

Sustainable Procurement - New Tools and Procedure

The following list includes the tools and procedures Administration is developing and implementing to ensure its procurement reflects social, ethical, environmental and Indigenous considerations.

Procurement and Contract Risk Assessment (PACRA) - New Questions

Target: Summer 2023

The PACRA is a questionnaire filled out at the beginning of all procurement processes for all procurements over \$25,000, as well as all information technology and consulting/professional services procurements. The purpose of the form is to determine risk factors applicable to each procurement and determine whether any additional steps need to be taken to appropriately mitigate the risks.

For Sustainable Procurement work, questions in regards to commodity type, baseline spend and contract term have been added to the PACRA to help with maximizing the use of these criteria in City procurements. Based on responses to the questions, the PACRA will provide recommendations for Social, Indigenous and Sustainable criteria to be included in the Procurement as scored or mandatory requirements.

Internal Implementation Plan

Completed.

A detailed plan, key focus areas and project approach to complete the initiatives required to develop the City's Sustainable and Indigenous Procurement Program has been finalized with collaboration of BuySocial Canada. In addition, a project approach for developing a strategy for building and leveraging internal and external relationships and partnerships has been finalized.

Low Value Purchasing Administration Guide

Target: Spring 2023

The Low Value Purchasing Guideline provides instructions to City staff on when and how to include Social/Indigenous/Sustainable considerations for procurement decisions. It will also include when and how to source low value procurements directly from minority-owned businesses or social enterprises.

Diversity Spend Reporting Framework

Target: Summer 2023

Responses from all 1575 Suppliers to the Diversity questionnaire were received on January 31, 2023. Responses have now been processed to formulate a Diverse Spend Report for 2022. Administration is utilizing features in SAP Ariba (the City's purchasing IT platform) to create a standard process for supplier diversification to develop appropriate reporting to support businesses with diverse ownership and minority-owned businesses.

Procurement and Contractual Requirements

Target: Summer 2023

Administration is developing contractual requirements that, for elements such as hiring employees, apprentices or subcontractors, providers include diverse-owned businesses or social enterprises in contracts based on commodity, contract term and planned spend. There will be scored and mandatory submission requirements for the City of Edmonton's procurement to assess vendors' compliance with the requirements upfront and appropriate contractual requirements. The required framework is almost finalized and is ready for implementation.

Indigenous Set Asides Approach

Target: Winter 2023

A set aside is a process for certain City requirements to be exclusively sourced from Indigenous businesses, if possible, where the primary users or beneficiaries are Indigenous.

Sustainable Procurement Training

Target: Spring 2023

Administration will develop and implement:

- Internal "Train the Trainer" Sessions - These sessions, directed towards contracting business units at the City, will provide an overview of sustainable procurement.
- Internal Low Value Purchase/New Tools Training Video - This video will outline the City of Edmonton's low value purchases and how they can be used to support sustainable procurement.

- External Stakeholders Training Video/Sessions - These will be learning opportunities for current and potential vendors (such as small, diverse and social enterprise suppliers) to respond to the sustainable procurement goals of the City.
- Reverse Trade Show - This trade show will create space for organizations to make connections for subcontracting.

Community Benefit Agreement Framework

Target: Summer 2023

Administration is implementing a community benefit agreement framework, for eligible projects, to legally enforce specific social value outcomes such as hiring, training, or procurement on construction, infrastructure and developmental projects to ensure projects enhance social, cultural, environmental and economic opportunities for the community.

Measurement and Reporting Framework

Target: Fall 2023

The City will use an outcomes-based measurement and reporting process aligned with existing City of Edmonton policy, programs and strategies. A major task of the implementation process is to create the appropriate goals, the measurement criteria, and the reporting methodology based upon, and furthering existing policies, programs and strategies. Reports will be provided to the designated Contract Manager regularly.

Sustainable Procurement Communication Plan

Target: Summer 2023

This communication plan will be used for internal and external socialization of the Sustainable Procurement framework to normalize the increased inclusion of sustainability elements in City procurements.

Networking Opportunities

Target Start Date: Summer 2023

Administration is partnering with established business communities to engage with organizations who could be potential suppliers and introduce them to the process of selling goods and services to the City of Edmonton.

Sustainable Procurement Advisory Committee

Target: Fall 2023

The Sustainable Advisory Committee will advise City Administration on the implementation, improvements and outcomes of the City of Edmonton's Sustainable Procurement policy. This committee will be comprised of both internal and external stakeholders that can speak on behalf of industries and community groups that will be affected by the City of Edmonton's Sustainable Procurement policy.