

MWCOG-RPN Membership Proposal

July 19, 2011

About RPN

The Responsible Purchasing Network (RPN) is an international network of buyers dedicated to socially responsible and environmentally preferable purchasing (EPP). RPN's membership base is comprised of over 250 institutional purchasers that represent federal agencies, state and local governments, businesses, and non-profits. Additionally, RPN provides technical assistance for all levels of sustainable purchasing from program and policy development to contract evaluation and pilot testing.

Overview of Proposed Group Membership

A group RPN membership for MWCOG members would extend valuable sustainable purchasing resources to a wide network. When possible, we strongly encourage the creation of a group membership that will allow many entities to work together to advance environmentally preferable purchasing. RPN has facilitated group memberships twice before. The National Association of State Procurement Officials (NASPO) has provided a bulk RPN membership to its members to encourage sustainable procurement across the country. Additionally, the State of Colorado recently obtained a group membership for 22 of its state agencies and 16 educational institutions following the passage of a state-wide green purchasing policy. An MWCOG-RPN membership would be the first group membership at the municipal level and can greatly assist the cities and counties of the greater Washington, D.C. area.

MWCOG jurisdictions can benefit from an RPN membership in the following ways:

- 1- RPN green purchasing resources allow staff at MWCOG member agencies to save time and money by avoiding duplication of work and research and "reinventing the wheel."
- 2- Membership offers access to tools that will help meet climate protection, recycled content, zero waste, bio-based or other green purchasing goals.
- 3- Regular "Webinars" will help MWCOG members stay up to date in sustainable purchasing news and provide opportunities to learn more about specific topics.

Also included in the group membership is unlimited "affiliate memberships" for each jurisdiction. These affiliate memberships extend access to RPN resources to anyone in an agency. For larger entities, such as states, these memberships are typically limited to staff in a central office, such as a state purchasing office. However, due to the smaller size of MWCOG members, affiliate memberships can be shared with all staff within each jurisdiction.

RPN Membership Benefits

1. Responsible Purchasing Guides

RPN publishes *Responsible Purchasing Guides* providing detailed guidance designed to help institutional purchasers identify and buy greener goods and services. The majority of this content is locked for members-only access.

Each Guide includes:

- ▶ One page executive summary
- ▶ Social and environmental issues review
- ▶ Best practices
- ▶ Cost, quality & supply
- ▶ Model policies & specs
- ▶ Standards & certifications
- ▶ Qualified products database
- ▶ Impacts and benefits calculators
- ▶ Webinar slideshow and/or video

Guide series currently covers:

- ▶ Bottled Water Alternatives
- ▶ Bottled Water Alternatives, University Edition
- ▶ Carbon Offsets
- ▶ Cleaners
- ▶ Computers
- ▶ Green Power
- ▶ Fleet Vehicles & Fuels
- ▶ Food Services and Containers
- ▶ Fluorescent Lighting
- ▶ LED Traffic Signals, Street Lights, and Exit Signs
- ▶ Office Electronics
- ▶ Paint
- ▶ Paper
- ▶ Remanufactured Toner Cartridges
- ▶ Tires & Lead-Free Wheel Weights

2. Additional Publications

In addition to Responsible Purchasing Guides, RPN has created several other useful publications, including:

- ▶ Office Electronics Case Studies
- ▶ Model Responsible Purchasing Report
- ▶ Paper Standards Comparison Chart
- ▶ Factsheet for Cooperative Contracts
- ▶ Annual Responsible Purchasing Trends Reports

3. Affiliate membership

RPN members are entitled to an unlimited number of Affiliate memberships granting staff and employees access to all online resources.

4. Webinars

RPN hosts online Webinars approximately once per month on new green purchasing topics and various trainings. Webinars frequently include guest speakers and case studies. Members are invited to attend these workshops and trainings for free or at reduced prices.

5. E-Newsletters

RPN sends the monthly *Responsible Purchasing Update* (RPU) e-newsletter and monthly *Responsible Purchasing Announcements* (RPA) with time-sensitive news, program and event announcements, publications, webinars and more.

6. Member Certificate

Each RPN member receives an attractive personalized certificate suitable for framing that serves as a testament to their commitment to responsible purchasing practices.

7. Awards

RPN will be conducting an annual responsible purchasing awards program to recognize the accomplishments of our member organizations.

8. Consulting

In addition to our standardized resources and tools, RPN offers customized green procurement consulting, available to members at reduced pricing.

9. Pro Bono Programs

RPN occasionally receives grant funding for specific green purchasing projects that allow us to work with selected members on specific procurements. These opportunities are subject to funding.

10. Directory

RPN members have access to the extensive membership directory, allowing for better communication and resource sharing between RPN members.

Membership Dues

This agreement will fully extend RPN membership to all 21 MWCOG members. Washington, D.C. is excluded from the membership dues below as it is already an RPN member through a NASPO group membership agreement for the next two years. The City of Rockville, MD has a department which is currently an RPN member. We will gladly extend membership to all agencies and departments within the jurisdiction at no additional cost. Please see the attached spreadsheet for a more detailed breakdown of MWCOG membership dues.

We have provided MWCOG with two options in joining RPN. Both options provide full access to RPN resources and unlimited affiliate memberships for each jurisdiction.

Option 1 – Best Option

RPN will extend membership to all MWCOG members at a discounted rate for two years. Membership dues will be discounted by 50% in the first year and 25% in the second year.

RPN will extend the City of Rockville's membership, currently set to expire on August 1, 2011, until one year from when this agreement goes into effect without charge. For example, if the MWCOG-RPN membership should begin October 1, 2010, the City of Rockville's membership would be extended until October 1, 2011 for the first year. This city of Rockville's membership in the second year will be included in the second year's dues at a 25% discount. **This option includes a free webinar.**

Year 1 Dues – \$3,475
Year 2 Dues – \$5,475
Total \$8,950

Should MWCOG choose this option, RPN will also provide one training or presentation of approximately 1-2 hours, to be determined, at no extra cost. Previous trainings have included:

- EPP Prioritization
- Policy Development
- Purchasing for Climate Protection
- How to Save Money with Green Products
- Green 101: Beginning a Sustainable Purchasing Program
- How to Earn Green Building Credits (LEED) through Purchasing

Option 2

RPN will extend membership to all MWCOG members at a discounted rate of 25% for one year. The City of Rockville's membership will be extended until one year from the time this agreement goes into effect at no additional cost.

Dues – \$5,212.50