

## Statement of Objectives (excerpts)

### **E. Environmental Objectives**

In support of Executive Order 13514 and other applicable statutes, regulations and Executive Orders, and in recognition that harm to the environment, including from greenhouse gas pollution, has quantifiable costs and negative impacts on the economy and federal agency operations, it is the Government's intent to reduce as far as practicable the environmental impacts of services provided under this contract. GSA shall require contractors to report greenhouse gas emissions to the Office of Management and Budget under Executive Order 13514 — *Federal Leadership in Environmental, Energy, and Economic Performance* and/or belong to the Environmental Protection Agency (EPA) SmartWay Transport Partnership, a voluntary partnership between the Federal Government and the trucking industry, to improve the environmental performance of freight and small package transport by adopting fuel- and emission-reducing strategies.

GSA will be assessing contractors on their current existing capabilities to report on one or more environmental metrics and the result of such metrics (if available) for the most recent reporting periods. A sample of said metrics is listed below:

- Greenhouse gas emissions at the customer account level
- Alternative fuels use
- Emissions of pollutants
- Fuel efficiency

#### Others

Additionally, GSA will assess contractors based on annual targets for environmental improvement such as those specified in Table III-CI, PM6, and their plan in place to improve the Contractor's environmental performance.

### **F. Other Objectives**

#### Green Initiatives

The Government strongly encourages transportation Contractors to reduce as far as possible the use of non-renewable fuels and emissions of pollutants, including greenhouse gases, in provision of services.

The Contractor shall provide recent benchmarks for greenhouse gas intensity, fuel efficiency, and use of specific alternative fuels, along with annual targets for improvement in these measures. Contractor performance against these targets will be incorporated into performance management objectives, as specified in Table III-CI, PM6.

In addition to all other required environmental reports and information, the Contractor shall provide to the Government a description of the programs in place to improve the Contractor's environmental performance.

## SOO Appendix D. Greenhouse Gas (GHG) Reports Definition

As described below and in Table III-B2, SR7, a set of reports or files including information on the quantity of greenhouse gases (GHG) emitted during delivery services will be provided to the GSA Contracting office at least annually.

- Reports shall indicate the quantity of GHG attributable to the products and services which Contractor sold to each shipping agency which is required to inventory and report GHG internally under federal reporting requirements (OMB Sustainability Scorecard agencies, currently listed at [sustainability.performance.gov](https://www.sustainability.performance.gov)).
  - A profile containing a set of shipments to be used by the Contractor in preparation of their Greenhouse Gas Emissions (GHG) / Social Cost of Carbon (SCC) Estimate, which should be submitted as described in Attachment A, is provided under the name `base_carbon_profile.txt`.
  - This profile describes a condensed, representative mix of government-wide shipping data for one year for use in computing a GHG / SCC estimate.
- The data, methodology and format of the reports shall be such as to allow reporting agencies to add the emissions data provided, without further manipulation, into the “purchased goods and services” category of the agencies’ Scope 3 (Indirect) GHG emissions under the World Resources Institute Corporate Value Chain (Scope 3) Accounting and Reporting Standard (2011).
- Reports shall include, at a minimum, the Carbon Dioxide (CO<sub>2</sub>) emissions generated by Contractor’s facilities and electricity purchases, and by Contractor’s and major subcontractors’ vehicles during the provision of delivery services. Reports should include other types of GHGs (reported in terms of tons of CO<sub>2</sub> equivalent) and Scope 1, 2, and “upstream” Scope 3 emissions sources to the extent possible. Reports should not include “end of life” emissions of Contractor-provided packaging.
- Contractor’s reporting methodology should calculate GHG based on the customer’s shipping profile, including information such as number of packages, size and weight of packages, origin/destination zones and service categories.
- A statement accompanying each report should describe Contractor’s reporting methodology to the fullest extent possible a given competitive concerns. Contractor’s reporting methodology should be externally reviewed and verified and Contractor shall attach documentation of such reviews or verifications.

GHG emissions data provided may be released to the public.

As described in Table III-B2, SR8, as commercially available, Contractor should provide access to an online GHG reporting tool which allows creation of additional user-initiated reports on an as-needed basis.

## Instructions for Response (excerpts)

### 3. Technical Approach

The technical approach shall describe how the Contractor proposes to meet the objectives described within the Statement of Objectives. The offeror is expected to provide a detailed solution for each of the key objective categories with the following considerations:

#### a) Delivery Service Objectives

- A list of offered Core Delivery Services describing all available day and time definite delivery services for express and ground delivery
- A list and description of offered Optional Delivery Services
- A list and detailed descriptions of all Enabling Services being offered
- A list and detailed descriptions of all proposed Accessorial Delivery Services, included as either no-charge or supplemental fee-based services, including the specific circumstances when accessorial / surcharges will be applied
- The Government encourages contractors to participate in teaming arrangements in accordance with FAR 9.6. If Contractors opt for this type of arrangement as a total solution, then all Contractor Teaming Arrangements(s) (CTA) must specifically be identified as such in its quote, and the CTA document shall be submitted to the Government as part of the quotation in response to the RFQ. Note: The CTA will not count towards the page limitations

#### b) Business Process Objectives

- Point-of-sale discounts shall apply to all purchases for items covered by the BPA, except when the ordering agency specifies that it is using another acquisition vehicle. A Contractor can propose a methodology of ensuring that customers receive the BPA discount(s) and is encouraged to propose this methodology in its plan of accomplishment to provide point of sale discount for all BPA orders.
- A detailed description of the proposed solution that, at a minimum, addresses the objectives listed under Account Management & Billing.
- A list and detailed descriptions of all additional Accessorial Billing Services being offered, including the specific circumstances when accessorial/surcharges will be applied
- A detailed description of if and how the vendor will provide discounting incentives for the Government to adopt electronic airbill and electronic invoicing practices.
- A detailed description of the proposed business intelligence solution that, at a minimum, addresses the requirements listed under the Data & Business Intelligence section of the SOO, including environmental objectives and requirements. Include detailed descriptions of reporting processes and explicit confirmation that each required data field will be provided. Identify whether the reporting solution offered is in use today and for how long it has been in use.
- Samples of offered reports. If the vendor offers a quote for any of the Optional Reporting Services, provide samples for all offered reports. Identify each data field and describe its meaning. If reports and / or data fields are provided which are not specifically requested in the Data & Business Intelligence requirements, provide a brief description of their meaning and how they will help meet the Government's objectives.
- A list and detailed descriptions of all additional Business Intelligence Services being offered. Identify whether the services are in use today and what benefits they provide.

#### c) Customer Service Objectives

- A detailed description of the proposed customer service solution that, at a minimum,

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addresses the objectives listed under Customer Service objectives.

- A list and detailed descriptions of all additional Customer Services being offered.

d) Profile Specific Services

- A detailed description of any supplemental value-added services the offeror will provide for any of the profiles described in Section IV of the SOO.

e) Environmental Objectives

- Environmental measures and benchmarks as described in SOO Table III-C1, along with annual targets for improvement in these measures, which will be incorporated into performance management objectives.
- A description of the programs in place to improve the Contractor's environmental performance in ways not otherwise covered in this section or in descriptions of proposed reports under Business Process Objectives.

f) Security

- The Contractor should disclose all security protocols to the Government to ensure security precautions are aligned with Government requirements. In addition for PII and hazardous packages, the contractor should disclose a mitigation plan that spells out how the loss of package will be handled, what steps the vendor will take to ensure the security of the package, how the vendor will notify customers of potential breaches (time frame included), and if a breach is determined, what steps, if any, the vendor will take to mitigate the breach.

g) Quality Assurance

- The Contractor shall maintain a quality assurance program that shall ensure the security of the shipments, equipment and data has adequate safeguards and satisfies contract requirements; and the information captured for reports is accurate, complete, and timely; and customer service assistance is available in handling customer complaints, resolving customer issues and paying of claims in accordance with the terms and conditions of this contract.

**C. Pricing Quote** (excerpt)

Electronic Practices Discounts shall be identified using the provided pricing table. Although not required, offerors are encouraged to provide dollar-based or percentage based discounts to the Government to encourage use of electronic air-bills and electronic invoice management practices. For evaluation purposes, if an alternative discount structure is proposed (for example, providing a monthly discount if an agency remits a certain percentage of their invoices electronically), the offeror shall include a methodology to cross-reference back to the format provided within the included pricing tables.

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**Attachment A**

**Social Cost of Carbon Emissions Questionnaire**

The questions in this attachment ask you to report the estimated carbon emissions you would have produced by shipping the packages in the Base Carbon Emissions Profile (base\_carbon\_profile.txt) through your network, as well as details about your methodology for estimating these emissions. See the section at the end of this attachment for additional instructions and information about the profile data. Prepare your emissions estimate using a methodology consistent with answering all starred (\*) questions below in the affirmative. Please submit answers separately from this form using appropriate space to give complete answers.

**Failure to answer all questions on this worksheet or to answer “Yes” to starred (\*) questions may result in GSA evaluating your environmental past performance based primarily on other information.**

**All proposal information is subject to verification by the Government. Falsification of any proposal submission, documents, or statements may subject the Offeror to civil or criminal prosecution under Section 1001 of Title 18 of the United States Code.**

No.	Question	Response	
A.1	Offeror name		
A.2	Estimated carbon emissions produced while shipping all packages in profile base_carbon_profile.txt using the origins, destinations, weights, and service types shown, along with other instructions in this attachment, expressed in metric tons of CO <sub>2</sub> equivalent (CO <sub>2</sub> e)		
A.3*	Does the methodology used to produce your estimate in A.2 <u>include</u> consideration of the origin, destination, weight, and service type of <u>each individual package</u> described in the profile?*	(Yes)	(No)
A.4*	Does the methodology used to produce your estimate in A.2 <u>include</u> consideration of 95% or more of your organization’s global Scope 1 and 2 emissions associated with servicing the profile? If so, state the approximate percentage.*	(Yes)	(No)
A.5*	Does the methodology used to produce your estimate in A.2 <u>include</u> consideration of 95% or more of your organization’s global Scope 3 emissions <u>from purchased transportation services provided within the United States</u> (including air, land, rail and sea) associated with servicing the profile? If so, state the approximate percentage of these emissions which are included in the estimate.*	(Yes)	(No)
A.6*	Does the methodology used to produce your estimate in A.2 <u>exclude</u> consideration of the “end of life” emissions of any packaging you provide to customers?*	(Yes)	(No)
A.7*	Does the methodology used to produce your estimate in A.2 <u>exclude</u> consideration of any purchased carbon offsets?*	(Yes)	(No)
A.8*	Is the methodology used to produce your estimate in A.2 (exclusive of any one-time adjustments necessary to answer questions A.4–A.7 in the affirmative) the same as the methodology used to provide any carbon reports you offer commercially to describe customers’ shipping activity?*	(Yes)	(No)
A.9*	Is your estimate in A.2 prepared in accordance with the WRI / WBCSD Greenhouse Gas Protocol Corporate Accounting and Reporting Standard and Corporate Value Chain (Scope 3) Accounting and Reporting Standard?*	(Yes)	(No)

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A.10	Please describe and provide documentation related to any verifications, certifications, protocols, or other review processes which have been completed regarding the methodology for your estimate in A.2 and related GHG inventory.	
A.11	Does your estimate in A.2 include CH <sub>4</sub> , N <sub>2</sub> O, HFCs or other gases other than CO <sub>2</sub> ? If so, state the contribution of each gas as a percentage of the total estimate.	
A.12	Does your estimate in A.2 include any emissions sources not discussed in the questions above? Examples include employee business travel, employee commuting, upstream fuel extraction and processing emissions, indirect emissions from land use changes related to purchased biofuels, or other categories of Scope 3 emissions. If so, state the approximate contribution of each source as a percentage of the total estimate.	
A.13	What is the estimated total level of uncertainty in your estimate in A.2 based on factors such as missing data sources, uncertainties in measurement, etc.? (Express as a percentage, i.e., 1.4%)	
A.14	What are the major sources of uncertainty in your estimate in A.12?	
A.15	Is there any other information GSA should consider in connection with this questionnaire?	

**Additional Instructions and Regarding GHG Profile Data**

If you have additional questions or need additional information to prepare your estimate, please forward your questions to the GSA Contracting Officer. GSA will share questions and responses with all bidders.

If for any reason (e.g. due to missing or invalid data) you are unable to estimate emissions for any of the shipments shown in the profile, please include a list of such shipments with your response using the ID numbers shown on the profile.

Note that opening and saving the profile data file in Excel may remove leading zeros from ZIP codes. Leading zeros are included in the original file.

**Assumptions regarding shipment dates:**

- Assume all shipments were shipped between January 1 – March 31, 2013. You may assign individual date(s) within this range if necessary to prepare your estimate.
- Assume all pickups and deliveries occur on weekdays (not including Federal holidays).

**Assumptions regarding addresses:**

- Assume pickup or delivery is from/to an address within the indicated 5-digit ZIP code.
- Assume pickup is from a commercial address with daily pickup service.
- Assume delivery is to a commercial address.

**Assumptions regarding delivery commitment by service type:**

Assume your lowest-emissions standard commercial routing in use during the specified time period which was capable of achieving the following delivery commitments:

- Express overnight: Delivery by 3:00 PM on the next business day.
- Express 2-day: Delivery by end of the second business day.
- Express 3-day: Delivery by end of the third business day.

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- Ground: Assume your standard commercial delivery commitment for a “plain vanilla” ground package tendered using the date and address assumptions above.

If the above Express delivery commitments are not within your commercial practice based on origin or destination Zip codes for a particular shipment, assume the shipment is delivered according to your commercial practice and provide a list of such shipments with your response using the ID numbers shown on the profile.

Weight:

- Assume the weight listed is the actual weight of the shipment in pounds.

Size and format:

- If necessary for your methodology, assume that all Express shipments weighing 1.0 pounds or less are Urgent Letter (envelope) size and format. Assume that all Express shipments weighing more than 1 pound, and all Ground shipments, are packages with dimensions 12x12x12 inches. Assume all shipments are 1 item.