

How to Get Started Buying Biobased Products

USDA has developed the following **Cost and Availability Determination Tool** that can be used by Requirements Officials to determine whether to include biobased products as requirements in a contract's statement of work.

Getting Started

You first choose a product area that has the greatest potential for including biobased products. When that decision has been made the requiring official should:

1. Identify those non-biobased items that can be replaced by a biobased product which contain the maximum biobased content practicable.
2. Conduct market research to determine availability and cost of the biobased products. The research should meet the standards set in option (2ii) "Minimum Content Standards" of 7 U.S.C. 8102(g)(3).
3. Use Set guidelines/formats.
4. Provide General Information and Points of Contact.

Procurement Activity/Office /Location:
Requirements Officials Name, e-mail and phone:
Contracting Officials Name, e-mail and phone:
Project/Requirement's Name:
Requisition/Solicitation Number:

Determining Cost and Availability

Step 1. Market research indicates biobased products can be included in this requirement: **To see where to find Biobased Products, [Click Here.](#)**

- _____ **Yes (Proceed to Step 2)**
_____ **No** (Briefly explain in the space below the steps taken to identify biobased products and reasons none were identified.)

Basis for Not Including Biobased Products in the Requirement: _____

(Proceed to Step 7)

Where Can You Find Biobased Products

- http://www.unitedsoybean.org/what_nu.htm
- http://lepton.marz.com/ncga/comm_dev_center/index_PG.asp
- <https://progate.daps.dla.mil/home/>
- <http://www.biobased.oce.usda.gov>
- <http://www.gsaadvantage.gov>

No representations, guarantees, or warranties as to the accuracy or completeness of the information on these websites are made and USDA does not endorse any products or services at these sites.

Cost Determination:

Step 2. Enter the Independent Government Cost Estimate (IGCE) for the total requirement developed using established agency/office procedures here:
 \$ _____

Step 3. Identify the biobased products that could be substituted for other materials/products routinely included in this requirement, below. (Attach additional sheets as needed):

Biobased Product	Quantity Required/Unit Issue (ea, feet, lot, etc.)	Extended Product Cost
	Total Cost \$	

(Proceed to Step 4)

Step 4. Divide the Total Cost for all biobased items to be required from Step 3 by the IGCE from Step 2. Enter the number, as a percentage, here: _____.
(Proceed to Step 5).

Step 5. If the percentage increase calculated in Step 4 is reasonable include these products in the contract requirements. *(Proceed to Step 7)* Report Submission Requirements.

If the percentage increase calculated in Step 4 is not reasonable *(Proceed to Step 6)*.

Step 6. When the percentage increase exceeds a reasonable limit the Requirements Officials may reduce the amount of biobased product to be acquired, beginning with the items that offer the least biobased content, to bring the percentage increase to a reasonable level. *(Proceed to Step 7)*.

Document Submission Requirements:

Step 7. This document shall be signed and dated by both the Requirements Official and the Contracting Officer (see Step 8, below), and submitted through the organization's HCAD to the Office of the Senior Procurement Executive, on or before the date of solicitation release. The report should be sent by fax. A copy of the document will also be included by the Contracting Officer in the official contract file for audit and review purposes. *(Proceed to Step 8)*.

Signatures:

Step 8. The Requirements Official and Contracting Officer shall sign and date this report below:

Requirements Official's Signature:	Date
Contracting Officer's Signature:	Date