts to identify any requisitioners or contracting specialists in need of focused training. Continued quarterly review of relevant contracts.
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