

Social Procurement Questionnaire



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Introduction

Every purchase has an economic, environmental, and social impact, whether intended to or not. Social Procurement is designed to intentionally leverage the Regional Municipality of Wood Buffalo's (the "Municipality") purchasing activities to achieve positive Social Value outcomes for the Region.

The Municipality is committed to supporting the achievement of positive social outcomes through their Social Procurement Program (2021) and their Social Procurement practices going forward. Social Procurement supports the Municipality's 2018-2021 Strategic Plan strategies for Responsible Government, Regional Economic Development, and Rural and Indigenous Communities and Partnerships.

Historically, procurement has been about choosing the supplier offering the lowest price while still meeting technical requirements of providing high quality products or services with minimal risk. By expanding the traditional understanding of 'best value' in procurement, to include the generation of positive societal benefits, alongside high quality and competitive bids, the Municipality is working to maximize community benefits and deliver improved socio-economic returns for regional stakeholders, within their existing spend.

The key economic and social goals the Social Procurement Questionnaire will ask questions about are:

1. Economic Development and Business Diversity

- Small sized enterprises (Small is 1-49 employees)
- Indigenous owned
- Social Enterprises
- Equity-deserving owned – ie. Owned by Racialized peoples, Women, members of the 2SLGBTQIAPP+ community, persons with disabilities, or another Equity-deserving Group.

2. Supply Chain Practices

- General practices
- Subcontracting opportunities

3. Skills Development

- Training and apprenticeships, or internship programs

4. Inclusive Hiring

- Employment of individuals from Equity-deserving Groups



Questionnaire Instructions

Ensure you provide any documentation or verification information requested for an individual question. If this requested information is **not** provided for a “Yes” answer, **no points can be awarded for that answer**.

A “No” or “N/A” response to an individual question is a valid answer and contributes to meeting any mandatory bid requirements in terms of the questionnaire being considered complete. However, no points can be awarded for that question.

Once the questionnaire is completed, save as a new Adobe (.pdf) file to be named Social Procurement Questionnaire and include the Adobe formatted questionnaire and any supporting documentation in the Social Procurement section of your electronic bid submission.

This Questionnaire weighting as a percentage of the whole solicitation can be found in the Rated Criteria section of the solicitation document.

The Municipality reserves the right to verify the information reported in the Social Procurement Questionnaire by the successful proponent/respondent.

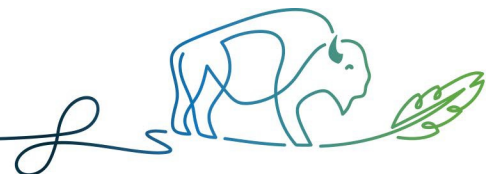
General Information on the proponent/respondent:

Company Name: _____

Date questionnaire completed: _____

(YYYY-MM-DD)

RFP/RFQ #: _____



Section 1 – Economic Development and Business Diversity

1. *What size of an enterprise are you?*

The size of the enterprise is across the entire enterprise, with all employees included globally.

- Small enterprise, 1- 49 employees
- Medium enterprise, 50 - 449 employees
- Large enterprise, 500+ employees

Scoring

(Small enterprise - 6 points)

(Medium enterprise - 0 points)

(Large enterprise - 0 points)

2. *Is your business an Indigenous Business?*

- Yes
- No

If yes, please attach third party verification. Verification could be certification or membership from an Indigenous business association that is aligned with this definition or another third party verifying the definition.

- Northeastern Alberta Aboriginal Business Association (NAABA)
- Canadian Council of Aboriginal Businesses (CCAB)
- Third party verification from a First Nation, Inuit or Métis organization

Scoring

(Yes, with third party verification - 6 points)

(Yes, without third party verification - 0 points)

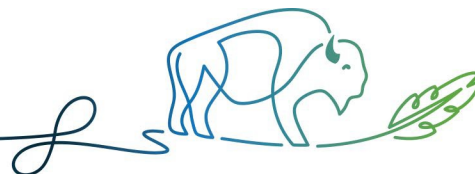
(No - 0 points)

3. *Do you have a 3rd party certification that shows your business is owned by an Equity-deserving Group or Socially Inclusive Business?*

- Yes
- No

If yes, please attach proof of certification or verification (indicating document name in the space below). Certification could be from any of the following organizations verifying that you are a Social Enterprise, your social impact, or membership of any organization verifying equity-deserving ownership.

3rd party certification/verification that verifies that the business is owned by a woman; a



member of the 2SLGBTQIAPP+ community; a Racialized person; and/or a Person with a disability.

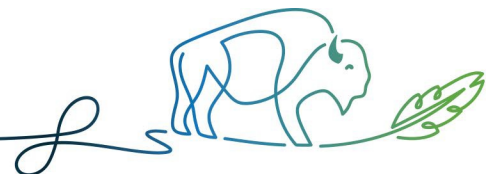
- Canadian Aboriginal & Minority Supplier Council (CAMSC)
- Canadian Gay and Lesbian Chamber of Commerce (CGLCC)
- Inclusive Workplace and Supply Council of Canada (IWSCC)
- National Gay and Lesbian Chamber of Commerce (NGLCC)
- National Minority Supplier Development Council (NMSDC)
- WBE Canada (WBE)
- WeConnect International (WCI)
- Women’s Business Enterprise National Council (WBENC)
- Buy Social Canada Social Enterprise Certification

Scoring

- (Yes, with third party verification - 3 points)
- (Yes, without third party verification - 0 points)
- (No - 0 points)

Section 1: Economic Development and Business Diversity Scoring

Question	Maximum Points	Response Score (To be completed by the Municipality)
1.1	6	
1.2	6	
1.3	3	
Total	15	



Section 2 – Supply Chain Practices

1. *Does your organization practice Social Procurement?*

Social Procurement is intentionally seeking to leverage Social Value from your supply chain. This could be by buying from small businesses, Indigenous Businesses, businesses owned by Equity- deserving Groups, Social Enterprises, and businesses who support your Social Value creation goals.

- Yes
- No

If yes, please attach the relevant policy (indicating document name in the space below) or provide evidence of implementation of Social Procurement in your supply chain.

Scoring
(Yes, with evidence - 3 points)
(Yes, without evidence - 0 points)
(No - 0 points)

2. *Do you currently track the number of contracts and/or dollar spend in your Social Procurement practice?*

- Yes
- No

If yes, please provide evidence of your tracking methodology.

For example, a report or recent data on number of contracts and/or dollar spend.

Scoring
(Yes, with evidence - 3 points)
(Yes, without evidence - 0 points)
(No - 0 points)

3. *In the delivery of this contract, do you have a strategy for how you will include Indigenous Businesses in your supply chain?*

- Yes
- No

If yes, please describe how you would implement, monitor and measure this strategy. Your response should include information and evidence of your strategy and



how you implement, monitor and measure the strategy.

Scoring

- (Yes, with evidence - 3 points)
- (Yes, without evidence - 0 points)
- (No - 0 points)

4. *In the delivery of this contract, do you have a strategy for how you will ensure a diverse supply chain that is accessible to all types of business, including where appropriate businesses owned by Equity-deserving Groups, socially inclusive, and/or small-sized businesses?*

- Yes
- No

If yes, please describe how you would implement, monitor and measure this strategy.

Your response should include information and evidence of your strategy and how you implement, monitor and measure the strategy.

Scoring

- (Yes, with evidence - 3 points)
- (Yes, without evidence - 0 points)
- (No - 0 points)

Section 2: Supply Chain Practices Scoring

Question	Maximum Points	Response Score (To be completed by the Municipality)
2.1	3	
2.2	3	
2.3	3	
2.4	3	
Total	15	



Section 3 – Skills Development

1. *Do you currently have an apprenticeship, paid internship or paid work experience program?*

- Yes
- No

If yes, provide details of your apprenticeship, paid internship or paid work experience program. Details should include how many Apprentices or individuals have participated, and the history of the program.

Scoring

- (Yes, with evidence - 3 points)
- (Yes, without evidence - 0 points)
- (No - 0 points)

2. *Do you currently have an apprenticeship, paid internship or paid work experience program that supports Indigenous Peoples?*

- Yes
- No

If yes, please provide details of your apprenticeship, paid internship or paid work experience program. Details should include how Indigenous Peoples are supported, how many Apprentices or individuals have participated, and the history of the program.

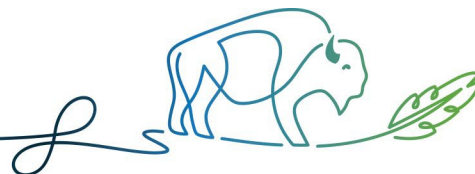
Scoring

- (Yes, with evidence - 3 points)
- (Yes, without evidence - 0 points)
- (No - 0 points)

3. *Do you currently have an apprenticeship, paid internship or paid work experience program that supports any of the following Equity-deserving Groups: Youth, Women, 2SLGBTQIAPP+, Racialized peoples, people with disabilities, and people with experience of homelessness?*

- Yes
- No

If yes, please provide details of your apprenticeship, paid internship or paid work experience program. Details should include which Equity-deserving Groups are supported, how they are supported, how many Apprentices or individuals have participated, and the history of the program.



Scoring
(Yes, with evidence - 3 points)
(Yes, without evidence - 0 points)
(No - 0 points)

Section 3: Skills Development

Question	Maximum Points	Response Score (To be completed by the Municipality)
3.1	3	
3.2	3	
3.3	3	
Total	9	



Section 4 – Inclusive Hiring

1. *Does your organization currently have strategies or policies around inclusive employment practices to ensure you are providing employment opportunities for Indigenous Peoples?*

- Yes
- No

Please describe your current processes for implementing your strategies/policies and ensuring employment opportunities for Indigenous Peoples. Please note, the Municipality reserves the right to request verification for the process reported. Please describe how you will do the following:

- Recruit Indigenous Peoples
- Monitor and measure employment
- Report on the status of the strategy or policy

Scoring

(Yes, with evidence - 3 points)

(Yes, without evidence - 0 points)

(No - 0 points)

2. *Does your organization currently have strategies or policies around inclusive employment practices to ensure you are providing employment opportunities for Equity-deserving Groups?*

Equity-deserving Groups include, but are not limited to, Youth, Women, 2SLGBTQIAPP+, Racialized peoples, people with disabilities and people with experience of homelessness.

- Yes
- No

Please describe your current processes for implementing your strategies/policies and ensuring employment opportunities for Equity-deserving Groups. Please note, the Municipality reserves the right to request verification for the process reported. Please describe how you do the following:

- Recruit individuals from Equity-deserving Groups
- Monitor and measure employment
- Report on the status of the strategy or policy



Scoring
 (Yes, with evidence - 3 points)
 (Yes, without evidence - 0 points)
 (No - 0 points)

Section 4: Inclusive Hiring Scoring

Question	Maximum Points	Response Score (To be completed by the Municipality)
4.1	3	
4.2	3	
Total	6	

Total Score Social Procurement Questionnaire

Section	Maximum Points	Response Score (To be completed by the Municipality)
Section 1: Economic Development and Business Diversity	15	
Section 2: Supply Chain Practices	12	
Section 3: Skills Development	9	
Section 4: Inclusive Hiring	6	
Total	42	



Questionnaire Definitions

Apprentices - Employment Social Development Canada definition: An apprentice is a paid employee, registered with the regional apprenticeship authority, who works under the supervision of a certified journey person to learn their skilled trade and fulfill all requirements established by their province or territory.

Diverse-owned Business - A business that is majority owned, operated, and controlled by a member of one of the following diverse groups: Indigenous persons; members of a visible minority group; immigrants and refugees; people with recognized disabilities; Racialized peoples; Women; members of the 2SLGBTQIAPP+ community.

Equity-deserving Groups - Also referred to as equity-seeking groups, groups who have historically been denied equal access to employment, education, and other opportunities and includes, without limitation, the following: Indigenous persons; members of a visible minority group; immigrants and refugees; people with recognized disabilities; Racialized peoples; Youth; Women; members of the 2SLGBTQIAPP+ community; low-income residents; people with mental or physical health barriers; people facing employment barriers, unemployment or underemployment; and others experiencing barriers to economic opportunity and participation.

Equity-deserving Owned Business - A business that is majority owned, operated, and controlled by a member of at least one of the following Equity-deserving Groups: Indigenous persons; members of a visible minority group; immigrants and refugees; people with recognized disabilities; Racialized people; Women; members of the 2SLGBTQIAPP+ community.

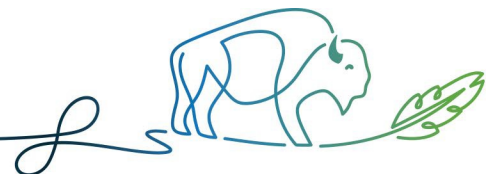
Indigenous Businesses - A business which is 51% or more owned, operated and controlled by an Indigenous person(s).

Indigenous Peoples - First Nations, Inuit and Métis.

Person with a disability - Self-identified; Disability in Canada is indicated by one or more of the following; being blind, being markedly restricted in at least one of the basic activities of daily life, being significantly restricted in two or more of the basic activities of daily life (including vision impairment) or by requiring life-sustaining therapy. Daily life activities are; speaking, hearing, walking, eliminating (bowel or bladder functions), feeding, dressing or mental functions necessary for everyday life.

Person experiencing homelessness - Employment and Social Development Canada, Reaching Home: Canada's Homelessness Strategy Directives definition: Homelessness is the situation of an individual or family who does not have a permanent address or residence; the living situation of an individual or family who does not have stable, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it.

Racialized peoples - Self-identified; Racialized peoples or Person(s) of Colour.



Recent Immigrants - Self-identified; Statistic Canada definition: refers to a person who obtained a landed immigrant or permanent resident status up to five years prior to a given census year. In the most recent Census in 2016, this period is January 1, 2011, to May 10, 2016.

Social Enterprise - A business that sells goods and/or services, embeds a social, cultural or environmental purpose into the business, and reinvests the majority of profits (51%+) into their social mission.

Social Procurement - A procurement practice that seeks to leverage existing procurement activities to achieve positive Social Value outcomes such as social, economic, environmental, and cultural benefits that align with community values and strategic objectives.

Socially Inclusive Business - A business who seeks to create economic opportunities for groups who have historically been denied equal access to employment, education, and other opportunities and includes: members of an Indigenous community; members of a visible minority group; immigrants and refugees; people with recognized disabilities; Racialized peoples; Women; members of the 2SLGBTQIAPP+ community; low-income residents; people with mental or physical health barriers; people facing employment barriers, unemployment or underemployment; and others experiencing barriers to economic opportunity and participation.

Veterans - Veterans Affairs Canada definition: Any former member of the Canadian Armed Forces who successfully underwent basic training and is honorably released.

Women - Self-identified.

Youth - Youth Policy - Privy Council Office definition: young workers up to age 29.

