



## APPENDIX A

### City of Winnipeg

#### Social Procurement Questionnaire

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 bids, 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

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

#### Scoring

(Yes, with evidence - 8 points)

(Yes, without evidence - 0 points)

(No - 0 points)

2.

a. **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

If yes, 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 – 8 points)

(Yes, without self-declaration – 0 points)

(No – 0 points)

**3. 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 – 8 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	8	
2	8	
3	8	
<b>Total</b>	<b>24</b>	

## Social Pillar

**4. 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 2SLGBTQIA+ (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

**Scoring**

- (Yes, with evidence - 4 points)
- (Yes, without evidence - 0 points)
- (No - 0 points)

**5. 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 2022, the [Canadian Centre for Policy Alternatives – Manitoba Office](#) calculated the Winnipeg living wage as \$18.34 per hour.

- Yes
- No

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

**Scoring**

- (Yes, with verification - 4 points)
- (Yes, without verification - 0 points)
- (No - 0 points)

**6.**

**a. 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 2SLGBTQ+ (Two-spirit, Lesbian, Gay, Bisexual, Trans, Queer, plus) Peoples.

- Yes
- No

If yes, 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 – 4 points)
- (Yes, without self-declaration – 0 points)
- (No – 0 points)

**7.**

**a. 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

If yes, 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 – 4 points)

(Yes, without self-declaration – 0 points)

(No – 0 points)

**8. 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.



(Yes, with evidence – 4 points)  
(Yes, without evidence – 0 points)  
(No – 0 points)

**9. 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 – 4 points)  
(Yes, without evidence – 0 points)  
(No – 0 points)

**10. 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.

Scoring  
(Yes, with evidence - 4 points)  
(Yes, without evidence - 0 points)  
(No - 0 points)

## Section 2: Social Pillar Scoring

Question	Maximum Points	Response Score (To be completed by evaluator.)
4	4	
5	4	
6	4	
7	4	
8	4	
9	4	
10	4	
<b>Total</b>	<b>28</b>	

## 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	28	
<b>Total</b>	<b>52</b>	