

ATTACHMENT C

Key Performance Indicators & Annual Report		Results from period 2022 July 1 to 2023 June 30
Process KPIs:		
<p>Process indicators measure if Nanaimo is actively using sustainability criteria to impact its procurement decisions. This type of measure indicates to what extent procedures, resources, and knowledge are being used to effectively apply Policy directives. Process Indicators are critical to the early stages of a program, and it is common practice to focus on these in the first year of implementation.</p>		
1	Number of employees who attended at least 1 BCSPi webinar, CCSPI peer exchange, or internal procurement 101 session.	3
2	Number of bids issued to market that included mandatory or desirable sustainability criteria.	9
3	Number of bidders who responded to the RfX with sustainability criteria.	34
4	Number of bidders who responded to the sustainable criteria in the RfX.	31
5	Average weighting allocated to sustainability criteria in competitive bids.	9.44
6	Number of draft bids where feedback was solicited and # of vendors who responded.	0
Outcome Indicators:		
<p>Outcome Indicators measure the environmental and social impacts that result from incorporating sustainability into procurements. Outcome indicators measure the extent to which the use of sustainability criteria in the selection of products and vendors results in improved outcomes, such as using less energy, consuming fewer resources, reducing GHG emissions, creating less waste, or creating social value such as creating local jobs and working with diverse suppliers. These KPI's are frequently harder to track and may require certain infrastructure or procedures to accurately measure.</p>		
1	Refer to Outcome Indicators tab for information gathered on Opportunities awarded July 1, 2022 to June 30, 2023	

Award Date	File #	Project Name	Award Amount	Awarded Vendor	Trade Agreements	Number of Submissions	Evaluation Criteria	Sustainable Procurement Valuation
2022 Aug 26	3167	Fire Extinguishers, Suppression, Alarms, Emergency Lighting & Sprinkler System Maintenance	\$ 16,926.48	Calendonia Fire Protection	NWPIA CFTA	4	<p>Desired and Weighted Criteria was used: Sustainability 10</p> <p>The City of Nanaimo's core vision is to be a livable, sustainable City. To attain that vision the City has enacted a Strategic Action Plan, where a range of environmental, social, and ethical objectives have been identified and prioritized. The City further recognizes the key role of Procurement and Supply Chain activities in the furtherance of sustainability goals. The City must ensure that Nanaimo's procurements are made with meaningful consideration of how the organization can make tangible improvements on our environmental, social, ethical and economic objectives. Ultimately, the City desires a diverse, inclusive, and fairly paid local and international supplier base and wants to be a catalyst for social and environmental innovation in the marketplace.</p> <p>The following questions are designed to assess the Proponent's ability to align with the City's sustainability priorities. Please refer to Appendix E – City of Nanaimo Sustainability Priorities for a summary of the City's Environmental, Social, and Ethical Priorities.</p> <p>Environmental</p> <p>a. Describe the systems, policies and/or practices you use to reduce, reuse, and recycle waste, associated with by-products of production and other operational activities, and to work towards a circular economy through the repurposing of materials/waste. Describe how you manage and reduce your energy consumption.</p> <p>Social</p> <p>b. Describe the policies and/or practices your organization has in place to promote diversity and inclusion in your workplace, including efforts to diversify your workforce with respect to representation of equity seeking groups. Provide a copy of relevant policies for Inclusive Hiring and/or Diversity and Inclusion.</p> <p>c. Describe systems, policies or practices you will use to engage with indigenous persons to provide socio-economic opportunities such as subcontracting, employment, or skills training.</p> <p>The City requires information on this initiative and whether the engagement has been successful or not. Please explain how the Proponent intends to report the results to the City, successful or not. For example, reporting information may include the number or percentage (%) of individuals engaged to participate and the number or percentage (%) of individuals who gained an opportunity.</p> <p>Ethical</p> <p>d. Describe the systems, policies and/or practices you use to ensure compliance with minimum labour standards within your supply chain.</p>	<p>Responses to the City's sustainability questions were varied. Overall it would seem that there is still a relatively lower sophistication with Sustainability concerns in the vendor community regarding this product/service. The highest scoring Proponents were able to give detailed responses to certain sections. With respect to Diversity and Inclusion, policies did exist and were shared in half the respondents, but they were often newly implemented. Metrics are something that were not available at this point. Proponent's ability to speak to engagement with Indigenous Training programs seemed to be dependant on whether or not they had existing contracts to provide services within Indigenous communities. Again, metrics were not presented and details were few. Recycling and environmental consciousness was spoken to by a majority of the respondents. Again, specific references to their environmental achievements were few and relatively recent.</p>
2022 Oct 26	3223	Supply and Installation of NetApp Storage Array	\$ 151,756.35	Long View Systems	NWPIA CFTA	2	<p>Desired and Weighted Criteria was used: Sustainability 10</p> <p>a. Nanaimo aims to reduce our waste footprint. Tell us how your organization has addressed waste minimization/diversion of waste from landfill in product design and its associated production, delivery, use, and disposal. Include mandates or policies around sustainability.</p> <p>b. Describe the systems, policies and/or practices you use to promote wellness, active living, and/or work-life balance programs for all employees including strategies to manage physical safety and mental/emotional wellness.</p> <p>c. Please tell us about employment training, skills training, career mentoring, and/or apprenticeship opportunities you can provide within the provision of the service you are offering for Nanaimo.</p>	<p>The highest rated Proponent was very responsive to the requirements.</p> <p>Sustainability efforts appear to be part of Long Views business practices. The other company either has not incorporated sustainability practices into their business or did not see value in answer the criteria questions.</p> <p>Retailers are difficult to measure against water use and pollution prevention on the products they sell, but can report on their workplace ethics and mindset towards them.</p>
2022 Nov 1	3093	Printed Business Cards, Envelopes, Forms, Letterhead, Note Pads, Tax Brochures	Estimated 1 year value: \$25,000.00	E. McGill Office Company (2001) Ltd.	NWPIA CFTA	6	<p>Desired and Weighted Criteria was used: Sustainability 5</p> <p>Proponents are to provide their Proposal response in bids&tenders' 'Specifications' section. Sustainability form. Proponents who have a Sustainability Policy may upload this policy in the 'Document' section of bids&tenders.</p> <p>Sustainability may include, but not be limited to:</p> <ol style="list-style-type: none"> 1. Packing of Print Material for delivery. Reduction of waste. 2. FSC certification. If so, include proof of FSC certification, including the certification expiry date or in the case of an equivalent certification, name the certifying body as well as certification number. Provide the date that the certification was acquired. 3. Describe any environmental (green) initiatives that your company has undertaken in production processes, materials, equipment. 4. Describe any environmental conscious procedures. 5. Provide details of any environmental certifications held by your company. 6. Identify any Energy Star equipment used in the performance of the Work. 7. Identify any paper stock, envelope stock used in the production certified. Indicate percentage of recycled content. 8. Describe any green house gas reduction initiatives. 9. Describe any employment training, skills training, career mentoring and or apprenticeship opportunities you provide within your company. 10. Tell us how you contribute to the local economy. 	<p>All Proponents responded to Sustainability Section. Out of 6 proposals 4 provided a Sustainability Policy.</p> <p>No Proponent is FSC certified. It is very costly and time consuming (separation of stock, accounting of all stock can take up so much valuable space and time to be a return on the investments.)</p>
2022 Nov 8	3173	Graffiti Removal	Estimated 1 year value: \$40,000.00	Advance Pressure Washing Ltd.	NWPIA CFTA	3	<p>Desired and Weighted Criteria was used: Sustainability 10</p> <p>a. Describe the systems, policies and/or practices you use to promote wellness, active living, and/or work-life balance programs for all employees including strategies to manage physical safety and mental/emotional wellness.</p> <p>b. Nanaimo aims to reduce toxins and hazardous substances where possible, to safeguard employee, community and ecosystem health. Tell us what steps you have taken to reduce toxic and hazardous substances in your products.</p> <p>c. Nanaimo actively works to conserve natural resources, including water. Tell us how the design and use of your services will contribute to the reduction of potable water consumption.</p>	<p>Two of the three Proponents address the requirements.</p> <p>Sustainability responses varied extensively among all bidders. The highest rated had the best response, but didn't answer all three criteria.</p> <p>Weak responses from all. The City should consider doing some training and outreach with suppliers to explain what we are looking for prior to publication.</p>

City of Nanaimo
 Summary of RFx Documents - Sustainable Procurement
 July 1, 2022 to June 30, 2023

Award Date	File #	Project Name	Award Amount	Awarded Vendor	Trade Agreements	Number of Submissions	Evaluation Criteria	Sustainable Procurement Valuation
2022 Dec 7	3153	Supply and Deliver Janitorial and Cleaning Products	Estimated 1 year value: \$185,951.55	Corporate Express Canada, Inc., operating as Staples Advantage Canada	NWPTA CFTA	4	<p>Desired and Weighted Criteria was used:</p> <p>Sustainability 10</p> <p>a. The City of Nanaimo is committed to procuring goods from companies who have sustainable policies, practices, and products. Include your company's sustainability policies and organization-level ecolabels, and information on the sustainable practices that will be applied to this agreement.</p> <p>b. The dispensers should be made of 100% recycled material and be 100% recyclable. Provide an explanation of how the products and your company meets this requirement.</p>	<p>All Proponents addressed the requirements in their proposals.</p> <p>Proponent #1 – 18 pages sustainability efforts attached products, fuel consumption, right day delivery, goods, ect.</p> <p>Proponent #2 – 63 pages of prepared literature on diversity, equity, inclusion and culture, ISO Certified</p> <p>Proponent #3 – stated: As part of our commitment to conducting business with integrity and responsibility, we continue to endeavor to be responsible corporate stewards of the environment and, whenever possible, encourage eco-friendly business practices.</p> <p>Our company like all other supply companies try to work with eco-friendly suppliers. We do not however have a choice when it comes to the dispensers</p> <p>Proponent #4 – 16 pages of sustainability literature</p>
2022 Dec 12	3206	Parks Amenities	Estimated 1 year value: \$261,084.00	Habitat Systems Inc.	NWPTA CFTA	5	<p>Desired and Weighted Criteria was used:</p> <p>Sustainability 10</p> <p>a. Waste Reduction: Nanaimo aims to reduce our waste footprint. We strive to reduce packaging associated with acquiring various products. Increasingly vendors are introducing innovative programs to reduce packaging. Tell us how the design and use of your product will contribute to our packaging reduction efforts.</p> <p>b. Workforce Development: Please tell us about employment training, skills training, career mentoring, and/or apprenticeship opportunities you can provide within the provision of the service you are offering for the City of Nanaimo.</p>	<p>All Proponents addressed the requirements in their proposals.</p>
2023 Jan 13	3178	Painting Services	Estimated 3 year value: \$375,000.00	Garco Coating System Ltd.	NWPTA CFTA	3	<p>Desired and Weighted Criteria was used:</p> <p>Sustainability 10</p> <p>Describe the systems, policies and/or practices you use to promote wellness, active living, and/or work-life balance programs for all employees including strategies to manage physical safety and mental/emotional wellness.</p> <p>b. Nanaimo aims to reduce toxins and hazardous substances where possible, to safeguard employees, community and ecosystem health. Tell us what steps you have taken to reduce toxic and hazardous substances in your products.</p> <p>c. Describe systems, policies or practices you will use to engage with indigenous persons to provide socio-economic opportunities such as subcontracting, employment, or skills training. The City requires information on this initiative and whether the engagement has been successful or not. Please explain how the Proponent intends to report the results to the City, successful or not. For example, reporting information may include the number or percentage (%) of individuals engaged to participate and the number or percentage (%) of individuals who gained an opportunity.</p>	<p>All Proponents addressed the requirements in their proposals.</p>
2023 Feb 17	3231	Cemetery Landscape Maintenance	\$ 104,952.75	Acer Landscaping Ltd.	NWPTA CFTA	3	<p>Desired and Weighted Criteria was used:</p> <p>Sustainability 10</p> <ol style="list-style-type: none"> 1. State if your company has a sustainability policy. 2. Describe what your company is doing to reduce Greenhouse Gas (GHG) emissions. 3. How does your company contribute to the local community? Examples: sub-contracting and purchasing from local suppliers, partnerships with local organizations, in-kind community contributions. 4. Describe any systems, policies or practices you will use to engage with indigenous persons to provide socio-economic opportunities such as subcontracting, employment, or skills training. 5. Does your company have a code of conduct that recognizes minimum labour standards and promotes fair employment practices? 6. Describe if you have a Workplace Health and Safety policy or procedures in place to ensure compliance with any relevant laws and regulations which includes WorkSafe BC. 	<p>Only one Proponent stated their firm has a Sustainability Policy.</p> <p>Two Proponents addressed the requirements to item 2-6 in their proposal.</p> <p>One Proponent did not address any of the requirements in their proposal.</p>
2023 Feb 23	3265	Printing and Mailing Services – Property Tax Notice Packages	\$ 16,028.57	International Direct Response Services	NWPTA CFTA	4	<p>Desired and Weighted Criteria was used:</p> <p>Sustainability 10</p> <p>Proponents should identify if your firm has any sustainability policies.</p> <p>2. Describe any environmental (green) initiatives that your company has undertaken in production processes, materials, paper stock equipment, certifications, packaging (reduction of waste) or any other initiatives.</p> <p>3. Describe any employment training, skills training, career mentoring and or apprenticeship opportunities you provide within your company.</p> <p>4. Tell us how you contribute to the local economy.</p>	<p>All four Proponents addressed the written proposal requirements in their proposals.</p> <p>Two Proponents included a comprehensive Sustainability Policy.</p> <p>One Proponent included a one page Sustainability Policy.</p> <p>One Proponent did not include a Sustainability Policy.</p> <p>Only large corporation provide a comprehensive Sustainability Policy.</p>
In-Progress Opportunities								
	3240	Direct Digital Control System Preventative Maintenance, Repair & Support Services						
	3346	Road Soil – Supply and Delivery						

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	3348	Winter Maintenance - Snow and Ice Control						
	3483	Garment, Mgt. and Towel Supply, Delivery & Cleaning Services						
	3500	Newcastle Channel Waterfront Walkway						
	3441	Supply and Delivery of Public Waste Receptacle Enclosures						
Upcoming Opportunities		None at the time of the report						