

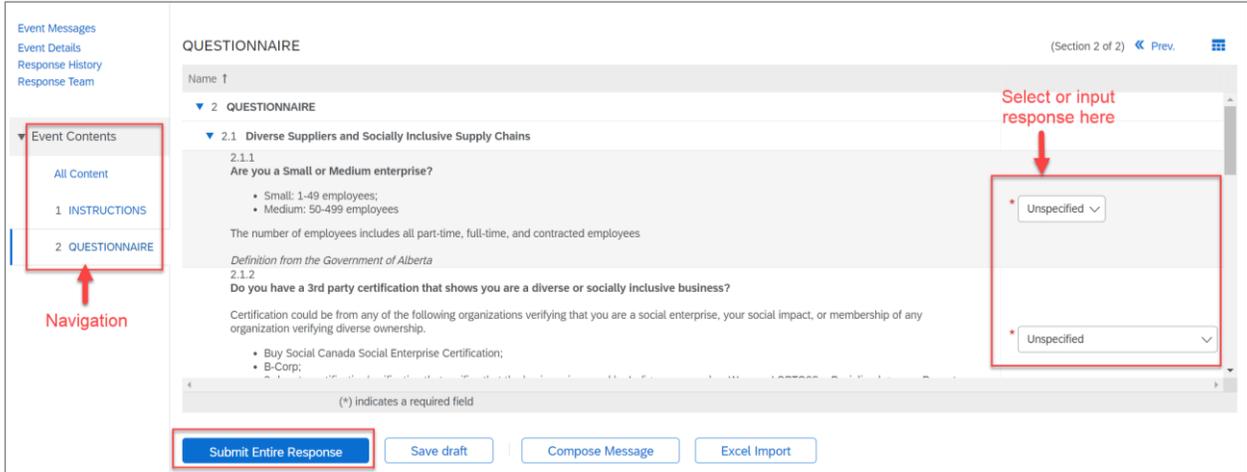


## How to Respond to the Social Procurement Questionnaire

### When to use this How to Guide:

Follow the steps in this guide to provide your response to the Social Procurement Questionnaire that is required as part your bid response for opportunities with The City. This questionnaire only needs to be submitted once or updated if required.

STEP	ACTION
1.	<p>A buyer from The City will send you an email invite to complete the questionnaire.</p> <p>In the email, click <b>Submit questionnaire</b> and login with your Ariba Network username and password.</p> <div data-bbox="685 730 1539 1478" style="border: 1px solid black; padding: 10px;">  <p>The City of Calgary has invited you to complete the Social Procurement Questionnaire by Sat, 03 Jun, 2023 in order for Macro Construction to provide goods and/or services.</p> <p><a href="#">Submit questionnaire</a></p> <p>On September 13, 2021, Council approved the Public Value through Procurement policy through which The City declared to the public:</p> <ul style="list-style-type: none"> <li>• that all procurement at The City creates public value,</li> <li>• The City procures in accordance with public procurement law, and</li> <li>• within the law, The City is committed to doing for more with a procurement budget by creating additional public value impact to invest in community outcomes for Calgarians.</li> </ul> <p>Some of the many ways to create public value through procurement include:</p> <ul style="list-style-type: none"> <li>• Traditional procurement,</li> <li>• Category management,</li> <li>• Indigenous procurement, and</li> <li>• Social Procurement.</li> </ul> <p>While all approaches use public funds to support community outcomes each approach has different purposes and different requirements.</p> <p>Social procurement is about creating inclusive trade where ALL segments of society benefit from the flow of trade in the economy. Operationally this may be done by removing barriers and increasing access to City procurement activities in particular for members of underrepresented groups in society.</p> <p>Because The City is custodian of the public's funds, price and quality are always important when The City procures. Social procurement is another layer to use The City's spending power to make lives in the community of Calgary better every day.</p> <p>Social Procurements does so in two ways:</p> <ol style="list-style-type: none"> <li>1. Directly by reducing barriers and increasing access to City contracts by giving competitive advantage to small- and medium-sized businesses and in particular those businesses owned by traditionally underrepresented groups in society, and</li> <li>2. Indirectly by setting out The City's expectations to all potential suppliers and rewarding them with points during procurement evaluation for those businesses who have demonstrated action on climate and environment or supporting outcomes for members of underrepresented groups in our community.</li> </ol> <p>In other words, The City places value on diversity, inclusion, and equitable service delivery. The Social Procurement program and its questionnaire are one way The City declares, actions, and encourages a ripple effect within The City and throughout our supply chain to build inclusive, resilient, and sustainable trade.</p> <p><a href="#">Submit questionnaire</a></p> <p>Best, City of Calgary</p> </div>

STEP	ACTION
2.	<p>On the <b>Questionnaire</b> page:</p> <ol style="list-style-type: none"> <li>i. Review the information in the <b>All Content</b> or <b>1 Introduction</b> section.</li> <li>ii. Respond to the questions in Section <b>2 Questionnaire</b></li> <li>iii. Click <b>Submit Entire Response</b>.</li> </ol>  <p>The screenshot shows a web interface for a questionnaire. On the left, a sidebar titled 'Event Contents' has a red box around '2 QUESTIONNAIRE' with an arrow pointing to it labeled 'Navigation'. The main content area is titled 'QUESTIONNAIRE' and shows a question '2.1.1 Diverse Suppliers and Socially Inclusive Supply Chains'. Below the question, there are two dropdown menus, each with 'Unspecified' selected. A red arrow points to the top dropdown with the text 'Select or input response here'. At the bottom of the page, a blue button labeled 'Submit Entire Response' is highlighted with a red box. Other buttons include 'Save draft', 'Compose Message', and 'Excel Import'.</p>

For more information about Social Procurement at The City, visit [calgary.ca/socialprocurement](https://calgary.ca/socialprocurement).