



Corporate Procurement &
Supply Services

Edmonton

Social Procurement Framework

Framework developed with Buy Social Canada.

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SUSTAINABLE PROCUREMENT POLICY

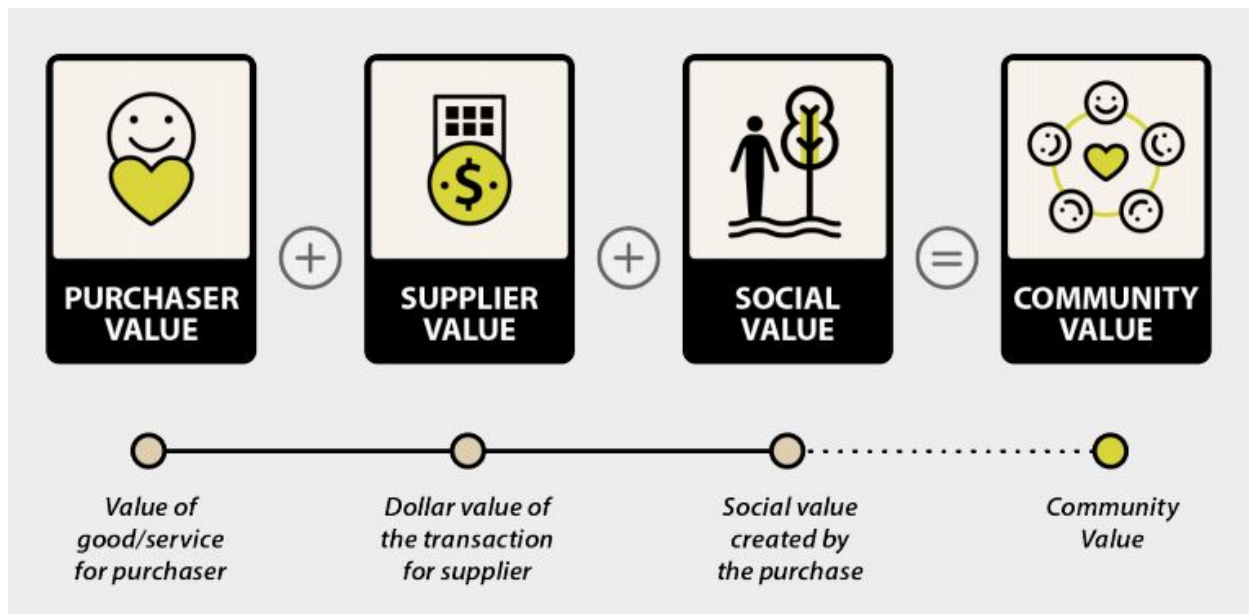
The revised [C556A Sustainable Procurement Policy](#) was approved by Council on Tuesday, December 10, 2019. The revised policy has three pillars of focus:

- Ethical Standards
- Environmental Sustainability
- Social-Value Considerations

SOCIAL PROCUREMENT

Social procurement means leveraging a social value from our purchases. Social procurement is not about purchasing new goods or services to benefit the community, but rather about capturing the social impacts and seeking to make intentional positive contributions to the community from our existing purchasing needs.

Social procurement does not diminish the economic value of fulfilling a purchasing need, but rather it increases the total value of the transaction. When we include a social value component in our supplier selection criteria, then the market transaction creates value for the community. We refer to this value as Community Capital, which describes the total asset of a community that the community benefits from and can be invested into community development.

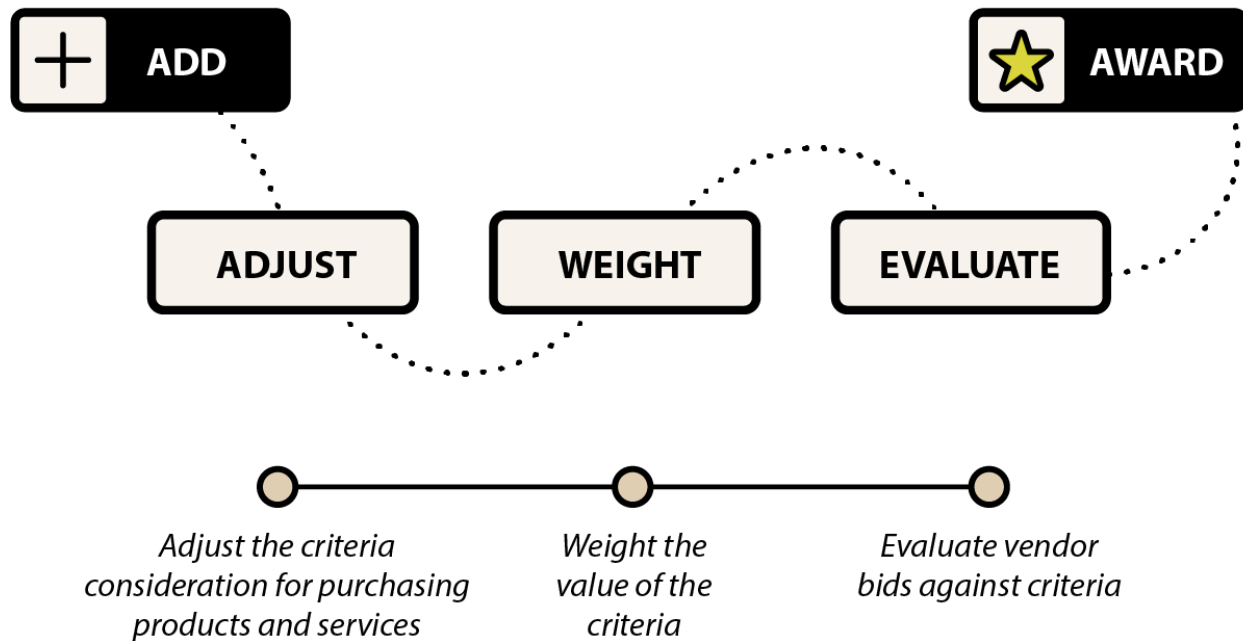


SOCIAL PROCUREMENT FRAMEWORK

The Social Procurement Framework is the procedural document in which City Administration conducts procurement activities under the Procurement Administrative Directive. **The social value considerations pillar of the Sustainable Procurement policy is Council's endorsement of the Social Procurement Framework.** The Social Procurement Framework highlights the fundamental principle of *including social value as a criteria in the decision making process* for City of Edmonton purchases.

Add a social value consideration to existing purchases

Award contracts and measure outcomes



SOCIAL VALUE CRITERIA

The Social value criteria that will be included in procurement activities will be one of the following social value procurement outcomes:

- Employment
- Skills and Training
- Social Value Supply Chain
- Community Development

Purchase Outcome	Purchase Outcome	Purchase Outcome	Purchase Outcome
Employment	Skills & Training	Social Value Supply Chain	Community Development
More employment opportunities for youth	More apprenticeships and training available to targeted individuals	More procurement from SEs, NFPs, SMEs and diverse suppliers	Provision of retail and public spaces to SEs, NFPs and local SMEs
More employment opportunities for women	School & Higher Education engagement	More procurement from local SMEs	Community Engagement/Consultation
More employment opportunities for indigenous Peoples	More employment readiness training available to targeted individuals	Greater supplier diversity	Provision of Community services
More employment opportunities for people currently living on low-incomes	More training with recognized qualifications available to targeted individuals	More procurement from regional SMEs	Cultural contributions
More employment opportunities offering a living wage and safe working conditions	Career development opportunities available to current and prospective employees	More procurement from Social Enterprises	Donations to local community organizations/programs/projects
More long-term stable employment for targeted groups		More social enterprises and local SMEs featured on pre-qualification list	
More employment opportunities for people with disabilities		More sub-contracts issued to SEs, NFPs, SMEs and diverse suppliers	
More employment of people living in substandard housing			

For each of these four social value procurement outcomes, the Procurement Buyer and Business Area Purchaser will determine which of the four purchase outcomes is most relevant to the procurement need. They will then select that as the theme for the social value criteria to be included in the decision making process. The Procurement Buyer and Business Area Purchaser will use the Social Value Procurement Menu to make this selection.

Social Value Procurement Menu

The [Social Value Procurement Menu](#) will be the tool used to determine the following:

- Specific Outcome for the four procurement outcomes
- RFX Language
- Evaluation and Scoring Criteria
- Purchase Metrics for the Contract Management Plan

SELF-SERVICE PROCUREMENT

The self-service procurement method is the process for Business Area Purchasers to conduct procurement for under \$25,000.

For procurements of \$5,000 or less, the Business Area Purchaser should use a City issued corporate credit card in accordance with the Payment of City Money Procedure. As part of the Social Procurement Framework it is *recommended* that the Business Area Purchaser use one of the social value procurement outcomes in the purchase decision-making process.

If using a City issued corporate credit cards is not feasible, or if the value of the procurement is between \$5,000 and \$25,000, the Business Area Purchaser should obtain at least three written quotations and must process the procurement through the L-order process. In the process for obtaining the minimum three written quotations, Business Area Purchasers are *required* to request a social value procurement outcome to be included in the quotation in order to make their decision for purchase.

COMPETITIVE PROCUREMENT

For competitive procurement activities, the Procurement Buyer will work with the Business Area Purchaser to help determine which social value procurement outcome will be included in the evaluation criteria. Including the social value criteria is *required* for all competitive procurements. Once the social value procurement outcome is selected, the Procurement Buyer and Business Area Purchaser will determine:

- RFX language
- Weighting
- Scoring and Evaluation Criteria

COMMUNITY BENEFIT AGREEMENTS

For infrastructure projects that have funding tied to other orders of government with a community benefit agreement requirement, this will be considered social procurement. For other infrastructure construction projects, the Business Area Purchaser can determine if a community benefit agreement would be an additional requirement.

The social value criteria for the community benefit agreement will be included in the competitive procurement process.

SUPPORTING REFERENCE MATERIAL

- [C556A Sustainable Procurement Policy](#)
- [Buy Social Canada: Social Procurement Recommendation Report for the City of Edmonton](#)
- [Buy Social: Guide to Social Procurement](#)
- [City of Edmonton Social Procurement Framework Recommendation Presentation](#)
- [Social Value Procurement Menu](#)
- [Guide to Social Value Procurement Menu](#)
- [February 2020 Social Procurement Competitive RFX Training](#)
- [Social Procurement 101 Training](#)
- [Social Procurement 201 Training](#)