

Benefit Driven Procurement Leadership Questionnaire

Benefit Driven Procurement (also known as Social Procurement) is a means to leverage an added and intentional value from existing procurement. It is about getting more from the investment of dollars beyond just the goods and services requested. Benefit Driven Procurement is about capturing impacts and seeking to make intentional positive contributions to both the economy and the overall vibrancy of the community. The City supports small to medium size business and businesses that strive to provide employment for diverse groups of the population.

The City is currently piloting methods of including Benefit Driven Procurement in its procurement process. This questionnaire is part of that pilot process and as such may change as process and policy are developed.

Questionnaire Tips:

- 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 for the questionnaire to be completed. However, no points can be awarded for that question.
- Once the questionnaire is completed, save as a new Adobe.pdf file and include the questionnaire and any supporting documentation in the Benefit Driven Procurement section of your electronic bid submission.

This Questionnaire is weighted at **XX%** of the total points available for this Request for Proposal.

Company Name: _____

Date questionnaire completed: _____
(YYYY-MM-DD)

RFP #: **21-XXXX**

Where did you hear about this Request for Proposal? (this question is not weighted and will not be included in the evaluation process. Responses will be used to track the accessibility of Request for Proposal’s from the City of Calgary to a diverse range of businesses and organizations)

- **Merx** Yes / No
- **Other online bid platform** Yes/No **Please indicate which platform** _____
- **Social Media** Yes / No
- **Other (please indicate):** _____

Section 1: Diverse suppliers and socially inclusive supply chains (50% of Questionnaire score)

1.

a. Are you a Small or Medium enterprise?(Small: 1-99 employees;
Medium: 100-499 employees)

Yes No

b. Do you have a Third party certification from any of the following organizations verifying that you are a social enterprise, your social impact, or membership of any organization verifying diverse ownership?

- Buy Social Canada Social Enterprise Certification;
- B-Corp;
- Third party certification that verifies that the business is owned by women;
- LGBTQ2S;
- Refugees; and/or
- Racialized minorities, businesses owned by individuals with a recognized disability, Indigenous owned businesses.

Yes No

If yes, please attach proof of certification or membership, indicating document name in the space below:

2. Does your organization have a social procurement policy?

Yes No

If yes, please attach the relevant policy, indicating document name in the space below or provide a website link below:

3. Do you currently track the number of contracts and/or dollars spent with diverse and socially inclusive small and medium-sized businesses in your supply chain?

a.

Yes No

b. If you answered yes to Question 3a, please provide the current number of contracts and dollar spend with diverse and socially inclusive small and medium-sized businesses in

your supply chain both as a number (#)/dollars (\$) spent and as a percentage (%) of contracts and dollar spend.

4. 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 diverse and socially inclusive small and medium-sized businesses in the delivery of this contract?

a.

Yes No

- b. Please describe how you would implement, monitor and measure a diverse supply chain strategy.
(Required if answered yes in part 4a)

Section 2: Economic opportunity and integration for underrepresented groups (12.5% of Questionnaire score)

1. In the last three years, have you implemented any programs or initiatives to ensure greater economic opportunity and integration for underrepresented groups including: Indigenous peoples, youth, women, recent immigrants, peoples with disabilities, and people with experiences of homelessness in the community?

a.

Yes No

- b. If yes, please provide details of any programs or initiatives (required in answered yes in part 1a)

Section 3: Apprenticeships and paid work experience opportunities (12.5% of Questionnaire score)

1. Do you currently have an apprenticeship program?

a.

Yes No

- b. If yes, provide details of your apprenticeship program.

2. Do you currently have an apprenticeship program that targets any of the following traditionally underrepresented groups: Indigenous peoples, youth, women, recent immigrants, people with disabilities and people with experience of homelessness?

a.

Yes No

- b. If yes, please provide details of your apprenticeship program.

3. Does your organization currently provide work experience opportunities?

a.

Yes No

- b. If yes, what percentage of work experience opportunities (for opportunities longer than 2 weeks) are paid?

4. Does your organization currently provide work experience opportunities that target traditionally underrepresented groups including but not limited to, Indigenous peoples, youth, women, recent immigrants, people with disabilities and people with experience of homelessness?

a.

Yes No

- b. If yes, what percentage of work experience opportunities (for opportunities longer than 2 weeks) are paid?

Section 4: Opportunities in the trades and other career-track employment (12.5% of Questionnaire score)

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

Underrepresented groups include, but are not limited to, Indigenous peoples, youth, women, recent immigrants, people with disabilities and people with experience of homelessness.

a.

Yes No

b. Please describe your current processes for implementing your strategies/policies and ensuring employment opportunities for underrepresented groups. Please describe how you currently monitor, measure your progress and report on these processes in the space below

- 2. Does your organization currently provide employment readiness training or access to employment readiness training opportunities that prepare traditionally underrepresented groups including, but not limited to; Indigenous peoples, youth, women, recent immigrants, people with disabilities and people with experience of homelessness, to be employed in entry-level opportunities including in the trades and other career-track employment?**

a.

Yes No

- b. If yes, please describe your current training or access to training processes and how you monitor and measure your progress.**

Responses could include: Supporting people into work by providing career mentoring, including mock interviews, CV advice, and careers guidance, Offering opportunities for work experience or similar activities, Encouraging & providing a level playing field to persons from all backgrounds & circumstances.

- 3. Please provide the number of positions that would be made available for entry-level opportunities including in the trades and other career-track employment for underrepresented community members in the delivery of this contract. Provide this as a % of all new entry-level opportunities and explain why this number is the maximum number of positions that could be made available to underrepresented groups.**

Section 5: Living Wage Policy (12.5% of Questionnaire score)

- 1. Does your organization have a living wage policy that includes paying both directly employed staff as well as all contracted service staff the living wage?**

Yes No

If yes, please attach the relevant policy (indicating document name in the space below) or provide a website link below.

2. Does your organization have a policy that suppliers in your supply chain must have a living wage policy?

Yes

No

If yes, attach the relevant policy (indicating document name in the space below) or provide a website link below.

- 3. What percentage of current employment opportunities that will be involved in the delivery of this contract currently provide a living wage? Please provide a number below and how you would monitor and measure this throughout the contract reporting period.**
- 4. What percentage of new employment opportunities that will be involved in the delivery of this contract will provide a living wage? Please provide a number below and how you would monitor and measure this throughout the contract reporting period.**