

Supplier Questionnaire

This questionnaire is voluntary. The Municipality aims to provide access to social value and diverse suppliers, throughout our bidding processes. The information in the questionnaire may be used by HRM to identify potential vendors for invitation to bid or advice of the availability of opportunities for future solicitations as required by HRM's Procurement Policy. Please complete the questionnaire and return with your bid via the e-submission portal at www.halifax.ca/procurement. A one-time registration is required.

If you have already responded to this questionnaire, there is no need to resubmit unless you wish to update previously submitted information. If you wish to resubmit or submit this questionnaire without a bid, please upload to the above address using Solicitation # SVUPDATE.

Thank you.

A. Supplier Information

1. Categories – Select from drop-downs:

a)

b)

c) If other, please identify below:

Name of Supplier

Name of Supplier Representative

Title of Supplier Representative

Email of Supplier Representative

Date (MM/DD/YYYY)

In accordance with Section 485 of the Municipal Government Act (MGA), any personal information collected in this survey will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the Social Procurement Policy and the establishment of a database of vendors who provide social value. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-943-2148 or privacy@halifax.ca

B. Living Wage

1. Do you pay your employees a minimum of the Living Wage (Total Compensation) in your city/town/region? Check Yes or No.

Yes

No

For more information on Living Wage Certification, please visit www.livingwageforfamilies.ca or www.livingwagecanada.ca

C. Workplace Diversity

1. Check all that apply:

- Large business
- Small business (less than 100 staff)
- Medium Size Business (101 – 499 staff)
- Based in a geographically under-utilized community
- Social enterprise
- Certified diverse supplier
- Not for profit

- a) If you are a social enterprise, which services do you provide?
- b) If you are a certified Diverse Supplier, please indicate certifying organization below.
- c) If you are based in a geographically under-utilized community, please identify below.

2. Check if your business is at least 51% owned, controlled, and managed by any of the following (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Indigenous / Aboriginal | Youth (18 to 29) |
| <input type="checkbox"/> Racialized person(s) | 2SLGBTQ+ |
| <input type="checkbox"/> Woman / women | Recent Immigrant (within the past 10 years) |
| <input type="checkbox"/> Person(s) with disabilities | |

a) If Racialized, please check:

- African Nova Scotian/Canadian
- Black
- Francophone
- Other visible or ethnic minority

b) If you selected "Other" please describe

3. How many employees do you have? Please check:

- 1 - 49
- 50 - 99
- 100 - 599
- 500 or more

4. What percentage of employees identify as women?

_____ % Leadership

_____ % Employees

5. In what industry does your business or social enterprise operate? (Please list)

D. Commitment and Policies

1. Does your company have policies in the following? (If no, leave empty)

- Workplace diversity
- Sustainability
- Environment
- Social responsibility
- Health and safety
- Supply chain sustainability

a) Please provide a link or PDF copies of all relevant policies.

E. Governance, Standards and Reporting

1. Which department(s) or position(s) has the overall responsibility for the above policy matters in your company?

2. Does your company hold any current, 3rd party environmental or social certifications, for e.g., Green Office certification, ISO., etc.?

Yes

No

- a) If checked yes above please provide details (if no, leave empty)

3. Has your company established reporting procedures on sustainability matters?

Yes

No

- a) If checked yes above please provide details (if no, leave empty)

F. Products and Services

1. Do the products or services that you offer hold any current, 3rd party environmental or social certifications, for e.g., EPEAT, EnergyStar, UL EcoLogo, etc.?

Yes

No

- a) If checked yes above please provide details (if no, leave empty)

2. Have you taken any steps to reduce the negative impacts of your products or services (e.g. hazardous materials, shipping and transport, use of energy and/or resources, recyclability and transportation)?

Yes

No

a) If so, please provide details (if no, leave empty)

3. Can your company's products be refurbished, remanufactured, reused etc. at end of life?

Yes

No

a) If so, please provide details (if no, leave empty)

b) Is this a service that your company offers?

Yes

No

4. Can your products be recycled in facilities in Nova Scotia at their end of life?

Yes

No

5. Does your company have a purchasing or procurement policy?

Yes

No

a) Does it include purchasing responsibly sourced products and/or services?

Yes

No

b) If so, please provide details (if no, leave empty)