



Federal Electronics Acquisition and Procurement Planning Checklist

Updated: 6/18/2012

PURPOSE

This checklist outlines questions to consider throughout the federal acquisition and procurement process for electronic products, and can assist in planning, and purchasing or leasing, of environmentally preferable electronic products and services.

INSTRUCTIONS

After considering each action item, check "Yes" or "No" to specify if your organization decides to implement the action. If you check "Yes," check who is(are) responsible for ensuring implementation of the action: Program Office/Facility, Acquisition/Contracting, Property Management, Information Technology (IT) or Other.

Additional resources to assist with these acquisition and procurement actions are available on the Federal Electronics Challenge (FEC) website: <http://www2.epa.gov/fec/publications-and-resources#acquisition>.

NEEDS ASSESSMENT

Action	Implement action?	Who is responsible?
Assess the need to purchase new equipment vs. fulfilling the requirement using an alternate method (i.e., internal reuse, leasing, or obtaining excess equipment).	Yes No	Program Acquisition Property IT Other
Assess the possibility of upgrading equipment vs. purchasing new equipment.	Yes No	Program Acquisition Property IT Other
Assess the possibility of extending a current lease vs. purchasing or leasing new equipment.	Yes No	Program Acquisition Property IT Other
Assess the use of seat management vs. purchasing or leasing.	Yes No	Program Acquisition Property IT Other

INFORMATION GATHERING/MARKET SURVEY

Action	Implement action?	Who is responsible?
Discuss with your current vendors the types of environmentally preferable electronic products they offer.	Yes No	Program Acquisition Property IT Other



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Action	Implement action?	Who is responsible?
Discuss with your current vendors the environmental attributes of the electronic products you currently acquire.	Yes No	Program Acquisition Property IT Other
Require vendors to complete the FEC Product Information Sheet; provide similar information; or provide EPEAT registration, ENERGY STAR® qualification, and Federal Energy Management Program (FEMP) designation product details.	Yes No	Program Acquisition Property IT Other

OUTREACH TO REQUIREMENT OFFICES

Action	Implement action?	Who is responsible?
Provide information regarding EPEAT, ENERGY STAR, FEMP and other environmental attributes of electronic products to staff that specify IT requirements.	Yes No	Program Acquisition Property IT Other
Request that staff responsible for implementing these actions take environmentally preferable purchasing (EPP) training.	Yes No	Program Acquisition Property IT Other

EVALUATION CRITERIA CONSIDERATIONS

Action	Implement action?	Who is responsible?
Include ability of vendors to provide EPEAT-registered; ENERGY STAR qualified; and FEMP designated products.	Yes No	Program Acquisition Property IT Other
Include other environmental attributes in purchasing specifications for products that are not currently registered with EPEAT.	Yes No	Program Acquisition Property IT Other
Include the ability of vendors to provide products with eco-labels other than EPEAT, ENERGY STAR, and FEMP.	Yes No	Program Acquisition Property IT Other

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Action	Implement action?	Who is responsible?
Include total cost of ownership considerations.	Yes No	Program Acquisition Property IT Other
Include environmental factors and attributes in determining "best value" for contract award.	Yes No	Program Acquisition Property IT Other

CONTRACTUAL REQUIREMENTS - SPECIFIC CLAUSES

Action	Implement action?	Who is responsible?
Include clause requiring EPEAT-registered products for all products that are registered by EPEAT.	Yes No	Program Acquisition Property IT Other
Include clause requiring ENERGY STAR® qualified products for all products that have ENERGY STAR specifications.	Yes No	Program Acquisition Property IT Other
Include clause requiring products that meet FEMP purchasing specifications for all FEMP designated products.	Yes No	Program Acquisition Property IT Other
Include clause requiring product manuals to be delivered on compact disc (CD) or made available online, in lieu of paper copies of manuals.	Yes No	Program Acquisition Property IT Other
Include clause requiring delivery of products in "multi-packs" (i.e., multiple items in one box).	Yes No	Program Acquisition Property IT Other
Include clause requiring vendors to take-back all packaging or choose EPEAT-registered products that meet optional criteria for packaging take back.	Yes No	Program Acquisition Property IT Other



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Action	Implement action?	Who is responsible?
Include clause requiring vendors to take-back products at end-of-life or utilize vendor's take back service for EPEAT-registered products.	Yes	Program
	No	Acquisition Property IT Other

POST AWARD FOLLOW-UP

Action	Implement action?	Who is responsible?
Obtain reporting from vendors on their sales to your facility of environmentally preferable electronic products, including EPEAT-registered; ENERGY STAR qualified; and FEMP designated electronics.	Yes	Program
	No	Acquisition Property IT Other
Provide oversight of contract to ensure vendor compliance with environmental clauses.	Yes	Program
	No	Acquisition Property IT Other

REFERENCES

Information about ENERGY STAR is available at their website: <http://www.energystar.gov/>.

Information about FEMP is available at their website:
http://www1.eere.energy.gov/femp/technologies/procuring_eeproducts.html.

Information about EPEAT is available at their website: <http://www.epeat.net/>.

CONTACT INFORMATION

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion: <http://www2.epa.gov/fec/technical-assistance>.

Visit the FEC online: <http://www2.epa.gov/fec/>

E-mail the FEC: fec@epa.gov