



City of Winnipeg

Environmental Procurement Questionnaire

Version 1.0 June 2023

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 environmental benefits and reducing environmental harm, alongside high quality and competitive bids, the City of Winnipeg is working to improve climate and environmental outcomes through our purchasing.

The key environmental goals that the Environmental Procurement Questionnaire can ask questions about are:

- Increase energy efficiency and reduce greenhouse gas emissions
- Increase economy circularity, reduce consumption and increase waste diversion
- Increase access to local and sustainable food

Questionnaire Instructions

The Questionnaire includes options for questions that ask for information about business practices that can contribute to the environmental goals of the City and the community in the following areas:

- a. Greenhouse gas (GHG) emissions
- b. Energy efficiency
- c. Waste diversion
- d. Use of water
- e. Environmental stewardship and/or circular economy
- f. Local and sustainable food
- g. Net Zero by 2050

It will ask for information on whether your organization has a plan, have taken actions for and tracked and measured different business practices as it relates to the above environmental goals. Together, these three elements comprise a robust program. Having one or two of these elements in place, however, will still earn points. The scoring in the questions is cumulative to reflect this.

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 questions 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 Environmental Procurement Questionnaire by the successful Proponent.

Definitions of terminology used in this document are included at the end.

General Information on the Proponent

Company Name: _____

Date completed: _____

(YYYY-MM-DD)

RFP #: _____

1. Does your organization have a plan for, have you taken actions on and/or are you tracking and measuring the reduction of **greenhouse gas emissions**?

City of Winnipeg [Community Energy Investment Roadmap](#) outlines actions to be taken to work towards net zero emissions by 2050.

- ☐ Yes
☐ No

If yes, please describe in the space below your plan, actions taken, and/or evidence of measurement in the form of data or a report (indicating document name in the space below).

Scoring is cumulative

(Yes, with a plan - 1 point)

(Yes, with actions - 1 point)

(Yes, with measurement - 1 point)

(Yes, without evidence - 0 points)

(No - 0 points)

2. Does your organization have a plan for, have you taken actions on and/or are you tracking and measuring use of renewable energy sources and/or increase of your organization's **overall energy efficiency**?

City of Winnipeg [Community Energy Investment Roadmap](#) outlines actions to be taken to work towards net zero emissions by 2050.

☐ Yes

☐ No

If yes, please describe in the space below your plan, actions taken, and/or please attach evidence of measurement in the form of data or a report (indicating document name in the space below).

Scoring is cumulative

(Yes, with a plan - 1 point)

(Yes, with actions - 1 point)

(Yes, with measurement - 1 point)

(Yes, without evidence - 0 points)

(No - 0 points)

3. Does your organization have a plan for, have you taken actions on and/or are you tracking and measuring waste reduction, reuse or management to minimize your overall **waste footprint**?

- ☐ Yes
☐ No

If yes, please describe in the space below your plan, actions taken, and/or please attach evidence of measurement in the form of data or a report (indicating document name in the space below).

Scoring is cumulative

(Yes, with a plan - 1 point)

(Yes, with actions - 1 point)

(Yes, with measurement - 1 point)

(Yes, without evidence - 0 points)

(No - 0 points)

4. Does your organization have a plan for, have you taken actions on and/or are you tracking and measuring water use reduction, recycling, reuse or management to minimize your overall **water footprint**?

☐ Yes

☐ No

If yes, please describe in the space below your plan, actions taken, and/or please attach evidence of measurement in the form of data or a report (indicating document name in the space below).

Scoring is cumulative

(Yes, with a plan - 1 point)

(Yes, with actions - 1 point)

(Yes, with measurement - 1 point)

(Yes, without evidence - 0 points)

(No - 0 points)

5. Does your organization support **environmental stewardship and/or the circular economy** through your business practices or involvement in the community?

- ☐ Yes
☐ No

If yes, please describe in the space below your plan, actions taken, and/or please attach evidence of measurement in the form of data or a report (indicating document name in the space below).

Scoring is cumulative
(Yes, with a plan - 1 point)
(Yes, with actions - 1 point)
(Yes, with measurement - 1 point)
(Yes, without evidence - 0 points)
(No - 0 points)

6. Does your organization or the products used in the delivery of this Contract have any **third-party eco-certifications**?

- Biodegradable Products Institute (BPI)
- Canada's National Standard for Sustainable Forest Management (SFM)
- EcoLogo
- EPEAT
- Fairtrade
- Forest Stewardship Council
- Green Seal
- GREENGUARD
- Sustainable Forestry Initiative
- Other third-party certification

☐ Yes

☐ No

If yes, please list in the space below and include third-party certification.

Scoring

(Yes, with evidence - 3 points)

(Yes, without evidence - 0 points)

(No - 0 points)

7. Does your organization have a plan for, have you taken actions on and/or are you tracking and measuring the increased use of **local food** in the delivery of this Contract?
Local food is food produced in Manitoba or within 50 kms of the Manitoba border.

- ☐ Yes
☐ No

If yes, please describe in the space below your plan, actions taken, and/or please attach evidence of measurement in the form of data or a report (indicating document name in the space below).

Scoring is cumulative
(Yes, with a plan - 1 point)
(Yes, with actions - 1 point)
(Yes, with measurement - 1 point)
(Yes, without evidence - 0 points)
(No - 0 points)

8. Does your organization have a plan for, have you taken actions on and/or are you tracking and measuring your commitment to **net zero emissions by 2050** in alignment with the City of Winnipeg Community Energy Investment Roadmap?

- ☐ Yes
☐ No

If yes, please describe in the space below your plan, actions taken, and/or please attach evidence of measurement in the form of data or a report (indicating document name in the space below).

Scoring is cumulative
(Yes, with a plan - 1 point)
(Yes, with actions - 1 point)
(Yes, with measurement - 1 point)
(Yes, without evidence - 0 points)
(No - 0 points)

Total Score Environmental Procurement Questionnaire

Question	Maximum Points	Response Score (To be completed by the purchaser)
1	3	
2	3	
3	3	
4	3	
5	3	
6	3	
7	3	
8	3	
Total	24	

Definitions

“Circular economy” refers to a way of thinking about consistently reusing resources so there is no detrimental effect to the environment. A circular economy is different from what is typical today where people extract, make, use and dispose of resources.

“Energy Efficiency” refers to using less energy to perform tasks, thereby eliminating energy waste.

“Environmental stewardship” refers to the responsible use and protection of the environment.

“Greenhouse gas emissions” refers to emissions in the climate caused by gases that trap heat in the atmosphere. For example: Carbon dioxide, methane, nitrous oxide, and fluorinated gases. Also known as GHGs.

“Indigenous Rightsholders” refers to the Red River Métis Nation, 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.

“Local Food” refers to food produced in Manitoba or within 50kms of the Manitoba border.

“Renewable energy” refers to energy that is derived from natural processes that are replenished at a rate that is equal to or faster than the rate at which they are consumed. There are various forms of renewable energy, deriving directly or indirectly from the sun, or from heat generated deep within the earth. They include energy generated from solar, wind, geothermal, hydropower and ocean resources, solid biomass, biogas and liquid biofuels.

“Waste” refers to any material, non-hazardous or hazardous, that has no further use, and is managed at recycling, processing, or disposal site.

“Waste footprint” refers to the amount of waste produced by human activities, such as sourcing ingredients and materials, manufacturing and processing, and transportation.

“Water footprint” refers to measuring the amount of water used to produce each of the goods and services we use. It can be measured for a single process, such as growing rice, for a product, such as a pair of jeans, for the fuel we put in our car, or for an entire multi-national company.