



QUESTIONS FOR PROCUREMENT PLANNING

1. Has accessibility criteria been included in the specifications?

Decision timeframe: required prior to drafting the specification.

Documentation: justification (using this [form](#)) when accessibility criteria are not included must be provided for the procurement file (see Annex – A).

The [Accessible Canada Act \(ACA\)](#) requires organizations under federal jurisdiction to identify, remove and prevent barriers to accessibility including in the procurement of goods and services.

The Technical Authority is responsible for:

- ensuring accessibility is considered when defining the requirements of the procurement and including accessibility criteria in the specifications, if applicable;

Reference:

- [Guidelines to the Contracting Policy: Ensuring Accessibility via Public Procurement](#)
- [Supply Manual Section 2.21 - Accessible Procurement and Requirements Definition](#)
- [Supply Manual Annex 2.6: Accessible procurement: Factors and considerations](#)
- [Accessible Procurement Resource Centre](#)

2. Will the project include measures to promote Indigenous participation?

Decision timeframe: required at an early stage in the project depending on the specific measures being contemplated. RPC will take the lead in providing options for promoting Indigenous participation in the procurement.

Documentation: written justification for not including voluntary Indigenous participation measures must be provided for the procurement file (see Annex – A).

The PSPC Minister's Mandate letter sets a target of having at least 5 per cent of federal contracts awarded to businesses managed and led by Indigenous Peoples.

- **Procurement Strategy for Aboriginal Business (PSAB):**

PSAB set-asides are requirements restricted to qualified Aboriginal Businesses. The decision to set aside a procurement under PSAB is the responsibility of the client department.

There are two types of PSAB set-asides:

- i. Mandatory Set-Asides: if an Aboriginal population is the primary recipient or end user.
- ii. Voluntary Set-Asides: Client designated.

Note: A procurement may also be Conditionally Set-Aside to address the possibility that no bids from Aboriginal Business are received.

Reference:

[Procurement Strategy for Aboriginal Business](#)

- **Other (No Policy Coverage):**

Where policy does not provide specific direction, Indigenous participation in a procurement may be encouraged by providing additional consideration for indigenous content in the evaluation of bids. This typically handled by offering additional evaluation points if an Indigenous Benefits Plan (IBP) is included with the bid.

Additional Information:



Contact a Procurement Team Leader

3. Will the project include measures to increase the diversity of bidders (Social Procurement)?

Decision timeframe: required at an early stage in the project depending on the specific measures being contemplated. RPC will take the lead in providing options for promoting diversity of bidder in the procurement.

Documentation: written justification for not including considerations for social procurement must be provided for the procurement file (see Annex – A).

The PSPC Minister’s Mandate Letter includes a commitment to increase the diversity of bidders on government contracts, including small businesses and businesses led by Indigenous Peoples, Black and racialized Canadians, women, LGBTQ2 Canadians and other underrepresented groups.

**** Helpful information will added as it becomes available. ****

4. Will the project include considerations for environmental performance (Green Procurement)?

Decision timeframe: required prior to drafting the specification.

Documentation: written justification for not including considerations for environmental performance must be provided for the procurement file (see Annex – A).

The Policy on Green Procurement requires that departments integrate environmental performance considerations, as a key factor in procurement decisions that occur throughout the life cycle of assets and acquired services.

Reference:

[Policy on Green Procurement](#)



Annex A - Guidelines for responses to questions

1. Has accessibility criteria been included in the specifications?
 - If the answer is YES, please include a general description of the accessibility criteria that have been included (Note: if industry standards such as building code are being cited here, please be advised that such standards are considered only the MINIMUM and it should be demonstrated that reasonable attempts at consultations with end users of facilities or persons with disabilities have been made to explore whether additional accessibility criteria can be included).
 - If the answer is NO, justification (using this [form](#)) which includes a general description of the reason(s) accessibility criteria cannot be included, must be provided for the procurement file.
2. Will the project include measures to promote Indigenous participation?
 - If the answer is NO (regarding **voluntary** Indigenous participation measures), please provide reasons for this decision. (Note: The contracting officer will work with the project manager and the client to ensure that the response demonstrates a reasonable attempt has been made to promote indigenous participation in the procurement.).
3. Will the project include measures to increase the diversity of bidders (Social Procurement)?
 - If the answer is NO, justification which includes a general description of the reason(s) for not including Social Procurement criteria must be provided for the procurement file. (Note: The contracting officer will work with the project manager and the client to ensure that the response demonstrates a reasonable attempt has been made to promote diversity of bidders in the procurement.
4. Will the project include considerations for environmental performance (Green Procurement)?
 - If the answer is NO, justification which includes a general description of the reason(s) for not including Green Procurement criteria must be provided for the procurement file.