

Social Procurement Frequently Asked Questions



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Frequently Asked Questions

Social Procurement Program

1. *Question:*

Will there be an increase in costs to the Regional Municipality of Wood Buffalo (the “Municipality” or “RMWB”) as a result of businesses having to implement the activities asked for in the Questionnaire?

Answer:

Other jurisdictions who have implemented a Social Procurement Program (the “Program”) have not seen an increase costs in doing so. Many businesses are already doing the things asked for in the Questionnaire, so the Municipality is recognizing existing business practices and encourages businesses to adopt practices that align with the Social Value Objectives identified in the Program.

2. *Question:*

I see that many of the questions and objectives are concerning Indigenous people. Is this the Indigenous Procurement policy?

Answer:

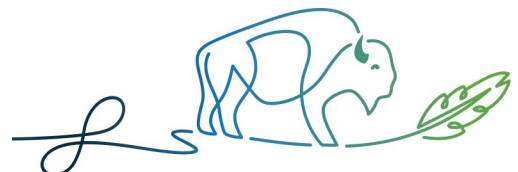
No, while the Program includes objectives related to supporting Indigenous Peoples, a separate Municipal Procurement Strategy for Indigenous Businesses is being developed. Both initiatives are in support of the Regional Municipality of Wood Buffalo’s 2018 – 2021 Strategic Plan strategies for Responsible Government, Regional Economic Development, and Rural and Indigenous Communities and Partnerships.

3. *Question:*

How can I provide feedback on the Social Procurement Program?

Answer:

You can send feedback to social.procurement@rmwb.ca.



Social Procurement Questionnaire

1. *Question:*

Will the Social Procurement Questionnaire (the “Questionnaire”) be used in every Request for Proposals and Request for Quotations or just select opportunities going forward?

Answer:

After the pilot phase, the Questionnaire will be integrated into all Request for Proposals and Request for Quotations, which is projected to be around April 1, 2022.

2. *Question:*

Will the Questionnaire be used as part of a pre-qualification process? This could help set the criteria beforehand and not after the fact. It would encourage bidders to get on the list and require that everyone on the list fill in the Questionnaire.

Answer:

The Questionnaire will not be used as part of a pre-qualification process. The Questionnaire will be used to evaluate the Social Procurement criterion listed within Request for Proposals and Request for Quotations evaluation criteria.

3. *Question:*

How will the Social Procurement weighting be determined per bid?

Answer:

The criterion weighting for Social Procurement will range from 5% to 25% and the weight will be stipulated in the solicitation document. Other criteria in the solicitation will be valued for the rest of the points, such that there are 100 points available in total for evaluation. The Social Procurement criterion weighting will be considered for each procurement and will take into consideration the overall social impact that particular procurement may have.



4. **Question:**

Will bidders have to meet a minimum score requirement on the Questionnaire?

Answer:

No, there will be no minimum threshold for scoring on the Questionnaire to compete on a solicitation.

5. **Question:**

Who is responsible for evaluating the Questionnaire – Municipality staff or external parties?

Answer:

Municipal staff will be evaluating the Questionnaire.

6. **Question:**

The Questionnaire has a maximum of 42 points. How does this get translated into the final evaluated score of 100?

Answer:

The contribution of the Questionnaire to the total score will be dependent on the weight given to the Social Procurement criterion. As an example, if in a solicitation where the Questionnaire is worth 10% of the total score and the Questionnaire has a possible 42 points available, after evaluation of the Questionnaire, if you are scored 21 of the 42 points available, you would receive 50% of the 10% or 5 points towards the 100 points available.

7. **Question:**

How should you answer Section 1, Question 1 on the Questionnaire, when you are a local, small subsidiary but are owned by a larger conglomerate? The subsidiary has 40 staff and the conglomerate has 1,000 employees.

Answer:

The enterprise size includes all employees of the company, globally. In the scenario provided, the subsidiary would not qualify as a small business on the Questionnaire as there are 1,000 employees in total.



8. **Question:**

How do I get the maximum points possible on the Questionnaire?

Answer:

Ensure that you are providing all the evidence that is requested. For instance, if the Questionnaire request for information on recruitment, monitoring and measuring, your answer needs to include information on each.

9. **Question:**

How are the points applied? Does the proponent with the highest points on the Questionnaire get the full number of points available or are the points weighted into the total score?

Answer:

The proponent with the highest points on the Questionnaire will not necessarily get the full number of points available for the Program criterion. Rather, the number of points awarded is directly proportional to a proponent's score, such that the score obtained on the Questionnaire is correlated to the number of points available in the evaluation of the Social Procurement criterion.

10. **Question:**

Is there an intent to audit the answers to the Questionnaire as part of the procurement process? What is the enforcement strategy?

Answer:

The Questionnaire states that the Municipality reserves the right to audit. While it is not the intent to audit every single response, there is an option to seek further evidence to substantiate responses, if required.

11. **Question:**

Will the bid results be shared?

Answer:

The Municipality will not be sharing bidding results for low value and below threshold purchases; however, the awardee for above threshold solicitation will be shared on the e-Procurement platform ([bids&tenders](#)).

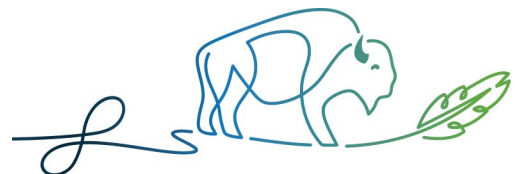


12. *Question:*

Is there going to be a process to debrief people who are not awarded solicitations?

Answer:

After award, respondents or proponents can request a debrief for their submission. The mechanism for requesting a debrief is outlined in the solicitation document for the opportunity.



Local Business Directory

1. **Question:**

How do I register as a local business or a local Indigenous business?

Answer:

To register as a local business, you must create an account on the Municipality's e-Procurement platform ([bids&tenders](#)). You are encouraged to ensure your legal business name matches your RMWB resident business license. Following your registration on the e-Procurement platform, please email social.procurement@rmwb.ca with a copy of your Residential business license and once the Municipality confirms that your organization qualifies as a local business or local Indigenous business, you will be added to the Local Business Directory.

2. **Question:**

How does the Municipality define a Local Business?

Answer:

A Local Business is defined as one with a resident RMWB license and an office in the region. The Municipality reserves the right to ensure the business employs at least one local employee.

3. **Question:**

How does the Municipality define an Indigenous Business?

Answer:

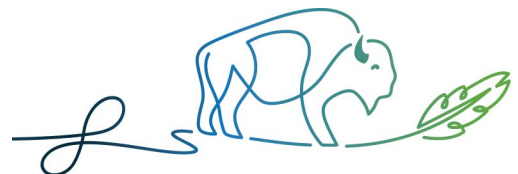
An Indigenous Business is defined as a business which is 51% or more owned, operated, and controlled by an Indigenous person(s).

4. **Question:**

What if my business is not required to have a resident Regional Municipality of Wood Buffalo business license, but does have an office in the region and at least one employee?

Answer:

The Municipality is working with internal stakeholder groups for these situations to ensure such vendors are considered for inclusion on the Local Business Directory, if warranted. Should this scenario be applicable to your business, please email social.procurement@rmwb.ca.



5. *Question:*

Can I access the business directory to find local businesses?

Answer:

No, the local business directory will not be made available to the public.

