

## Sustainable Procurement Menu Example

The Sustainable Procurement Menu includes options of procurement evaluation criteria, core criteria and contract requirements that can be applied to procurements where an evaluation process or City standard contract is involved.

The options in the menu were developed in an effort to provide Environmental, Indigenous or Social benefits to the community by leveraging the City's procurements. Therefore the menu options are organized under categories in regards to Environmental, Indigenous or Social benefits.

City staff are strongly encouraged to review and use the menu for applicable procurements. The various menu options are labeled as either a Contract Requirement, Evaluated Criteria or Core Criteria:

**Contract Requirements** - Contract Requirements is the label for evaluation criteria with an associated contract requirement. Bidders will respond to the evaluation criteria and the awarded bidders response will then be bound into the contract as a contract requirement. The awarded bidder will then be mandated to comply with this contract requirement.

**Evaluated Criteria** - Evaluated criteria are requirements in an evaluated procurement that bidders are to respond to. The bidders' response will then be evaluated and the resulting evaluation score will factor into overall bid evaluation for contract award.

**Core Criteria** - Core criteria are generic in nature and are applicable to most types of evaluated procurements.

## Environmental Sustainability:

### Contract Requirements:

- **Waste Reduction** - In the delivery of this Contract:
  - a. What actions will you take to reduce the amount of waste generated?
  - b. What actions will you take to divert the amount of waste going to landfill?
  - c. How will this be measured?
  - d. Include information on how items will be reused.

Responses will be evaluated based on the robustness of the strategy provided. The successful bidder's response to this item will be incorporated into the Contract as the Waste Reduction Strategy in the Sustainable Procurement Requirements document. In addition, the successful bidder will

be required to report the amount of waste generated through the performance of its obligations under the Contract.

- **Hazardous Materials Reduction** - In the delivery of this Contract:
  1. What actions will you take to reduce the use of hazardous products (as defined in the Hazardous Products Act, R.S.C. 1985, c. H-3) and how will this be measured?
  2. Describe how the selection of materials supplied or used will be managed to mitigate adverse environmental effects.

Responses will be evaluated based on the robustness of the strategy provided. The successful bidder's response to this item will be incorporated into the Contract as the Hazardous Products Reduction Strategy in the Sustainable Procurement Requirements document. In addition, the successful bidder will be required to report on the volume of:

1. environmentally sustainable materials; and
2. hazardous products

supplied or used in the performance of its obligations under the Contract.

- **Provision of Environmentally Sustainable Materials** - Describe how the selection of materials supplied or used will be managed to mitigate adverse environmental effects.

Information could include but is not limited to:

1. sustainably certified products,
2. optional substitutions to improve environmental impact and
3. use of renewable materials.

Responses will be evaluated based on the robustness of the strategy provided. The successful bidder's response to this item will be incorporated into the Contract as the Environmental Risk Mitigation Strategy in the Sustainable Procurement Requirements document.

- **Water Reduction** - In the delivery of this Contract:
  1. what actions will you take to reduce the amount of water used in the performance of your obligations? and
  2. How will this be measured?

Responses will be evaluated based on the robustness of the strategy provided. The successful bidder's response to this item will be incorporated into the Contract as the Water Reduction Strategy in the Sustainable Procurement Requirements document. In addition, the successful will be

required to report the amount of litres of water used in the performance of its obligations under the Contract.

- **Energy Performance** - In the delivery of this Contract what actions will you take to:
  1. Reduce energy consumption and gain energy efficiency over the lifetime of products, equipment or services and/or over the planned or expected operating lifetime for purchases that significantly affect energy performance.
  2. How will you evaluate and measure these reductions and efficiencies?

Responses will be evaluated based on the robustness of the strategy provided. The successful bidder's response to this item will be incorporated into the Contract as the Energy Reduction Strategy in the Sustainable Procurement Requirements document. In addition, the successful Bidder will be required to report the amount of energy used in the performance of its obligations under the Contract.

- **Provision of environmentally sustainable services and products** - In the delivery of this Contract:
  1. describe how your organization would deliver environmentally sustainable service and/or products
  2. how you would measure and report this.

Responses will be evaluated based on the robustness of the strategy provided. The successful bidder's response to this item will be incorporated into the Contract as the Sustainable Goods/Services Strategy in the Sustainable Procurement Requirements document.

- **Wastewater Reduction** - In the delivery of this Contract:
  1. what actions will the bidder take to reduce the amount of wastewater generated
  2. How will this be measured?

Responses will be evaluated based on the robustness of the strategy provided. The successful bidder's response to this item will be incorporated into the Contract as the Wastewater Reduction Strategy in the Sustainable Procurement Requirements document. The successful bidder will be required to report on the number of litres of wastewater produced.

- **Releases to Air** - In the delivery of this Contract:
  1. What actions will the bidder take to reduce emissions of harmful gasses and airborne substances, such as nitrous oxide (NOx), sulfur

oxide (SOx), particulate matter (PM) and volatile organic compounds (VOC)?

2. How will this be measured?

Responses will be evaluated based on the robustness of the strategy provided. The successful bidder's response to this item will be incorporated into the Contract as the Pollution Reduction Strategy in the Sustainable Procurement Requirements document. The successful bidder will be required to report on the amount of pollution produced.

**Evaluated Criteria:**

- **GreenHouse Gas Emissions** - Beyond the delivery of this Contract does the bidder have a plan for, taken actions on, or started tracking and measuring the reduction of greenhouse gas emissions? If yes, please describe the plan, actions taken, and evidence of measurement in the form of data or a report.

Please also indicate whether the bidder publicly reports this data.

Responses will be evaluated based on the robustness of the plan, actions taken, and tracking/measuring activities. Bids including data from measurements will receive higher scores.

- **Energy Performance** - Please describe the actions the Bidder's organization is taking to reduce their overall energy usage? How is the Bidder's organization measuring these reductions of overall energy usage associated with these actions?
- **Environmental Sustainability Certifications** - Please describe how the bidder plans to incorporate services and/or products with third party environmental and/or sustainability certifications into the performance of the Contract.

Some examples of third party certifications include Forest Stewardship Council (FSC) for paper/wood products, ENERGY STAR for energy efficient products, the recycling symbol for recyclable products, EcoLogo for a variety of products and services, or Green Key for event facilities.

Responses will be evaluated based on the number of examples the bidder can provide.

- **Annual Environmental Report** - Does the bidder release public reports on its environmental performance at least annually? (Yes or No)  
If yes, please provide a link to the most recent report.

Responses will be evaluated based on whether the bidder releases public reports at least annually, as well as the robustness and detail of the linked

report. Bidders who do not provide a link to a report will score 0 points for this item.

- **Commitment to environmental sustainability** - Please describe the bidder's environmental or sustainability policy and provide a copy of or link to the policy.

Responses will be evaluated based on the robustness of the policy.

- **Environmental stewardship, biodiversity and circular economy** - Please describe how the bidder supports environmental stewardship, biodiversity, the circular economy, and positive outcomes through business practices or involvement in the communities in which the bidder operates. Describe actions taken, plans for future actions, data with regard to previous and current actions, and targets set and/or achieved.

Responses will be evaluated based on the robustness and detail of the bidder's actions, plans, data, and targets.

### **Core Criteria:**

- **GreenHouse Gas Emissions** - In the delivery of this Contract:
  1. What actions will you take to reduce the amount of greenhouse gas emissions generated for this contract?
  2. How will this be measured?

Responses will be evaluated based on the robustness of the strategy provided. The successful bidder's response to this item will be incorporated into the Contract as the Greenhouse Gas Reduction Strategy in the Sustainable Procurement Requirements document. In addition, the successful bidder will be required to report the amount of greenhouse gas emissions generated through the performance of its obligations under the Contract.

### **Indigenous Procurement:**

#### **Contract Requirements:**

- **Indigenous Employment** - Please explain how, if awarded this Contract, the bidder will provide employment opportunities for Indigenous peoples as part of the performance of this Contract:
  1. Provide the number of employment hours that the bidder will commit to provide to individuals self-identifying as Indigenous; and

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2. Provide a detailed strategy for how the bidder will meet the above commitment, including how the bidder proposes to allocate the hours

Please note that employment hour commitments may be met by:

1. employees of the bidder, employees of proposed subcontractors, or any combination thereof; and
2. existing employees as well as new hires.

If no employees of the bidder or proposed subcontractors self-identify as Indigenous, the bidder should respond with 0 hours.

Self-identification should be voluntary in order to respect the privacy of employees. The bidder should not include in the bid any Indigenous identity information for individual Indigenous employees, and instead should be anonymous.

The City will evaluate bids on the basis of the number of employment hours committed and the robustness of the strategy to deliver these hours. The successful bidder's commitment and strategy will be included in the Contract.during the life of the Contract.

- **Indigenous Procurement** - Please explain how, if awarded this Contract, the bidder will use Indigenous businesses as suppliers and subcontractors as part of the performance of this Contract:
  1. Provide a percentage of the money to be paid to suppliers and subcontractors under this Contract that will be committed to Indigenous businesses; and
  2. Provide a detailed strategy for how the bidder will meet the above commitment, including how the bidder proposes to allocate this money during the life of the Contract and which Indigenous businesses will be used.

For the purpose of this item, "Indigenous business" means a business that is more than 50% owned by First Nations, Inuit, or Métis bands, individuals, or other companies meeting this definition of "Indigenous business".

The City will evaluate bids on the basis of the percentage committed and the robustness of the strategy to achieve it. The successful bidder's commitment and strategy will be included in the Contract.

### **Evaluated Criteria:**

- **Indigenous Socioeconomic Opportunities - Please describe:**

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1. any actions the bidder has taken in the three years preceding the Response Deadline to implement programs or initiatives to engage with Indigenous communities or peoples; and
2. whether the bidder provides socio-economic opportunities such as subcontracting, employment, or skills training to Indigenous peoples in the course of providing services to your customers.

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- **Indigenous Business** - Please indicate whether the bidder is an Indigenous business. For the purposes of this item, an "Indigenous business" is a business that is more than 50% owned by First Nations, Inuit, or Métis bands, individuals, or other companies meeting this definition of "Indigenous business".

Bidders are required to attach third party verification of its status as an Indigenous business as defined above. Third party verification includes evidence or certification of membership provided by an Indigenous business association or other organization or registry including:

1. Third party verification from a First Nation, band or Métis community;
2. Canadian Council of Aboriginal Businesses;
3. Canadian Aboriginal & Minority Supplier Council;
4. Northeastern Alberta Aboriginal Business Association;
5. Federal Procurement Strategy for Aboriginal Business, the federal indigenous business registry;
6. Alberta Métis Works business registry; or
7. AKSIS, Edmonton's Indigenous Business and Professional Association.

Full points for this item will be awarded to Indigenous businesses providing verification to the satisfaction of the City.

- **Indigenous procurement** - Please indicate whether the bidder intentionally contracts with or purchases goods or services from Indigenous peoples, communities, or businesses.

If yes, please attach:

1. a relevant bidder policy (indicating document name in the space below) relating to contracting or purchasing from Indigenous peoples, communities, or businesses;
2. evidence of implementation of Indigenous procurement in your supply chain; and

3. report or recent data on number of contracts and/or dollar spend with Indigenous peoples, communities, or businesses.

## Social Value Considerations:

### Contract Requirements:

- **Equity Employment** - Please explain how, if awarded this Contract, the bidder will provide inclusive employment opportunities for members of equity-deserving groups:
  1. Provide the number of employment hours that the bidder will commit to provide to individuals self-identifying as being part of one or more equity-deserving groups; and
  2. Provide a detailed strategy for how the bidder will meet the above commitment, including how the bidder proposes to allocate the hours during the life of the Contract.

"Equity-deserving groups" include: Indigenous people; racialized people ; immigrants and refugees; persons with disabilities/disabled persons; ; women; people with experience of homelessness; and members of the LGBTQIA2S+ community.

Please note that employment hour commitments may be met by:

1. employees of the bidder, employees of proposed subcontractors, or any combination thereof; and
2. existing employees as well as new hires.

If no employees of the bidder or proposed subcontractors self-identify as a member of an equity-deserving group, the bidder should respond with 0 hours.

Self-identification should be voluntary in order to respect the privacy of employees. The bidder should not include in the bid any equity-deserving group identity information for individual employees, and instead should be anonymous.

The City will evaluate bids on the basis of the number of employment hours committed and the robustness of the strategy to deliver these hours. The successful bidder's commitment and strategy will be included in the Contract.

- **Training and Apprenticeship** - Please explain how, if awarded this Contract, the bidder will provide training and apprenticeship opportunities as part of the performance of this Contract:



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1. Provide the number of hours that the bidder will commit to provide to apprentices, paid interns, and paid work experience positions working on this Contract; and
2. Provide a detailed strategy for how the bidder will meet the above commitment, including how the bidder proposes to allocate the hours during the life of the Contract.

The City will evaluate bids on the basis of the number of hours committed and the robustness of the strategy to deliver these hours. The successful bidder's commitment and strategy will be included in the Contract.

- **Social Procurement** - For the purposes of this Section:
  1. "Diverse-owned business" means a business that is more than 50% owned by one or more members of an equity-deserving group.
  2. "Equity-deserving groups" include: Indigenous people; racialized people; immigrants and refugees; persons with disabilities/disabled persons; women; people with experience of homelessness; and members of the LGBTQIA2S+ community.
  3. "Small business" means a business with less than 50 employees.
  4. "Social enterprises" are businesses that sell goods and services, embed a social, cultural or environmental purpose into the business, and reinvest the majority of profits into their social mission.

Please explain how, if awarded this Contract, the bidder will use small businesses (with an emphasis on diverse-owned businesses and social enterprises) as suppliers and subcontractors as part of the performance of this Contract:

1. Provide a percentage of the money to be paid to suppliers and subcontractors under this Contract that will be committed to small businesses, especially diverse-owned businesses and social enterprises; and
2. Provide a detailed strategy for how the bidder will meet the above commitment, including how the bidder proposes to allocate this money during the life of the Contract and which businesses will be used.

The City will evaluate bids on the basis of the percentage committed and the robustness of the strategy to achieve it. The successful bidder's commitment and strategy will be included in the Contract.

### **Evaluated Criteria:**

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- **Social Procurement (Social Value in the Supply Chain)** - Please indicate whether the bidder practices social procurement through intentionally seeking to leverage social value from the bidder's supply chain. This could be done through buying from small businesses, diverse-owned businesses, social enterprises, and businesses who support your social value creation goals.

For the purposes of this response item:

- "Diverse-owned business" means a business that is more than 50% owned by one or more members of an equity-deserving group.
- "Equity-deserving groups" include Indigenous people; racialized people; immigrants and refugees; persons with disabilities/disabled persons; women; people with experience of homelessness; and members of the LGBTQIA2S+ community.
- "Small business" means a business with less than 50 employees.
- "Social enterprises" are businesses that sell goods and services, embed a social, cultural or environmental purpose into the business, and reinvest the majority of profits into their social mission.

If yes, please attach:

1. a relevant bidder policy (indicating document name in the space below) relating to contracting or purchasing from small businesses, diverse-owned businesses, social enterprises, and businesses who support your social value creation goals;
  2. evidence of implementation of social procurement in your supply chain; and
  3. a report or recent data on the number of contracts and/or dollars spent with small businesses, diverse-owned businesses, social enterprises, and businesses who support your social value creation goals.
- **Social Procurement (Community Development)** - Please describe any actions the bidder has taken in the two years preceding the Response Deadline to support community development. "Community development" includes, but is not limited to, support for community organizations through volunteering, charitable donations, and community events. Note that this support could be with regard to any community, and not only Edmonton.
  - **Social Procurement (Community Development)** - Please describe any actions the bidder has taken in the three years preceding the Response Deadline to implement programs or initiatives to ensure greater economic opportunities and community integration for equity-deserving groups or

people facing barriers to employment. Provide details on the programs or initiatives.

For the purposes of this item, "equity-deserving groups" include Indigenous people; racialized people; immigrants and refugees; people with recognized disabilities; women; people with experience of homelessness; and members of the LGBTQIA2S+ community.

- **Training** - Please indicate whether the bidder currently has an apprenticeship, paid internship, or paid work experience program.

If yes, please provide details of the program. Details should include how many apprentices or individuals have participated, how many are currently enrolled, and the history of the program.

- **Equity Training** - Please indicate whether the bidder currently has an apprenticeship, paid internship or paid work experience program that prioritizes any of the following equity-deserving groups or people facing barriers to employment:

- a. youth,
- b. women,
- c. Indigenous peoples,
- d. 2SLGBTQ+,
- e. racialized people,
- f. persons with disabilities/disabled persons and people with experience of homelessness.

If yes, please provide details of the program. Details should include how Indigenous peoples are prioritized, how many apprentices or individual have participated, how many are currently enrolled, and the history of the program.

### **Core Criteria:**

- **Equity employment** - Please describe your current processes for implementing any strategies and policies and ensuring employment opportunities for equity-deserving groups. In particular, please describe how you do the following:
  - a. recruit individuals from equity-deserving groups;
  - b. monitor and measure employment; and
  - c. report on the status of the strategy or policy.

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The City will evaluate based on the robustness of the response and the processes described. The City may request verification of the bidder's processes.

"Equity-deserving groups" include: Indigenous people; racialized people; immigrants and refugees; persons with disabilities/disabled persons; women; people with experience of homelessness; and members of the LGBTQIA2S+ community.

- **Small Business** - Please indicate whether the bidder is a small, medium, or large business. For the purposes of this item:
  - a. a "small business" has 1 to 49 employees;
  - b. a "medium business" has 50 to 449 employees; and
  - c. a "large business" has 450 employees or more.

The size of the business is across the entire enterprise, with all employees included globally (not just a local office).

Full points for this item will be provided to small businesses. The City may request verification of the bidder's size.