



Complete the following questionnaire as a means for the City of Duncan to assess the social component of your bid. Each question asks for a yes or no answer. If you answer “yes” you may be required to submit evidence along with your bid to support or verify your answer. Required documentation is clearly outlined in each question and must be complete in order to receive points.

General Information on the proponent:

Company name: _____

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

RFP #: _____

Section 1 – Employment

1. Does your organization currently have strategies or policies around inclusive employment practices to ensure you are providing employment opportunities for equity-deserving groups or persons facing barriers to employment?

Examples of equity-deserving groups include, but are not limited to, youth, Indigenous people, women, 2SLGBTQ+, racialized minorities, people with disabilities, and people with experience of homelessness.

Yes

No

Please describe in a few sentences your current processes for implementing your strategies/policies, and ensuring employment opportunities for equity-deserving groups.

Scoring

(Yes, with evidence - 3 points)

(Yes, without evidence - 0 points)

(No - 0 points)

2. Do you have a living wage policy or certification?

Yes

No

If yes, please attach the policy or your living wage certification.

Scoring

(Yes, with verification - 3 points)

(Yes, without verification - 0 points)

(No - 0 points)

3. Do you provide extended health and dental benefits to your employees?

Yes

No

If yes, please identify your provider.

Scoring

(Yes, with provider - 3 points)

(Yes, without provider - 0 points)

(No - 0 points)

4. Where applicable, do you plan to hire local employees to work on this project?

Yes

No

Scoring

(Yes - 3 points)

(No - 0 points)

Section 1: Employment Question	Maximum Points	Response Score
1.1	3	
1.2	3	
1.3	3	
1.4	3	
Total	12	

Section 2 – Social Value in the Supply Chain

1. Do you have a 3rd party certification that shows you are a diverse or socially inclusive business? Certification could be from any of the following organizations verifying that you are a social enterprise, your social impact, or membership of any organization verifying diverse ownership.

- 3rd party certification/verification that verifies that the business is owned by:
 - Indigenous People
 - Women
 - 2SLGBTQ+
 - Racialized minorities
 - Businesses owned by individuals with a recognized disability.
- Social enterprise or social purpose business

Yes

No

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

Examples of certifying organizations include:

- Canadian Aboriginal & Minority Supplier Council (CAMSC)
- Canadian Council for Aboriginal Business (CCAB)
- 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)
- Buy Social Canada Social Enterprise Certification
- B Corporation

Scoring

(Yes, with third-party verification - 3 points)

(Yes, without third-party verification - 0 points)

(No - 0 points)

2. Does your organization practice social procurement? Social procurement is intentionally seeking to leverage social value from your supply chain. This could be by buying from small businesses, local businesses, diverse-owned businesses, social enterprises, and businesses who support your social value creation goals.

Yes

No

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

Scoring

(Yes, with evidence - 3 points)

(Yes, without evidence - 0 points)

(No - 0 points)

Section 2: Social Value in the Supply Chain Question	Maximum Points	Response Score
2.1	3	
2.2	3	
Total	6	

Section 3 – Community Development

1. In the last three years, has your organization implemented any programs or initiatives to ensure greater economic opportunity and community benefits for the Cowichan Valley Community?

- Yes
- No

If yes, please provide details of any programs or initiatives.

Scoring

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

2. Do you plan on completing any initiatives in the Cowichan Valley as part of this project related to community development and benefits? (e.g., park and public space improvements, public art, heritage conservation and awareness, environmental and habitat improvements, new or expanded local offices, or Indigenous reconciliation initiatives.)

- Yes
- No

If yes, please provide details of any programs or initiatives.

Scoring

- (Yes, with description - 3 points)
- (Yes, without description - 0 points)
- (No - 0 points)

Section 3: Community Development	Maximum Points	Response Score
3.1	3	
3.2	3	
Total	6	

Total Score Social Procurement Questionnaire

Section	Maximum Points	Response Score
Section 1: Employment	12	
Section 2: Social Value in the Supply Chain	6	
Section 3: Community Development	6	
Total	24	

Definitions

Apprentices: Employment Social Development Canada definition: An apprentice is a paid employee, registered with the regional apprenticeship authority, who works under the supervision of a certified journeyman to learn their skilled trade and fulfill all requirements established by their province or territory.

Diverse-owned Business: A business that is majority owned, operated, and controlled by a member of one of the following diverse groups: Indigenous community; members of a visible minority group; immigrants and refugees; people with recognized disabilities; racialized communities; women; members of the 2SLGBTQ+ community.

Equity-deserving Groups: Also referred to as equity-seeking groups, groups who have historically been denied equal access to employment, education, and other opportunities and includes, without limitation, the following: members of an Indigenous community; members of a visible minority group; immigrants and refugees; people with recognized disabilities; racialized communities; youth; women; members of the 2SLGBTQ+ community; low-income residents; people with mental or physical health barriers; people facing employment barriers, unemployment or underemployment; and others experiencing barriers to economic opportunity and participation.

Indigenous Businesses: A business which is 51%, or more, owned, operated, and controlled by individuals who identify as Indigenous or by First Nations by an Indigenous first nation band, Metis community, or government.

Person Experiencing Homelessness: Employment and Social Development Canada, *Reaching Home: Canada's Homelessness Strategy Directives* definition: Homelessness is the situation of an individual or family who does not have a permanent address or residence; the living

situation of an individual or family who does not have stable, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it.

Person with a Disability: Self-identified; Disability in Canada is indicated by one or more of the following; being blind, being markedly restricted in at least one of the basic activities of daily life, being significantly restricted in two or more of the basic activities of daily life (including vision impairment) or by requiring life-sustaining therapy. Daily life activities are speaking, hearing, walking, eliminating (bowel or bladder functions), feeding, dressing, or mental functions necessary for everyday life.

Racialized Minorities: Self-identified.

Recent Immigrants: Self-identified; Statistic Canada definition: refers to a person who obtained a landed immigrant or permanent resident status up to five years prior to a given census year.

Social Enterprise: A business that sells goods or services, embeds a social, cultural, or environmental purpose into the business, and reinvests the majority of profits into their social mission.

Socially Inclusive Business: A business who seeks to create economic opportunities for groups who have historically been denied equal access to employment, education, and other opportunities and includes; members of an Indigenous community; members of a visible minority group; immigrants and refugees; people with recognized disabilities; racialized communities; women; members of the 2SLGBTQ+ community; low-income residents; people with mental or physical health barriers; people facing employment barriers, unemployment or underemployment; and others experiencing barriers to economic opportunity and participation.

Social Procurement: Every purchase has a social, economic, and environmental impact. Social procurement is about using your existing purchasing to capture those impacts to achieve overarching institutional, governmental, or individual goals that helps shape inclusive, vibrant, and healthy communities.

Veterans: Any former member of the Canadian Armed Forces who successfully underwent basic training and is honorably released.

Women: Self-identified.

Youth: Youth Policy – Government of Canada, Privy Council Office definition: young workers up to age 29.