



REQUEST FOR PROPOSALS

RFP 2024 – 07
October 22, 2024

**Three-Stream Automated Solid Waste
Collection Carts – Supply and Distribution**

City of Duncan, Engineering Department
Attention: Brian Murphy, Director, Public Works and Engineering
City of Duncan, 200 Craig Street
Duncan, BC V9L 1W3

Submission Deadline: November 19, 2024 at 2:00 p.m. Pacific Standard Time

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**RFP 2024-07
THREE-STREAM AUTOMATED SOLID WASTE
COLLECTION CARTS – SUPPLY AND
DISTRIBUTION**

DEFINITIONS

“**CONTRACTOR or CONSULTANT**” means the Proponent whose Proposal has been accepted by the City of Duncan and is awarded a contract by the City of Duncan to carry out the Work.

“**CoD**” means the City of Duncan.

“**PROPONENT**” means the responder to this RFP.

“**PROPOSAL**” means a proposal to carry out the Work submitted by a Proponent in response to this RFP.

“**RFP**” means this Request for Proposal.

“**WORK**” means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.

1.0 - INTRODUCTION

1.1 PURPOSE

This RFP is an invitation by CoD to prospective Proponents to submit proposals for the supply and distribution of three-stream automated collection carts in February – March 2025. Supplied carts must include stenciling and rubber wheels and be delivered to service locations fully assembled. Supply and distribution requires regular communication with CoD. Please refer to Section 4.4 for full details of the Scope of Work.

2.0 - INSTRUCTIONS TO PROPONENTS

2.1 SUBMISSION OF PROPOSALS

The Proposals and their envelopes should be clearly marked with the name and address of the Proponent and the RFP program title. The sealed envelope should be addressed to the project contact:

**Brian Murphy, Director, Public Works and Engineering
City of Duncan
200 Craig Street
Duncan, BC V9L 1W3
250-746-6126**

Alternately, electronic proposals may be submitted to:

bmurphy@duncan.ca

Proposals should be received on or before the **Closing Time** of:

**TIME: 2:00 p.m. Pacific Standard Time
DATE: November 19, 2024**

It is the Proponent's sole responsibility to ensure its Proposal is received at the mailing or email address set out above by the Closing Time. Hard copies (3) of the Proposal to the above address are requested to follow at the same time or within 2-3 business days following the Closing Time. Electronic submissions are to be in PDF format.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by email or hard copy. It is the Proponent's sole responsibility to ensure the revisions are received by the CoD prior to the Closing Time.

2.2 INQUIRIES

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the above-listed project contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by CoD. All Addenda are to become part of the Proposal Documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

Verbal discussion between CoD Councillors or staff and a Proponent shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum.

3.0 - GENERAL TERMS OF PROPOSAL PROCESS

3.1 PROPOSAL PREPARATION COSTS

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against CoD will be accepted. CoD shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

3.2 PROPOSAL EVALUATION

CoD recognizes that “Best Value” is the essential part of purchasing a product and / or service and therefore CoD may prefer a Proposal with a higher price, if it offers greater value and better serves CoD’s interests, as determined by CoD, over a Proposal with a lower price. Appendix “A” contains the information regarding how Proposals will be evaluated. The evaluation team will not be limited to the criteria listed in Appendix A, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. However, any criteria considered will be applied evenly and fairly to all Proposals.

CoD, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any minor irregularity or insufficiency in the Proposal submitted;
- Not be liable for misunderstandings or errors in the Request for Proposals;
- Issue addenda to the Request for Proposals;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in evaluating Proposals;
- Request points of clarification to assist CoD in evaluating Proposals;
- Negotiate changes with the successful Proponent; and
- Withdraw the Request for Proposals.

3.3 PROPOSAL PRESENTATION

CoD reserves the right to request one or more of the Proponents, whose submissions are of particular interest to CoD, to make oral presentations to CoD.

3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION

All submissions become the property of CoD and will not be returned to the Proponent. CoD will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that CoD is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

3.5 CONFLICT OF INTEREST

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with CoD, its elected or appointed officials or employees, any property ownership direct or indirect in the jurisdiction. CoD may rely on such disclosure.

3.6 NO COLLUSION

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

3.7 LITIGATION

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against CoD in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

3.8 NO CONTRACT

This RFP is not a tender and does not commit CoD in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on CoD by this RFP or submissions prior to the completed execution of a formal written Contract.

3.9 ACCEPTANCE OF PROPOSAL

The acceptance of a Proposal will be made in writing from CoD and will be addressed to the successful Proponent at the address given in the submitted Proposal. Following acceptance and approval to proceed with the Proposal, the Proponent is expected to enter into a contract with CoD to perform the works or services set out and agreed upon in the Proposal.

The agreement that the successful Proponent will be expected to execute with CoD will contain terms similar to those contained in the MMCD Standard Client Consultant Agreement. The agreement attachments will include the entire Request for Proposal, the Proponent's total Proposal submission and any mutually agreed upon modifications, changes, or negotiated adjustments.

3.10 PROPOSAL CONTENT

Content to be included in the Proposal, but not limited to:

- Full name, address and telephone number of the submitting office of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or sub-consultant(s) that will be involved in the project.
- Primary Contact / Project Manager: The Proposal should identify the proposed project manager who will be the single point of contact, responsible for direct interaction with CoD. State their position and professional discipline. Describe the work to be performed by the project manager, their qualifications and substantive experience directly related to the proposed Work.
- References: The Proposal should provide no less than three (3) project references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering services for the experience cited.

3.11 SUBCONTRACTORS

The Proposal shall include the company name of all sub-contractors and sub-consultants proposed to be used in the performance of the Work with a description of the work they would be performing.

The sub-contractors and sub-consultants listed in the Proposal may not be changed without the written consent of CoD. If CoD so requires, the Proponent shall be prepared to confirm to CoD the competence of sub-contractors and sub-consultants prior to acceptance of the Proposal.

3.12 PROPOSAL CONTENT & INNOVATION

The Proponent should address in the Proposal submission all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative or unique solutions to the Proposal subject that may, along with other things, indicate cost initiatives, improved environmental impacts, better public relations and/or project acceptance, reduced risk, improved management or

administrative efficiencies, etc. Any alternative Proposals submitted should include all the requirements of the original RFP with costs identified for comparative purposes.

3.13 WORKERS COMPENSATION ACT

The Proponent, and any proposed sub-contractors and sub-consultants, should provide a WorkSafe BC (Workers Compensation Board) Registration Number in the Proposal and shall at the time of signing a contract agreement, provide proof of payment of claims in good standing with WorkSafe BC.

4.0 - SCOPE OF WORK AND SCHEDULE

4.1 STATEMENT OF UNDERSTANDING

In their own words, the Proponent must show that they have an understanding of what the Work involves and what is required to complete the project. It is the Proponent's responsibility to demonstrate that they possess the required knowledge, understanding and capacity to carry out the Work as outlined in this RFP.

4.2 PRICING AND EXTRA WORK

Pricing must be held for a minimum of 60 days. 90 days is preferred to fully allow for the evaluation period.

Note that the proposal evaluations will include a social procurement component which can include local and regional employment, addressing barriers to employment, and providing local and regional economic and community benefits. Proponents must complete the Social Value Questionnaire (Appendix B).

4.3 SCHEDULING

Proponents should provide an indication of the normal anticipated manufacturing and delivery time frame for the automated collection carts that would follow order confirmation.

Proponents should indicate the anticipated distribution time period required for three carts to be assembled and delivered to approximately 1285 service locations.

The new three-stream automated collection program is anticipated to be rolled out by the City in February – March 2025. The carts may be accepted for storage by the CoD prior to this timeframe subject to negotiation with the Contractor; however, this will not be a preferred outcome.

4.4 SCOPE OF WORK

The Proponent must provide a Proposal that includes the following:

- Sufficient technical sheets, photos, etc. for the City to assess the quality and durability of the proposed collection carts (must include information on wall thickness and lid thickness);
- diagrams with dimensions including decoration areas (side brand, barcode & serial number, lid label or stamp);

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- Information regarding:
 - Branding;
 - visible bar code/serial number when stacked;
 - Stenciling layouts and options;
 - interior configuration and total capacity of cart bodies, to the nearest litre;
 - options for RFID tags;
 - manufactured carts content including any recycled materials used
 - recyclability of Carts at the end of useful life;
 - maneuverability;
 - life expectancy;
 - nestability /stackability;
 - shipment quantity per 53’ trailer (full stack); and
 - additional recommendations or options from the Supplier.

Cart Specifications and Quantities

Supplied carts must include rubber wheels, wheel assembly, and stenciling. The City has 1285 service locations (+/-) and each service location is to receive three new carts for the initial roll-out. It is possible that some locations will be identified to receive extra carts and/or larger size carts during the planning period.

The standard cart sizes will be:

- Garbage Carts – grey body / black lid – 100L
- Organics Carts – grey body / green lid – 100L
- Recycling Carts – grey body / blue lid – 240L

The cart quantities outlined in Table 1 are required for the initial roll-out to the City’s approximately 1285 residential service locations plus additional spares.

TABLE 1				
	Basic Roll-out	Spares	Total	Notes
Grey Body carts 100L	2570	125	2695	Garbage + Organics – 100L cart body only
Grey Body carts 240L (Recycling)	1285	25	1310 + 10 for multi-unit residential	240L grey body carts
Black lids for 100L carts	1285	100	1385	Black lids for garbage carts
Green lids for 100L carts	1285	80	1365	Green lids for organics carts
Blue lids for 240L carts	1285	40	1325	Blue lids for 240L recycling carts
Black lids for 240L carts	5	5	10	Black lids for 240L garbage carts
Green lids for 240L carts	5	5	10	Green lids for 240L organics carts
Spare Wheel Sets – 100L carts		15	15	Extra wheel set spares

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Spare Wheel Sets – 240L carts		15	15	Extra wheel set spares
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Proponents may suggest minor adjustments to these quantities to align with freight shipment or production capacities.

The cart quantities outlined in Table 2 are for evaluating the option of utilizing 120L for organics collection rather than 100L carts. *(The quantities for 240L carts are identified above and do not need to be repeated).*

TABLE 2 – OPTION FOR 120L ORGANICS CARTS				
	Basic Roll-out	Spares	Total	
Grey Body carts 100L	1285	70	1355	Garbage – 100L cart body only
Grey Body carts 120L	1285	70	1355	Organics – 120L cart body only
Black lids for 100L carts	1285	90	1375	Black lids for 100L garbage carts
Green lids for 120L carts	1285	90	1375	Green lids for 120L organics carts
Spare Wheel Sets – 100L carts		20	20	Extra wheel set spares
Spare Wheel Sets – 120L carts		20	20	Extra wheel set spares

Note: the City may negotiate with the Contractor regarding specific order quantities and cart sizes prior to final confirmed order.

Note: As long-term storage of spare carts may be a challenge for CoD due to space limitations, Proponents are requested to also provide an illustrative / comparative current price for a one-time shipment of a small quantity of carts (i.e. 20 complete 100L cart sets including shipping) in order for CoD to analyze the costs and benefits of storing spare carts from an initial order versus ordering additional carts in the future on an as-needed basis. This pricing would be for current comparison purposes only.

Terms and Conditions

The Contractor will be responsible for providing an Excel spreadsheet bearing cart information for each shipment of carts and sending it to the CoD for approval prior to shipment to prevent the duplication of serial numbers. The data required for each load of carts is:

- Cart type
- Cart size
- RFID number
- Cart serial number
- Date of cart manufacture
- Order number

Proponents to indicate optional pricing for RFID tags for the supplied cart bodies.

Cart Assembly and Distribution

The CoD has approximately 1285 service locations. The Cart Assembly and Distribution Contractor will be required to deliver three new, assembled carts and an information package supplied by CoD to each service location for the initial roll-out. It is possible that some locations will be identified to receive extra carts and/or larger size carts during the planning period. Proponents are to provide a lump sum cost for this service as described.

Initial carts delivery and assembly location is City of Duncan Public Works Yard, 1091 Marchmont Road, Duncan, BC V9L 2M8. The Public Works Yard has gravel and paved surfaces and is fenced. If cart assembly requires a paved area, this can be arranged. The Yard is open Monday to Friday from 7:30 am to 3:30 pm; however, access for a later end time for assembly and distribution can be arranged. The Yard has washrooms and water sources available.

The Contractor will be responsible for generating accurate records and inventories related to this service. All information generated, collected, or transferred with regard to the household distribution of carts, including cart inventory, assignments, geotagging, delivery status, and issue logging must be in, or easily convertible to, Excel format.

The CoD will provide the Contractor with:

- A distribution list consisting of the program residential addresses and required carts, in Excel format;
- City of Duncan curbside collection route maps; and
- Information packages to be distributed with the carts.

The information packages can be attached to the carts in a plastic bag that is tied to the carts (by looping), with removable ties/straps, or by using stick-on backing, etc. Proponents are invited to suggest the best methods to the City.

The Contractor will:

- Assign the required cart(s) to each residential address using both the cart serial number and RFID tag number as identifiers;
- Deliver the required cart(s) to each residential address;
- Geotag each cart to its residential address;
- Note the delivery status for each residential address;
- Note any delivery issues that arise at each residential address;
- Provide the CoD with a complete inventory of all the delivered carts including the following information:
 - Serial number;
 - RFID tag number;
 - Assigned address;
 - Geotag data;
 - Date of delivery;
 - Delivery status;
 - Delivery issues (if applicable),
- Respond to reported missed addresses for cart deliveries, which include:
 - Addresses omitted from the CoD's distribution list;
 - Addresses missed due to the Contractor's own error;
 - Addresses reported by residents as being missed;

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- Provide the CoD with lists of all missed addresses which have not been resolved within three (3) working days;
- Provide daily updates during the distribution period to the CoD. The CoD may request a progress report at any time during the distribution period.

Cart Samples

Shortlisted Proponents may be asked to provide a sample of the carts proposed, including rubber wheels. Samples shall include the following:

- One (1) 100L grey body with black lid attached
- One (1) 100L grey body with green lid attached and/or one (1) 120L grey body with green lid attached
- One (1) 240L grey body with blue lid attached

The City will request to retain the samples provided by the Contractor to use for public display during the leadup and roll-out of the program.

4.5 PROPONENT EXPERIENCE

The successful Proponent (Contractor) should have at least ten (10) years of experience supplying waste carts for automated curbside collection programs in North America and five (5) years of experience supplying waste carts to local governments in Canada.

Proponents must provide proof of experience and quality from recent and relevant project examples.

4.6 TECHNICAL DRAWINGS

Document Type	Preferred File Format
Written Documents	Microsoft Word 2010
Spreadsheets	Microsoft Excel 2010
Technical Drawings	Autodesk AutoCAD 2019 (or newer)
Non-technical Graphics	.jpg, .jpeg, .png, Adobe pdf
Database	Microsoft Access 2007
Drawings, Maps and Spatial Data	Individual Plan drawings/maps must be supplied in both digital PDF and paper hard copy. Drawing/map source data must be delivered in ESRI ArcGIS shape file or Autodesk Spatial Data File (sdf) NAD 83, UTM Zone 10N projection and accurately overlay onto the City's existing base mapping. Core attributes and label names must be defined or included in the source data feature class tables with attribute domains created to constrain field values (where possible). From the final map series, a set of symbology layer files must be rendered for all map themes. All digital data are to be delivered on media compatible with the City's computer equipment.

5.0 - COMMUNICATIONS

Regular updates to CoD project contact are required throughout the project.

6.0 - FEES AND DISBURSEMENTS

The proposal shall provide a schedule of fees and disbursements as to adequately perform the Work and satisfy the Work Plan and Final Deliverables.

PROPOSERS WHO ARE SUPPLIER MEMBERS OF CANOE PROCUREMENT GROUP OF CANADA OR SOURCEWELL MUST PROVIDE CANOE PROCUREMENT GROUP PRICING IF ADVANTAGEOUS. NOTE THE CITY RESERVES THE RIGHT TO NEGOTIATE AND AWARD DIRECTLY TO A CANOE PROCUREMENT GROUP MEMBER OUTSIDE OF THIS RFP PROCESS.

Fee estimates must include all applicable taxes, but listed as separate items.

NOTE TO ALL BIDDERS: The City of Duncan may negotiate with a Proponent to adjust or alter some of the requested scope and duties prior to signing a contract.



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APPENDIX "A"

Request for Proposal Evaluation Form

APPENDIX “A”

REQUEST FOR PROPOSAL EVALUATION FORM

Proponent’s Name: _____			
Project Title: Three-Stream Automated Collection Carts – Supply and Distribution			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Basic Attributes	Proposal received prior to closing		
	Sub-contractor/consultant list submitted		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Fee schedule (overall) included		
	Complete proposal as requested		
Step 2:		Assigned Points	Points
Proponent	Proponent Experience; Project References including Quality / Durability	30	
Proposal & Staff Evaluation	Staff Evaluation of Overall Proposal; Staff Assessment of Quality / Durability of Product and Service	35	
	Social Value Questionnaire	5	
Price	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (% weight)	30	
Total Score	Proponent + Proposal + Price Scores	100	



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APPENDIX “B”

Social Value Questionnaire



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.