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Department of  
Agriculture

Office of the  
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Office of  
Procurement and  
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**FROM:**

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**TO:**

USDA Procurement Managers and Staff

**SUBJECT: Biobased Products Report – Due December 31, 2012**

With passage of the 2008 Farm Bill, a Congressionally-mandated effort is in process for the Federal government to collect information on the purchase of biobased products. The Farm Bill outlines the operations of the BioPreferred<sup>®</sup> program whereby USDA designates biobased product categories for preferred Federal procurement. Each procuring agency is required to report annually on the types and dollars values of the biobased products their contractors purchase under service and construction contracts. That process has not worked in the absence of a consistent process or a reporting tool.

Thus, the Federal Acquisition Regulatory (FAR) Council published a rule, effective May 18, 2012, to amend the FAR to address contractor reporting of their purchase of biobased products. The reporting period (May 18 to September 30, 2012) for 2012 has been extended until December 31, 2012.

In discussions with the Office of Management and Budget (OMB) and the Office of Federal Procurement Policy (OFPP) the U.S. Department of Agriculture (USDA) volunteered to develop a web-based temporary reporting tool, where Federal contractors could report their purchases of biobased products under service and construction contracts. Part of that reporting tool includes a template for identifying biobased products that have been designated for preferred Federal procurement. A longer term solution is underway for agencies to report contractor purchases of biobased products.

The temporary reporting tool is located on the BioPreferred.gov website at <http://www.biopreferred.gov/FARReporting/FARReporting.xhtml>. The site also contains Frequently Asked Questions and Step-By-Step instructions on how to fill out the template and submit it.

Since this is a new activity, USDA has also volunteered to host with OFPP a video-taped training exercise for Federal agency employees and contractors who might have questions. This presentation will be available on the 12<sup>th</sup> of December at <http://www.biopreferred.gov>.

Please make it a point to investigate the site before we tape the training session. We want to address any concerns you might have. Please feel free to send your advance questions to [ronb.buckhalt@dm.usda.gov](mailto:ronb.buckhalt@dm.usda.gov). We will answer the questions when we tape the training on the 10<sup>th</sup> of December.

Please reach out to vendors with service and construction type contracts and let them know about this reporting requirement and data collection tool.

Lisa M. Wilusz  
Director