



Partners in Project Green – Green Purchasing Team Meeting
Agenda – Wednesday June 8 2011 @ 10:00 a.m.

Conference Call
Call in number: 416-343-4997
Conference ID: 5346694

1. Greening Greater Toronto Green Purchasing Corporate Commitment Update
2. Request for Proposals Templates
3. Partners in Project Green Website Update - Vendor Listings
4. Greening Greater Toronto Partnership
5. Other Business

ITEM 1

TO: Members of the Partners in Project Green - Green Purchasing Team

FROM: Chris Rickett, Senior Project Manager, Partners in Project Green

**RE: GREENING GREATER TORONTO – GREEN PROCUREMENT
CORPORATE COMMITMENT UPDATE**

KEY ISSUE

To provide an update on to the Green Purchasing Team on the launch of the Greening Greater Toronto - Green Procurement Corporate Commitment and Green Procurement Corporate Commitment Companion Guide.

BACKGROUND

The purpose of the Greening Greater Toronto (GGT) Green Procurement Program is to develop a program to accelerate corporate procurement of greener products and services and help drive the success of Ontario's green sector. Greening the purchasing choices of business, governments and non-profit organizations can dramatically reduce waste, energy consumption and carbon emissions, and help to make the GTA the greenest region in North America.

The expected results of the Green Procurement Corporate Commitment includes additional procurement of green products and services within the GTA; improved environmental performance for companies in the GTA; and, additional jobs and local economic activity due to increased green procurement.

OVERVIEW OF GREEN PROCUREMENT CORPORATE COMMITMENT

The Green Procurement Corporate Commitment will provide a number of tools to support green procurement in the Pearson Eco-Business Zone and broader GTA, including:

- Green Procurement Corporate Commitment – a pledge to adhere to broad green procurement principles.
- Green Procurement Companion Guide – a guide to assist companies in operationalizing their Green Procurement Commitment.
- Green Procurement Case Studies – showcasing the policies and processes of companies who have made the Green Procurement Commitment.
- Document Hub – examples of procurement documents, including policies, contracts and requests for proposals that have been developed by companies who have made the Green Procurement Commitment.

LAUNCH OF GREEN PROCUREMENT CORPORATE COMMITMENT TOOLS

While the Green Procurement Corporate Commitment has already been launched, with a number of local companies signing on, the remaining tools (guide, case studies and document hub), have yet to be made available.

Partners in Project Green and Greening Greater Toronto are going to both host the overall Green Procurement Corporate Commitment information page that highlights the participating companies and provides a link to the companion guide; however, the Partners in Project Green website will become host to the case studies and document hub.

The rationale behind this process is that Greening Greater Toronto can leverage the existing Partners in Project Green Best Practices Database and Green Business Tool Databases instead of having to develop their own in-house solution, while at the same time the proposed tools align with the overall strategic direction of Partners in Project Green.

NEXT STEPS

Based on the input of the Green Purchasing Team, TRCA staff will work with GGT staff to finalize the commitment and its companion guide, and to develop the web presence on the Partners in Project Green site.

Report prepared by: Jennifer Taves, extension 5570

For more information contact: Chris Rickett, extension 5316

Date: May 25, 2011

ITEM 2

TO: Members of the Partners in Project Green - Green Purchasing Team

FROM: Chris Rickett, Senior Project Manager, Partners in Project Green

RE: **DEVELOPMENT OF GREEN PROCUREMENT TEMPLATE TOOLS**

KEY ISSUE

To review the proposed green procurement template tool development process.

RECOMMENDATION

THAT the Green Purchasing Team provide input and feedback on the proposed green procurement template tool process;

AND FURTHER THAT the Green Purchasing team members consider assisting with any of the respective green procurement tool template teams.

BACKGROUND

Companies in the Pearson Eco-Business Zone and beyond are increasingly looking to procure products and services that aid them in their sustainability programming. One of the most effective ways to assist in this process is to help companies develop procurement tools, such as RFPs and contracts, which ensure vendors put forward sustainable solutions forward for consideration.

Recognizing this need, Partners in Project Green has developed RFP templates for rooftop solar and lighting installations, but would like to build on these tools by adding template procurement tools for the following products / services::

- Waste Management – develop a template RFP that aims to maximize diversion at the lowest cost for office and warehouse operations.
- Green Cleaning – develop a template RFP and contract for companies looking to procure green cleaning solutions that meet LEED indoor air quality requirements.
- Heating, Ventilation and Air Conditioning (HVAC) – develop a template RFP that incorporates energy efficiency considerations and financial incentives into the procurement process.

PROJECT PROCESS

For each area, teams consisting of relevant stakeholders would be formed. For example, in the case of Waste Management, the Partners in Project Green Resource Reutilization Team and relevant waste haulers would be approached. This ensures subject matter experts are vetting the final document.

Each RFP and or contract will be developed during a six week process that will include the following tasks:

Task 1 – Introductory Meeting & Document Collection – an introductory meeting will be hosted with the participating stakeholders to refine and agree the outcomes of the process. Based on this review, stakeholders will be encouraged to share example RFPs they have issued or received that meet the project requirements.

Task 2 – Review and Draft RFP Development – TRCA staff will review the sample RFPs submitted by the stakeholders and develop a common document based on best practices identified in the samples. This draft will then be submitted to the group for review.

Task 3 – Review Draft RFP Document – the draft RFP document will be submitted to the participating stakeholders for review and input.

Task 4 – Finalize Draft RFP Document – comments and suggestions from the participating stakeholders will be incorporated into a final RFP document that will be made available for distribution.

Task 5 – Market the RFP Document – the final RFP document will be made available through the Partners in Project Green website to interested parties.

The final documents will be made available to Partners in Project Green Partners and Ambassadors at no charge. Vendors included in the development of the RFPs and contracts will be highlighted as companies supporting these solutions and who can provide the identified services.

NEXT STEPS

Following the direction of the team, staff will work to finalize the RFP template process, and form groups for Waste Management, Green Cleaning, and HVAC Procurement Tools. The members of the Green Purchasing Team are requested to consider joining any of the respective teams to offer their insight into the process.

Report prepared by: Jennifer Taves, extension 5570

For more information contact: Chris Rickett, extension 5316

Date: May 25, 2011

ITEM 3

TO: Members of the Partners in Project Green - Green Purchasing Team

FROM: Chris Rickett, Senior Project Manager, Partners in Project Green

RE: PARTNERS IN PROJECT GREEN WEBSITE UPDATE – VENDOR LISTINGS

KEY ISSUE

To update the Green Purchasing tem on the development of vendor listings on the Partners in Project Green website.

BACKGROUND

The Partners in Project Green website is currently undergoing a redesign and functionality review. The purpose of this review is to increase the usability of the website to so that companies can self identify sustainability solutions and then connect to programs, service providers and product vendors that can assist with their implementation.

To assist with this process, the usability of the website will be enhanced through an improved user interface that is customizable based on the company's sustainability interests. The idea is to help companies connect more quickly to the sustainability solutions that are most relevant to their organization.

VENDOR LISTINGS

One element that will be enhanced is the Service/Product Listings on the website. Currently companies are able to create service/product profile which allows them to market their offering; however, this will be enhanced to allow vendors to tailor their product/service listings to specific sustainability solutions. Thus when a company identifies a specific sustainability solution they are interested in, such as lighting, they will be immediately connected to a list of businesses who can provide lighting solutions.

In addition the above functionality, the Service/Product Listings will also provide for the following:

- An easily searchable database that connects companies to green products and services;
- A platform to connect with vendors and view past clients;
- Ability to post feedback on their experiences with vendors, as well as see reviews posted by others; and,
- Connect personally to referrals and case studies.

NEXT STEPS

Based on input from the team, staff will continue to develop the Partners in Project Green website and vendor listing database.

Report prepared by: Jennifer Taves, extension 5570
For more information contact: Chris Rickett, extension 5316
Date: May 25, 2011

ITEM 4

TO: Members of the Partners in Project Green - Green Purchasing Team

FROM: Chris Rickett, Senior Project Manager, Partners in Project Green

RE: GREENING GREATER TORONTO PARTNERSHIP

KEY ISSUE

To provide an overview of the partnership with Greening Greater Toronto moving forward.

BACKGROUND

For the past number of years Greening Greater Toronto has had its Green Procurement Council. This Council has worked on developing procurement solutions, including developing a procurement document hub and holding information sessions on product and service areas of interest to its members.

Moving forward Greening Greater Toronto is planning to reduce its involvement with the Green Procurement Council, however the group would like to still meet on a regular basis in order to continue learning from each other. In order to assist, Partners in Project Green has agreed to host one meeting per year as part of its Green Purchasing Team.

PROPOSED JOINT MEETING

The proposed joint meeting would be held as part of the Green Purchasing Team's September 2011 meeting. In addition to dealing with specific Partners in Project Green initiatives this meeting would also focus on sharing best practices and highlighting the work of some of the members. The proposed agenda would be as follows:

- Overview of existing Partners in Project Green procurement initiatives
- Overview of planned Partners in Project Green procurement initiatives
- Overview of green procurement practices of Green Purchasing Team members

NEXT STEPS

Based on the input of the Green Purchasing Team, TRCA staff will work with GGT staff to finalize the proposed meeting and begin refining the agenda.

Report prepared by: Jennifer Taves, extension 5570

For more information contact: Chris Rickett, extension 5316

Date: May 25, 2011