



R21-16 - Appendix A – Request for Information - Vendor Submission Form

A glossary of terms and definitions to assist with completing a submission can be found on page 8 of this document.

Tell us about your Organization

Would you like your submission to be included in a shared online directory for CCSPI members to access when making direct award, under threshold purchase decisions and social value vendor engagement? Yes No

1. **Name of your enterprise:**

2. **Address of head office and local office (if different):** *(If you maintain no brick & mortar location/ storefront please advise. Please identify your registered location for business purposes)*

3. **Contact Details:**

Main Contact Name:

Telephone & Email Address:

4. **Incorporation Date:**

5. **How is your enterprise incorporated?**

- Non-profit
- Charity
- Co-operative
- Sole Proprietor/ Partnership
- Incorporated Business

6. **What is the social, environmental or cultural mission or goal of your organization or business?**



7. What goods or services do you provide?

Goods

- | | |
|--------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Automotive |
| <input type="checkbox"/> Building Materials | <input type="checkbox"/> Commodities |
| <input type="checkbox"/> Conference Swag | <input type="checkbox"/> Food, Beverages, Produce or Meat |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Homewares or Pottery |
| <input type="checkbox"/> Jewelry or Art | <input type="checkbox"/> Manufactured Product |
| <input type="checkbox"/> Stationary or Office Supplies | <input type="checkbox"/> Textiles or Clothing |

Services

• **General:**

- | | |
|-------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Advertising, Media, or Creative Services |
| <input type="checkbox"/> Artistic Services | <input type="checkbox"/> Childcare |
| <input type="checkbox"/> Commissary Services | <input type="checkbox"/> Communication Agencies |
| <input type="checkbox"/> Courier Services/Delivery | <input type="checkbox"/> Cultural, Museum, or Art Space |
| <input type="checkbox"/> Education or Workshop Facilitation | <input type="checkbox"/> Graphic Design Services |
| <input type="checkbox"/> Health & Safety Services | <input type="checkbox"/> Healthcare or Wellness Services |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Information Technology Services |
| <input type="checkbox"/> Laundry/Dry Cleaning Services | <input type="checkbox"/> Packaging & Assembly |
| <input type="checkbox"/> Printing/Sign Printing Services | <input type="checkbox"/> Traffic Control |
| <input type="checkbox"/> Translation Services | <input type="checkbox"/> Travel |

• **Consulting**

- | | |
|----------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Community Planning & Development | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Environmental Management & Assessment | <input type="checkbox"/> HR, Recruitment, Staffing or Training |
| <input type="checkbox"/> Management/Financial Services | |

• **Events and Meetings:**

- | | |
|----------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Catering | <input type="checkbox"/> Event, Conference, or Meeting Space |
| <input type="checkbox"/> Event Management Services | <input type="checkbox"/> Promotional Items, Awards or Medals |

• **Property and/or Facility Services:**

- | | |
|---------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Appliance Repair/Replacement | <input type="checkbox"/> Building Assessment |
| <input type="checkbox"/> Building Management & Services | <input type="checkbox"/> Electrician Services |
| <input type="checkbox"/> Deconstruction | <input type="checkbox"/> General Maintenance/Handyman Services |
| <input type="checkbox"/> Graffiti Removal | <input type="checkbox"/> Janitorial Services |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Pest Control |
| <input type="checkbox"/> Plumbing Services | <input type="checkbox"/> Restoration, Painting, or Drywall |
| <input type="checkbox"/> Security Services | <input type="checkbox"/> Snow Removal/Salting |
| <input type="checkbox"/> Specialty Maintenance & Repair | |



• **Waste Management:**

- | | |
|----------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> General Recycling/Processing | <input type="checkbox"/> Construction Waste Upcycling/Diversion |
| <input type="checkbox"/> Electronics Upcycling/Recycling | <input type="checkbox"/> Junk Removal/Hauling |
| <input type="checkbox"/> Mattress Recycling/Processing | <input type="checkbox"/> Waste Management |

If none of the above fits please check OTHER:
OTHER, Please Specify

8. What communities do you serve?

- | | |
|--------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Alberni-Clayoquot Regional District | <input type="checkbox"/> Campbell River |
| <input type="checkbox"/> Comox Valley Regional District | <input type="checkbox"/> Courtenay |
| <input type="checkbox"/> Cowichan Valley Regional District | <input type="checkbox"/> Cumberland |
| <input type="checkbox"/> Duncan | <input type="checkbox"/> Ladysmith |
| <input type="checkbox"/> Gibsons | <input type="checkbox"/> Nanaimo Regional District |
| <input type="checkbox"/> Nanaimo | <input type="checkbox"/> Port Hardy |
| <input type="checkbox"/> Port Alberni | <input type="checkbox"/> qathet Regional District |
| <input type="checkbox"/> Powell River | <input type="checkbox"/> Sayward |
| <input type="checkbox"/> Qualicum Beach | <input type="checkbox"/> Sooke |
| <input type="checkbox"/> Sechelt | <input type="checkbox"/> Strathcona Regional District |
| <input type="checkbox"/> Squamish | <input type="checkbox"/> Tofino |
| <input type="checkbox"/> Sunshine Coast Regional District | |
| <input type="checkbox"/> Victoria | |

9. Please tick all that apply:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> 50% or more owned by women | <input type="checkbox"/> 50% or more Indigenous owned |
| <input type="checkbox"/> 50% or more owned by visible minority | <input type="checkbox"/> 50% or more LGBTQ2S+ owned |
| <input type="checkbox"/> Indicate if you have a 3 rd party certification that demonstrates your commitment to social and/or environmental outcomes (select from list below and/or add in any additional certifications in the 'other' box:) | |
| <input type="checkbox"/> Buy Social Canada Certified Supplier | <input type="checkbox"/> Certified B Corporation (B Corp) |
| <input type="checkbox"/> Fair Trade | <input type="checkbox"/> Island Good |
| <input type="checkbox"/> Living Wage Employer | <input type="checkbox"/> Vancouver Island Green Business |
| <input type="checkbox"/> Other: | |



Tell us how you incorporate Community Benefit into your business:

The following questions relate to common social procurement principles and practices and will help CCSPi members identify organizations that align with local community needs. Typically, social value can be grouped into 5 categories:

- Diverse employment policies and practices
- Employee training, wellness, and apprenticeship programs
- Fair and Living Wages
- Supply Chain Considerations
- Other Community Benefits

Please respond to the questions in section 10 as they apply to your business practices, with understanding that they *may* or *may not* apply. A strong response will include details on your program or objective, business practices to support the objective, and social impact measurement.

10. Please tell us about your Social Procurement Principles and Practices

	Social Procurement Principles or Practices	Yes	No	N/A	Describe where applicable
Diverse Employment policies and practices					
1	Does your enterprise work with employment support services within the communities you operate?				<i>Answer prompt: identify the employment support services that you engage with to address workplace needs</i>
2a	Does your enterprise employ people who are known to face barriers to employment?				<i>Answer prompt: Describe</i>
2b	Does your enterprise have policies and/or stated objectives that guide the practice of hiring people known to face barriers to employment?				<i>Answer prompt: Outline your HR policy or practices that promotes and supports inclusive hiring and employment practices</i>



	Social Procurement Principles or Practices	Yes	No	N/A	Describe where applicable
3	Does your enterprise have policies, practices or outcomes that demonstrate equity and diversity considerations and goals?				<i>Answer prompt: Describe how your enterprise leadership and/or workforce demonstrates equity and diversity outcomes</i>
Employee training, wellness, and apprenticeship programs					
4	Does your enterprise provide employee training and development programs?				<i>Answer prompt: describe- what type of training and development do you offer employees?</i>
5	Does your enterprise provide apprenticeships?				<i>Answer prompt: what types of apprenticeships do you host, how many annually, which colleges and institutions do you partner with?</i>
Living Wages					
6	Does your enterprise pay your employees a living wage? (~\$15.80/ hr)				<i>Answer prompt: what percentage of your employees earn above a living wage? What other considerations inform or influence your wages? What other benefits do you offer employees?</i>
Supply Chain Considerations					



	Social Procurement Principles or Practices	Yes	No	N/A	Describe where applicable
7	Do you consider social value in your production process and/or supply chain (e.g. local sourcing for labour and/or materials, social and environmental considerations)				<i>Answer prompt: Describe your process for contracting suppliers- what criteria do you use in selecting and working with your suppliers?</i>
8	Do you have social enterprises and/or social purpose businesses in your supply chain?				<i>Answer prompt: Provide an example of a social enterprise that you currently contract with. What additional outcomes or value does this supplier offer?</i>
9	Does your company have a Corporate Social Responsibility (CSR) policy and initiative?				<i>Answer prompt: provide a link to your CSR policy and any outcomes/impact reports</i>
Other Community Benefits					
10	Does your enterprise support community initiatives and/or nonprofits in the communities you operate?				<i>Answer prompt: Provide an example of a nonprofit partnership, community initiative or other community contributions, outside of your regular course of business, that demonstrates your community engagement</i>
General					



	Social Procurement Principles or Practices	Yes	No	N/A	Describe where applicable
11	Do you currently measure your outcomes related to social, environmental or cultural impacts?				<i>Answer prompt: describe how you evaluate and measure your outcomes related to social, environment or cultural goals; provide a link to any relevant reports</i>

Glossary of Terms and Definitions

Certifications: 3rd party verified designations that confirm social and/or environmental practices.

Corporate Social Responsibility (CSR): Policies and practices that demonstrates a business is operating in ways that enhance society and the environment, instead of contributing negatively to them.

Direct Award: Under threshold purchases from businesses that meet the direct award criteria.

Fair Wage: Hourly wage rates set for specific occupations based on community market conditions and/or local government policy. ([links here](#))

Freedom of Information and Protection of Privacy Act section 21: a mandatory exception to the public's right of access to information. It protects information that, if disclosed, would harm a third-party business interests including trade secrets, commercial, financial, labour relations, scientific or technical information, of a third party, or about a third party.

Inclusive Employment: employment practices that provide flexible options that support people from a variety of different backgrounds and abilities to participate in the workforce

Women-Owned Business: 50% or more of the business owners/leaders identify as Indigenous

Indigenous Owned Business: 50% or more of the business owners/leaders identify as Indigenous.

Visible Minority-Owned Business: 50% or more of the business owners/leaders identify as persons, other than Indigenous, who are non-Caucasian in race or non-white in colour.

LGBTQ2S+ Owned Business: 50% or more of the business owners/leaders identify as LGBTQ2S+

Living Wage: Minimum income necessary to meet basic needs. Needs are defined to include food, housing, and other essential needs such as clothing. [Each community has a different living wage calculation.](#)

People who face barriers to employment: Barriers to employment can include lack of access to transit, needing accessible workplace accommodations, hiring and retention biases, needing flexible work hours and/or requiring additional workplace supports. Some population groups are more likely to face these barriers - people with disabilities, Indigenous youth, newcomers to Canada, etc.

Social Enterprise: Business that is owned or operated by a non-profit organization, with at least 50% of profits returning to meet environmental, social and cultural goals.

Social Impact Measurement: A process of understanding how much social change occurs and can be attributed to an organizations' activities. It helps to clearly see the effects of a strategy so the one can reinforce what is working and can change what is not.

Social Procurement: Leverages a social value from existing procurement practices

Social Purpose Business: Business with a social, environmental or cultural mandate or mission, with a significant portion of profits being allocated towards the achievement of this mission.

Women Owned Business: 50% or more of the business owners/leaders identify as women