**Framework for USDA Rural Business-Cooperative Service BioPreferred® Program:**

**Office Supplies Pilot Program**

**April 10, 2020**

**Objective for the Office Supplies Pilot Program**

Initiate one year pilot program with USDA Rural Development Business-Cooperative Service (RBCS) BioPreferred Program® and AFCC and its member companies who are producers of biobased office supplies to determine: the types of office supplies purchased by USDA RBCS, current supplier (distributor) such as Amazon, Staple, Office Depot, others, contract information, all geographical purchasing locations for USDA RBCS, pricing structure, volume purchased, method of purchase (online/credit card/paypal etc.). The pilot study will identify all of the office supply products purchased by USDA RBCS in all of its territories and office supplies will be flagged in the data base for each location. The frequency and volumes at which these office supplies are purchased would determine the value proposition for these products. In this pilot program, the ultimate goal would be to determine USDA’s innovative certified biobased office supply products and to convert the fossil fuel office supply products to biobased products. USDA RBCS office supply products would all be converted to biobased products which are currently certified or have been designated for federal procurement in the BioPreferred® catalog and other office supply biobased products which are being developed. Some examples of office supply products are paper, ink / toners, plastic binders, hand sanitizer, notepads, pens, pencils, pen and pencil holders, and other products.

**Timeline & Action Plan**

1. AFCC proposes the idea of conducting an office supplies pilot program to USDA RBCS BioPreferred management (March 13, 2020).
2. AFCC provides biobased certified commercially available office supplies to RBCS staff members. (March 13, 2020)
3. Develop framework for office supplies pilot program by AFCC and its member companies (April 10, 2020).
4. Framework for office supplies pilot program presented to USDA RBCS BioPreferred management for review (April 10, 2020).
5. USDA RBCS initiates data mining (flagging all of its office supplies in database) in all of its territories: the types of office supplies purchased by USDA RBCS, current supplier (distributor) such as Amazon, Staple, Office Depot, others, contract information, all geographical purchasing locations for USDA RD, pricing structure, volume purchased, method of purchase (online/credit card/paypal etc.) (May 15, 2020).
6. As data is generated by USDA RBCS for office supplies during the execution and implementation of the pilot program, they will be shared with AFCC and its members producing biobased office supplies. The AFCC member companies will work through the entire supply chain to initiate conversion to biobased office supplies (potential turnkey approach) since in most instances AFCC member companies already have a relationship with the office supply distributors (May 29, 2020).
7. AFCC and its member companies will invite RBCS associates to AFCC’s working group to have a conversation on the execution and implementation of the pilot program (June 5, 2020)
8. AFCC and USDA RBCS jointly do a press release for office supplies pilot program (June 26, 2020).
9. RBCS will give the procurement officers and contractors in all federal agencies an update about the pilot program (July 10, 2020)
10. The office supplies pilot program will be extended to all departments in USDA (August 31, 2020).
11. Next steps for the office supply pilot program will be to engage other federal agencies such as DOE, DOD, DOC, and others ( September 30, 2020).
12. USDA RBCS will create a score card for federal agencies in the conversion of fossil fuel office supplies to biobased products and will determine the federal agency with the highest conversion to biobased office supply products, “Challenge Program for Biobased Office Supplies“ (October 30, 2020).
13. AFCC and USDA RBCS jointly do a press release on the outcome of the office supplies program and recommend other biobased products in the BioPreferred catalogue as a next case study, such as cleaning products, cafeteria plastic utensils, and more (November 30, 2020).