## City of Winnipeg

# Social Procurement Questionnaire

*Version 2.0 March 2024*

Every purchase has an economic, social, environmental, and cultural impact. Sustainable Procurement is about capturing the economic, social, environmental and cultural impacts of purchasing decisions to foster healthy and vibrant communities.

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 premise of 'best value' in procurement, to include the generation of positive societal benefits, alongside high quality and competitive proposals, the City of Winnipeg is working to maximize community benefits and deliver improved socio-economic returns for stakeholders, within the existing spend.

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

- Increase employment of First Nations, Inuit and Red River Métis peoples
- Increase employment of Equity Groups
- Increase in organizations paying a Living Wage
- Increase training and apprenticeship opportunities for Equity Groups, including First Nations, Inuit and Red River Métis peoples
- Increase contract and subcontracts with social enterprises, Indigenous businesses and diverse businesses
- Enhance City of Winnipeg knowledge of public and private employment training entities and increase partnerships between contractors and these entities
- Align public and private education and training programs with potential employment through sustainable procurement
- Suppliers are recognized for and increase their contributions to the advancement of the Winnipeg community socially, economically, culturally and environmentally

## Questionnaire Instructions

The instructions in red are intended for the design of the questions to be included in a procurement from the Social Procurement Questionnaire. For questions 3, 9 and 10 either sub-questions a or b will be included depending on the budget of the procurement.

Ensure your submission provides 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 Proposal requirements in terms of the questionnaire being considered complete. However, no points can be awarded for that question.

This Questionnaire weighting as a percentage of the whole Proposal can be found in the Evaluation section.

The City reserves the right to verify the information reported in the Social Procurement Questionnaire by the successful Proponent.

General Information on the Proponent

**Company Name:**_____

**Date questionnaire completed:**_____

(YYYY-MM-DD)

**RFP#:**_____

## Indigenous Pillar

1. **Does your organization currently have strategies or policies around inclusive employment practices to ensure you are providing employment opportunities for Indigenous Rightsholders?**
   Indigenous Rightsholders refers to the Red River Métis Nation, First Nations, and Inuit Rightsholders. Rightsholders in this context refers to both Treaty and Aboriginal rights, which were given constitutional recognition in Section 35 (1) of The Constitution Act, 1982. Indigenous Rights include a range of cultural, social, political, and economic rights held by Indigenous Peoples, including the right to establish treaties; and include the right to land to practice the right to fish, to hunt, and to practice one's own culture.

   - ❑ Yes
   - ❑ No

   If yes, please describe your current processes in the space below for implementing your strategies/policies and ensuring employment opportunities for Indigenous Rightsholders.

   Please describe how you do the following:

   - Recruit individuals
   - Monitor and measure employment
   - Retention strategies for employees
   - Report on the status of the strategy or policy

   An example could be: *We partner with Indigenous employment organizations to recruit Indigenous Rightsholders. When employees are onboarded, they are asked if they identify as an Indigenous Rightsholder. We track this and report on aggregate employment levels across our business each year per our Diversity and Inclusion Policy.*

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   Scoring
   (Yes, with evidence - 6 points)
   (Yes, without evidence - 0 points)
   (No - 0 points)

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

   - ❑ Yes
   - ❑ No

   If yes, please provide details in the space below of your apprenticeship, paid internship or paid work experience program. Details should include which Indigenous Rightsholders are targeted, how they are targeted, how many apprentices or individuals have participated and are currently enrolled, and the history of the program.

   An example of this can be: *We have a paid internship experience that is offered in collaboration with X, an Indigenous organization. Since beginning in 2015, this program has had 30 participants. Currently 3 are enrolled. It is offered on an annual basis.*

   Scoring
   (Yes, with evidence – 6 points)
   (Yes, without evidence – 0 points)
   (No – 0 points)

3. **Are you an Indigenous business?**
An Indigenous business is at least 51 per cent owned, managed, and controlled by one or more Indigenous Rightsholders, which refers to individuals from the Red River Métis Nation, First Nations, and Inuit Rightsholders.

- ❑ Yes
- ❑ No

*This information is being collected for data purposes at the City of Winnipeg.*
Note that the initial question around business type is meant to be kept in the questionnaire with only 'a' or 'b' described below being updated to reflect the form of verification being requested.

a. Use 3.a. with self-declaration if Proposal budget is less than $75,000. When issuing the Proposal remove the red text and the question that is not to be included.

If yes to receive points for this question, please sign and complete the following declaration. If this declaration is shown to be false, the Proponent shall forfeit all claims under the Contract as well as refund to the City any monies paid to the Contractor, beyond actual proven expenses for work completed.

I, _____ (name), declare that _____ (company name) is 51 per cent or more owned, managed, and controlled by one or more Indigenous Rightsholders, which refers to individuals from the Red River Métis Nation, First Nations, and Inuit Rightsholders.

_____ _____

(Signature) (Date)

Scoring
(Yes, with self-declaration – 6 points)
(Yes, without self-declaration – 0 points)
(No – 0 points)

b. Use 3.b. with third-party certification if Proposal budget is more than $75,000. When issuing the Proposal remove the red text and the question that is not to be included.
**If yes, do you have third-party certification that confirms you are an Indigenous business?**
Third-party certification that verifies that the business is at least 51 per cent owned, managed, and controlled by one or more Indigenous Rightsholders, which refers to individuals from the Red River Métis Nation, First Nations, and Inuit Rightsholders.

- ○ Canadian Aboriginal & Minority Supplier Council (CAMSC)
- ○ Canadian Council for Aboriginal Business (CCAB)
- ○ Manitoba Métis Federation
- ○ Louis Riel Institute
- ○ First Nations Band Council
- ○ Congress of Aboriginal Peoples
- ○ Nunavut Tunngavik Incorporated
- ○ Federal Indigenous Business Directory
- ○ Other third-party certification

- ❑ Yes
- ❑ No

If yes to receive points for this question, please attach proof of third-party certification (indicating document name in the space below).

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Scoring
(Yes, with third party verification – 6 points)
(Yes, without third party verification – 0 points)
(No – 0 points)

**Note**: **Along with verification, identified through the Social Procurement questionnaire, third party verification should encompass either validation of government issued First Nation, Inuit, and/or Métis documentation or affirmation from the First Nations, Inuit and/or Métis government.**

4. **Does your organization intentionally purchase from Indigenous businesses?**

- ❑ Yes
- ❑ No

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

Scoring
(Yes, with evidence – 6 points)
(Yes, without evidence – 0 points)
(No – 0 points)

## Section 1: Indigenous Pillar Scoring

| **Question** | **Maximum Points** | **Response Score** (To be completed by evaluator.) |
|---|---|---|
| 1 | 6 | |
| 2 | 6 | |
| 3 | 6 | |
| 4 | 6 | |
| **Total** | **24** | |

## Social Pillar

5. **Does your organization currently have strategies or policies around inclusive employment practices to ensure you are providing employment opportunities for Equity Groups?**
   Equity groups are groups that have historically been denied equal access to employment, education, and other opportunities and includes but is not limited to: Racialized Peoples, Newcomers (less than 5 years in Canada); Persons with Disabilities; Women; People Facing Poverty; Veterans, and 2SLGBTQQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, plus) Peoples.

   - ❑ Yes
   - ❑ No

   If yes, please describe your current processes for implementing your strategies/policies and ensuring employment opportunities for Equity Groups. Please describe how you accomplish the following in the space below:

   - Recruit individuals from Equity Groups
   - Monitor and measure employment
   - Retention strategies for employees from Equity Groups
   - Report on the status of the strategy or policy

   An example could be: *We partner with newcomer employment organizations to recruit newcomers. When employees are onboarded, they are asked if they identify as a newcomer. We track this and report on aggregate employment levels across our business each year per our Diversity and Inclusion Policy.*

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

6. **Do you have a Living Wage policy or certification?**

Living Wage is defined as the amount needed for a person working full-time to cover basic necessities; support healthy development of children; escape financial stress; and participate in the social, civic and cultural life of the community. As of 2023, Living Wage Canada lists the Winnipeg living wage as $19.21 per hour.

- ❑ Yes
- ❑ No

If yes, please attach the policy or your Living Wage certification (indicating document name and relevant page number in the space below).

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

7. **Do you currently have an apprenticeship, paid internship, or paid work experience program? This can include student terms from institutions, as long as they are paid work experiences.**

- ❑ Yes
- ❑ No

If yes, please provide details in the space below 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)

8. **Do you currently have an apprenticeship, paid internship or paid work experience program that targets any of the following Equity Groups: Racialized peoples, newcomers (less than 5 years in Canada); Persons with Disabilities; Women; people facing poverty; Veterans, and 2SLGBTQ+ (Two-spirit, Lesbian, Gay, Bisexual, Trans, Queer, plus) Peoples.**

   - ❑ Yes
   - ❑ No

   If yes, please provide details in the space below of your apprenticeship, paid internship or paid work experience program. Details should include which Equity Groups are target, how they are targeted, how many apprentices or individuals from Equity Groups have participated and are currently enrolled, and the history of the program.

   An example of this can be: *We have a paid internship experience that is offered in collaboration with X, a newcomer organization. Since beginning in 2000, this program has had 500 participants. Currently 10 are enrolled. It is offered on an annual basis.*

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

9. **Are you a Diverse Business?**
A diverse business is at least 51 per cent owned, managed, and controlled by; Racialized peoples, newcomers (less than 5 years in Canada); Persons with Disabilities; Women; people facing poverty; Veterans, and 2SLGBTQQIA+ (Two-spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, plus) Peoples.

- ❑ Yes
- ❑ No

*This information is being collected for data purposes at the City of Winnipeg.*
Note that the initial question around business type is meant to be kept in the questionnaire with only 'a' or 'b' described below being updated to reflect the form of verification being requested.

a. Use 9.a. with self-declaration if Proposal budget is less than $75,000. When issuing the Proposal remove the red text and the question that is not to be included.

If yes to receive points for this question, please sign and complete the following declaration. If this declaration is shown to be false, the Proponent shall forfeit all claims under the Contract as well as refund to the City any monies paid to the Contractor, beyond actual proven expenses for work completed.

I, _____ (name), declare that _____ (company name) is 51 per cent or more owned, managed, and controlled by; Racialized peoples, newcomers (less than 5 years in Canada); Persons with Disabilities; Women; people facing poverty; Veterans, and 2SLGBTQ+ (Two-spirit, Lesbian, Gay, Bisexual, Trans, Queer, plus) Peoples.

_____ _____
(Signature) (Date)

Scoring
(Yes, with self-declaration – 3 points)
(Yes, without self-declaration – 0 points)
(No – 0 points)

b. **If yes, do you have third-party certification that shows you are a Diverse Business?**
Third-party certification that verifies that the business is majority owned by; Racialized peoples, newcomers (less than 5 years in Canada); Persons with Disabilities; Women; people facing poverty; Veterans, and 2SLGBTQQIA+ (Two-spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, plus) Peoples could include:

- 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)
- Other third-party certification

- ❑ Yes
- ❑ No

If yes, please attach proof of third-party certification (indicating document name in the space below).

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

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**10. Are you a Social Enterprise?**

A Social Enterprise is a business that seeks to achieve a defined social, cultural, or environmental goal and the majority of net profits are reinvested in the social, cultural, or environmental goal.

- ❑ Yes
- ❑ No

*This information is being collected for data purposes at the City of Winnipeg.*
*This information is being collected for data purposes at the City of Winnipeg.*

Note that the initial question around business type is meant to be kept in the questionnaire with only 'a' or 'b' described below being updated to reflect the form of verification being requested.

a. Use 10.a. with self-declaration if Proposal budget is less than $75,000. When issuing the Proposal remove the red text and the question that is not to be included.

If yes to receive points for this question, please sign and complete the following declaration. If this declaration is shown to be false, the Proponent shall forfeit all claims under the Contract as well as refund to the City any monies paid to the Contractor, beyond actual proven expenses for work completed.

I, _____ (name), declare that _____ (company name) is Social Enterprise, a business that seeks to achieve a defined social, cultural, or environmental goal and the majority of net profits are reinvested in the social, cultural, or environmental goal.

_____ (Signature)

_____ (Date)

Scoring
(Yes, with self-declaration – 3 points)
(Yes, without self-declaration – 0 points)
(No – 0 points)

**If yes, do you have third-party certification that shows you are a Social Enterprise?**

A Social Enterprise is a business that seeks to achieve a defined social, cultural, or environmental goal and the majority of net profits are reinvested in the social, cultural, or environmental goal.
Third-party certification that verifies that the business is a Social Enterprise could include:

- Buy Social Canada certification
- Other third-party certification

- ❑ Yes
- ❑ No

If yes, please attach proof of third-party certification (indicating document name in the space below).

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

**b.** Use 10.b. with third-party certification if Proposal budget is more than $75,000. When issuing the Proposal remove the red text and the question that is not to be included.
**If yes, do you have third-party certification that shows you are a Social Enterprise?**
A Social Enterprise is a business that seeks to achieve a defined social, cultural, or environmental goal and the majority of net profits are reinvested in the social, cultural, or environmental goal.
Third-party certification that verifies that the business is a Social Enterprise could include:

- Buy Social Canada certification
- Other third-party certification

- ❑ Yes
- ❑ No

If yes, please attach proof of third-party certification (indicating document name in the space below).

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

**11.**

**a. Does your organization practice social procurement? Social procurement is intentionally seeking to leverage social value from your supply chain by purchasing from social enterprises and diverse businesses.**

- ❑ 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)

**b. Do you currently track the number of contracts and/or dollar spend in your social procurement practice?**

- ❑ Yes
- ❑ No

If yes, please provide a report or recent data on number of contracts and/or dollar spend (indicating document name in the space below).

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

**12. Do you have any formal relationships with public and/or private education and training institutions?**

- ❑ Yes
- ❑ No

If yes, please provide details of the training entities and relationship(s) you hold in the space below. Please include contact name, phone number and email address.

Examples of a formal relationship include a verbal or written agreement, a contract, a partnership, etc.

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

## Section 2: Social Pillar Scoring

| Question | Maximum Points | Response Score (To be completed by evaluator.) |
|---|---|---|
| 5 | 3 | |
| 6 | 3 | |
| 7 | 3 | |
| 8 | 3 | |
| 9 | 3 | |
| 10 | 3 | |
| 11a | 3 | |
| 11b | 3 | |
| 12 | 3 | |
| **Total** | **27** | |

## Total Score Social Procurement Questionnaire

| Section | Maximum Points per section | Response Score (To be completed by the purchaser) |
|---|---|---|
| Section 1: Indigenous Pillar | 24 | |
| Section 2: Social Pillar | 27 | |
| **Total** | **51** | |