

Buying With Impact: Social Enterprise Procurement Playbook

Draft Communication Email

Re: New University Initiative – Purchasing from Social Enterprises

From: VP Ancillary Services, University X

Dear Colleagues,

The procurement office is excited to launch “Buying with Impact,” a simple and impactful way to buy your most common goods and services from social enterprises.

Social Enterprises are for-profit businesses that intend to actively create social, environmental, and community impact through business activities. A list of approved social enterprises, categorized by impact and types of goods and services, can be found here.

The thresholds to purchase from social enterprises are depicted in the below graphic, however you are encouraged to support Social Enterprises whenever feasible.

**Under 5k**

Purchase directly from a social enterprise using your p-card

**Above 5k but under 25k**

Get one quote from a social enterprise

**Above 25k but under 100k**

Include one quote out of three from a social enterprise

Directors across the organization have been briefed on the new process and will support you through your purchasing decisions from social enterprises.

The impact generated from your purchases will be tracked and reported on quarterly on the procurement office website.

Personal spending habits have an impact, institutional purchasing habits can have a larger impact. Thank you for using this simple and impactful purchasing process.

For assistance with navigating this process please contact xx@xx.ca.

Sincerely,

XXXXXXX

VP of Ancillary Services

XXXXXX

(XXX) XXX-XXXX