

Social Procurement @ Queen's

Sustainable, Equitable and Ethical Buying at Queen's

February 21, 2023 | Shelley Rizzo and Nicki Mundell





Acknowledgement of Territory

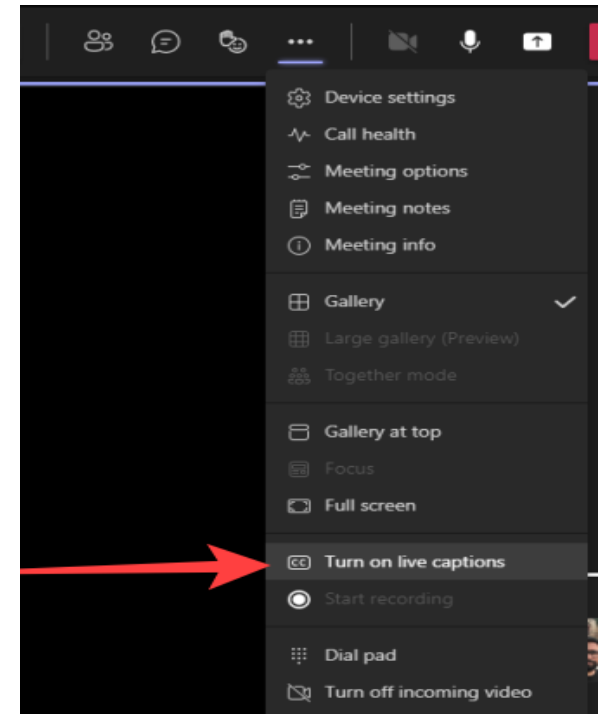
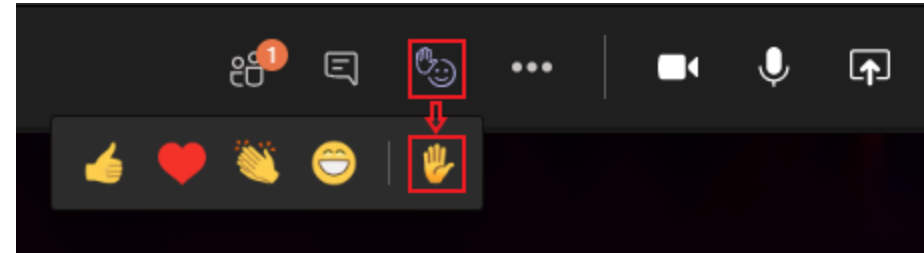
Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory. To acknowledge this traditional territory is to recognize its longer history, one predating the establishment of the earliest European colonies. It is also to acknowledge this territory's significance for the Indigenous peoples who lived, and continue to live, upon it – people whose practices and spiritualities were tied to the land and continue to develop in relationship to the territory and its other inhabitants today.

The Kingston Indigenous community continues to reflect the area's Anishinaabek and Haudenosaunee roots. There is also a significant Métis community and there are First Peoples from other Nations across Turtle Island present here today.

Session Guidelines

Session Guidelines

- Please set microphone to mute unless asking a question
- Turn off video for maximum streaming experience (session is also being recorded)
- Questions throughout are encouraged (use chat or raise your hand functions)
- Turn on live captions for speech to text display



Agenda

1. Purpose
2. Thresholds
3. Website and our commitment to Social Procurement
4. What is Social Procurement?
5. 4 Pillars: Diverse Suppliers, Sustainability, Truth & Reconciliation and Accessibility
6. What have we done to date?
7. What's next?
8. Q&A

Learning Opportunities



Tips & Tricks Sessions

- Annual event in June each year



Lunch & Learns

- Offered monthly from October to March each year
- Content is based on user submissions
- Users are encouraged to bring questions/issues to these sessions related to the theme



Online Training

- Shopper, Requester, Approver and Payment Forms training courses and materials available via Queen's OnQ platform

Session Purpose

Session Includes

- An overview of why Social Procurement is important, where we're at now and where we're going

Target Audience

- Everyone who buys or approves purchases at Queen's


Queen's Purchasing Thresholds

Total Contract Value/Purchase Price	Procurement Method
<p>All consulting services with a value under \$100,000 CAD (before taxes) require an approved purchase requisition and three (3) invitational quotations.</p>	
<p>Up to \$9,999.99 CAD (before taxes)</p>	<p>If you cannot purchase your good or service through an acquire catalogue supplier, use a Queen's Procurement Card (PCard) to purchase goods or services (excluding consulting services and CFI Orders) up to \$10,000.</p>
<p>\$10,000 - \$49,999.99 CAD (before taxes)*</p>	<p>Two (2) invitational quotations are mandatory for purchases of goods and or non-consulting ("professional") services over \$10,000 and under \$50,000. Purchases must be processed using a duly authorized Purchase Order.</p>
<p>\$50,000 - \$99,999.99 CAD (before taxes)*</p>	<p>Three (3) invitational quotations are mandatory for purchases of goods or non-consulting ('professional') services over \$50,000. Purchases must be processed using a duly authorized Purchase Order.</p>
<p>\$100,000 CAD and greater (before taxes)*</p>	<p>Open Competitive (RFx) process is mandatory. Contact Strategic Procurement Services for assistance.</p>

SPS Home Page: Commitment

Strategic Procurement Services is Queen's University's hub for all things sourcing and acquiring, consisting of three main departments; Strategic Sourcing, Procurement Operations and Postal Services. Don't hesitate to [contact us](#) if you have questions about the content on our website.


 Employee Discounts

 Accounts Payable

 Preferred Suppliers

 Events & Workshops

 acQuire


 Credit Card Programs

 Forms


 Policies & Legislation

 Postal Services

 Strategic Sourcing

 Procurement Operations

 For Suppliers

 Qship - small parcel
shipping

Social Procurement at Queen's

Strategic Procurement Services is in the process of developing a comprehensive Social Procurement Program (SPP) to ensure our procurement practices reflect the sustainable, equitable and ethical values of the university. The many parts of this program deserve thoughtful collaboration with other units of the university and efforts will be ongoing as we learn and understand the historic and evolving landscape. We've made great progress and will work towards defining and achieving our goals in this space.

Every purchase made by the Queen's community will be regarded through a lens that incorporates social value. We will continue to communicate and train the many buyers on campus to be thinking about the impact their purchase will have on the environment and the world's many diverse people.

Social Procurement Webpage



Search type ▾ | Search this site

Strategic Procurement Services

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[Diverse Suppliers](#)

[Procurement of Accessible Goods & Services](#)

[Sustainable Procurement Guidelines](#)

[Overview of Social Procurement](#)

[Diverse Suppliers](#)

[Procurement of Accessible Goods & Services](#)

[Sustainable Procurement Guidelines](#)

What is it?

What is Social Procurement?

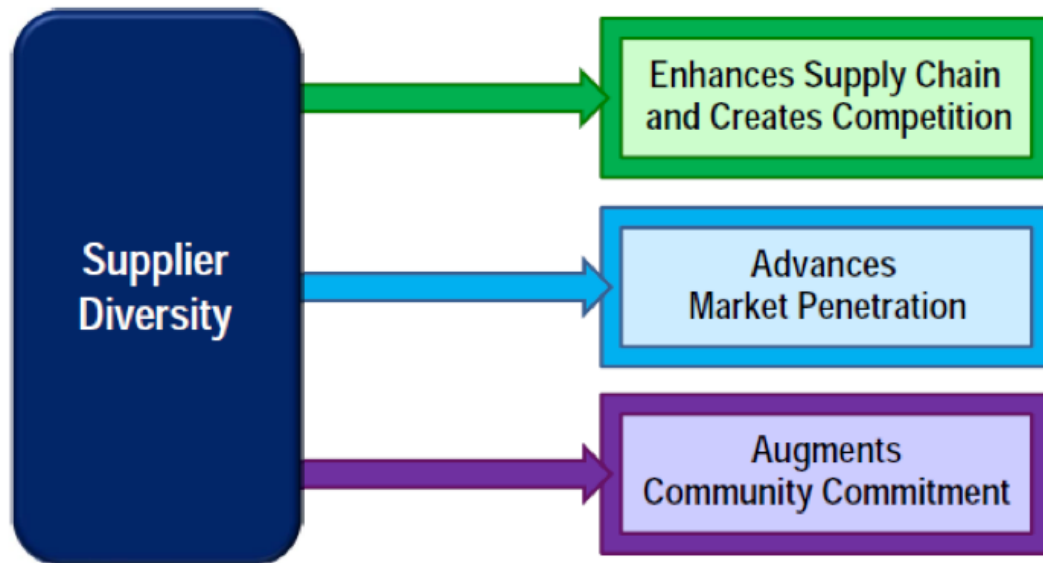
- Social procurement is a process whereby organizations meet their needs for goods or services while achieving value for money and generating benefits to the organization, the society and the economy, while minimizing damage to the environment. It is about capturing those impacts and seeking to make intentional, positive contributions to both the broader economy and the overall vibrancy of the community.

The 4 pillars of Social Procurement:

- Supply Chain Diversity
- AODA (Accessibility for Ontarians with Disabilities Act)
- Truth & Reconciliation
- Sustainability

Supply Chain Diversity

- A diverse supplier is a business that is at least 51 percent owned, managed and controlled by members of equity-deserving communities or a social purpose enterprise. Equity seeking communities include, but are not limited to, women, Indigenous peoples, veterans, racialized persons, persons with disabilities, newcomers and the LGBTQ+ community. Queen's is looking for ways to ensure these groups are aware of the opportunities available and able to participate, when they're qualified to do the work.



Supply Chain Diversity cont'd

- <https://wp3.its.queensu.ca/procwww/social-procurement/diverse-suppliers>

Please see the list of Diverse Supplier Directories and Organizations below. Queen's buyers can consult the lists for consideration when they're deciding who to purchase from. The [Procurement Policy](#) should always be followed.

Directories:

- Canadian Black Chamber of Commerce (CBCC) [CBCC online directory](#)
- Canadian Council for Aboriginal Business (CCAB) [CCAB online directory](#)
- Women Entrepreneurs Can [WE-CAN online directory \(XLS, 27 KB\)](#)

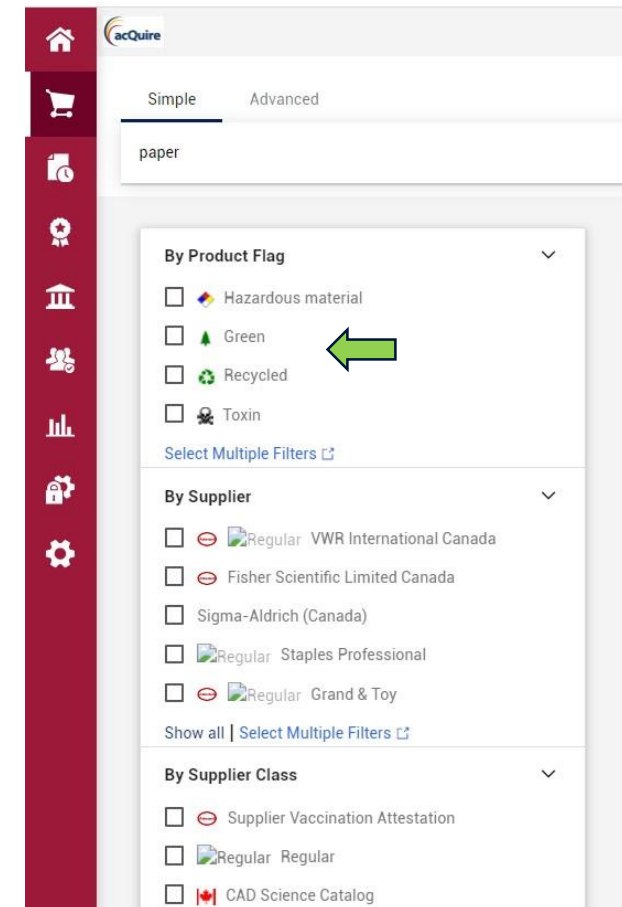
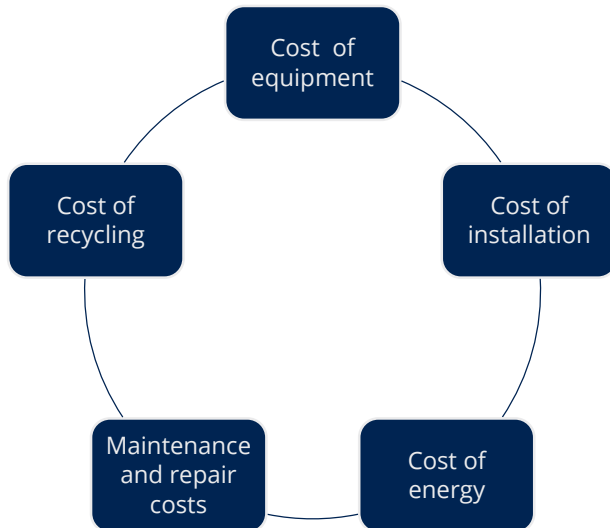
Organizations:

Are you
aware of an
organization
that should
be listed on

Organization	About
Canadian Aboriginal and Minority Supplier Council (CAMSC)	The Canadian Aboriginal and Minority Supplier Council (CAMSC) facilitates the growth of Aboriginal and minority owned businesses, by connecting them to procurement opportunities with companies and governments committed to a diverse and inclusive supply chain.

Sustainability

- Sustainable procurement takes into consideration other extrinsic elements and costs that involve environmental, social and economic impacts.



Truth & Reconciliation

- In our journey towards reconciliation, Strategic Procurement Services is looking to increase the Indigenous supplier base by making sure advertising is broad and directed to all qualified suppliers. We've done some targeted outreach but are looking to do more.

Canadian Council for Aboriginal Business (CCAB)

Canadian Council for Aboriginal Business (CCAB) positions Indigenous business at the focal point for strengthening Indigenous communities, promoting progressive and prosperous relationships, and growing a new economy based on mutual respect and shared prosperity.

CCAB provides an array of business development offerings, including certification for Aboriginal-owned businesses (CAB) and companies with Progressive Aboriginal Relations™ (PAR). Tools and Financing for Aboriginal Business (TFAB) connects Indigenous entrepreneurs with tools, training and networks to strengthen and scale their businesses.

[CCAB website](#)

[CCAB online directory](#)

Accessibility

- As per Ontario Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005, Queen's will incorporate accessibility criteria and features when procuring, goods, services and facilities, except where it is not practical to do so.

Frequently Asked Questions:

Expand All

Do the accessibility obligations apply to the procurement of all goods and services?

+

Do I have to apply accessible criteria to goods used by individual employees?

+

Do I have to apply accessible criteria to goods used by the public?

+

Am I required to document and retain information relating to my compliance with accessibility obligations?

+

What do I do if I cannot find information about accessibility criteria related to the product, service, or facility that I am purchasing?

+

How do I know I am meeting my accessibility obligations in procurement?

+

What have we done?

- Updated RFX templates
- Collaborate with Equity Deserving Associations
- Created a dedicated Social Procurement space on SPS' website with directory of Diverse or Indigenous supplier contacts
- Ran Supplier (potential and current) sessions on How to do business with Queen's
- Participate in Sustainability working groups and researching software
- Launched Supplier Diversity classification in acQuire

Supplier Diversity Classification

- This section is now required to be populated when Suppliers are registered in our portal.
- “Is your business at least 51% owned, managed or controlled by members of equity deserving groups?”
- Accessibility for Ontarians with Disabilities Act (AODA) Compliant?

I-EDIAA Supplier Supplier Number:0000032852	Diversity
Registration Complete for: <i>acquire - Queen's University Supplier Portal</i>	Please use the "Additional Questions" section below, only - NOT the "Add Diversity Classifications" option/button here
Welcome	Add Diversity Classifications
Company Overview ✓	Additional Questions
Business Details ✓	Is your business at least 51% owned, managed or controlled by members of equity deserving groups? ★
Addresses ✓	<input type="radio"/> Yes
Contacts ✓	<input checked="" type="radio"/> No
Diversity ✓	Accessibility for Ontarians with Disabilities Act (AODA) Compliant ★
Insurance ✓	<input type="radio"/> Yes ?
Payment Information ✓	<input checked="" type="radio"/> No
Professional Certification... ✓	Please visit our website to learn more about social procurement at Queen's University.

✓ **I-EDIAA Supplier**

Supplier Number: 0000032852
Registration Status: Approved
Registration Type: Company Profile

Type: Preferences: **I-EDIAA**
Diversity Classifications: None

Next!

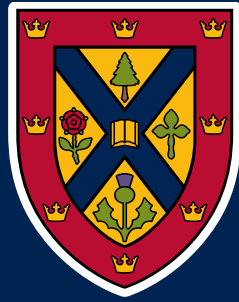
- Rolling out I-EDIAA evaluation criteria in more/all RFX projects:
 - Joint effort with Queen's Equity
 - Putting together a training package for evaluators so this section is evaluated effectively and is meaningful
- Working towards a more standardized and relevant Sustainability section in our RFX projects
- Further updates to our Supplier Management portal around training certifications (AODA, Anti-Racism, etc.) and sustainability (i.e., certifications, etc.)
- Working on figuring out how we'll measure our progress, what our goals are, and better developing the program

Ask the Team!



Contact Us

Area	Email or Phone	For inquiries and/or support of:
Accounts Payable	accounts.payable@queensu.ca	Payments or invoices
acquire	acquire@queensu.ca	acquire system
acquire Suppliers	aq.supplier@queensu.ca	Suppliers within acquire system
Credit Card Programs	creditcards@queensu.ca	Credit card programs including PCards or TCards
Delivery Services	delivery@queensu.ca	Services via the Queen's Postal & Print Service (QPPS) team
Employee Discounts	employeediscounts@queensu.ca	Employee discounts
Logistics	logistics@queensu.ca	Inbound, outbound or general shipping
Mailroom	Direct (613) 533-6305 Internal ext. 36305 If main line busy, call ext. 77514	Postal services
Printing	printing@queensu.ca	Printing services
Sourcing	buying@queensu.ca	Sourcing activities
VPA	vpa@queensu.ca	Visa Payables Automation (VPA) payment method and process



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