Appendix D: Additional Considerations for Procurement

The choice to not buy or to reduce the amount purchased should be incorporated into a long-term procurement and portfolio optimization plan.

- **Consolidate and centralize first.** Eliminate equipment that is not being used and consolidate equipment so it is being used more efficiently. This can mean replacing equipment with a centralized solution and system.

- **Choose the right size and quantity.** When choosing equipment, select devices that match user need and use patterns, working toward “best fit.” This includes assessing current use patterns and not buying oversized equipment to meet infrequent peak events or “worst case” scenarios.

- **Upgrade.** Upgrade equipment to more efficient models. Consider replacing equipment when new models offer enough improved efficiency to be cost-effective for early or immediate replacement. With efficiencies and availability rapidly changing, periodically review equipment for upgrades.

- **Run a pilot or demonstration project.** Testing out new equipment can identify potential issues or needs, while also building champions who can help support rollout.

- **Outreach and engagement.** A variety of communication strategies and tactics can build awareness and understanding of efficiency requirements. Tailor activities to the specific audience and desired outcomes. [ENERGY STAR](https://www.energystar.gov) offers templates for outreach.

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![Look for the ENERGY STAR®](https://via.placeholder.com/150)

**The little blue label. What does it mean?** This uses less energy! This product is green!

![Look for WaterSense](https://via.placeholder.com/150)

**Flo from WaterSense wants you to know:** The WaterSense label helps keep water use low!