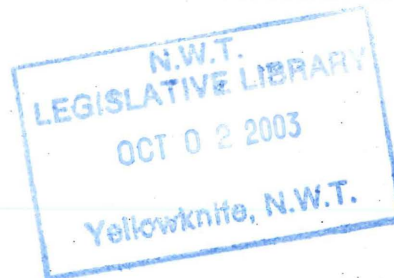




## News Release

03-077



# Revised Business Incentive Policy Released

**YELLOWKNIFE** (August 15) – Minister of Resources, Wildlife and Economic Development (RWED) Jim Antoine today released the Government of the Northwest Territories' revised Business Incentive Policy (BIP).

The improved policy clarifies the definition of a BIP business to emphasize its contribution to the NWT economy and to ensure bona fide northern businesses benefit from the policy. It establishes a formal complaint mechanism to address contract administration issues and sets new thresholds for the application of BIP bid adjustments in favour of northern businesses.

"The NWT economy has changed dramatically since the original BIP was established 11 years ago," Mr. Antoine noted. "The revised BIP is designed to support an NWT economy in which non-renewable resource development and its spin-offs are driving growth more than government spending once did."

The BIP applies to any procurement contracts, other than employment, entered into by Government of the Northwest Territories departments and applicable agencies.

"There is still a need for a policy to encourage and support the development of a healthy private sector, particularly in our smaller communities, to ensure that Northwest Territories businesses can be competitive," the Minister said.

The revised policy will be effective on October 15, 2003. Registered BIP businesses will receive information kits on the revised policy with their renewal notices.

Copies of the revised policy are available from Resources, Wildlife and Economic Development's BIP Monitoring Office in Yellowknife at (867) 873-7215 or on the Internet at: <http://www.gov.nt.ca/RWED/iea/bip/index.htm>

**For more information, contact:**

**Drew Williams**  
Communications  
Office of the Premier/Executive Council  
Tel: (867) 669-2304

SIX MAJOR CHANGES  
REVISED BUSINESS INCENTIVE POLICY

1. SCOPE of the policy to exclude third party boards, agencies and communities;
2. DEFINITION OF NWT CONTENT so that all businesses will be entitled to receive a bid adjustment for NWT resident labour;
3. DEFINITION OF A BIP BUSINESS to emphasize contribution to the NWT economy;
4. ESTABLISHING A FORMAL COMPLAINT MECHANISM to address appeals from applicants denied BIP registration and identifying who will address contract administration issues;
5. NEW THRESHOLDS for applying the BIP bid adjustments;
6. STRENGTHENING ADMINISTRATIVE PROCEDURES to differentiate between BIP administration and contract administration.



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**#03-077 BACKGROUNDER**  
Revised Business Incentive Policy Released  
YELLOWKNIFE (August 15)

**What is the Business Incentive Policy?**

The Business Incentive Policy (BIP) is an economic policy of the Government of the Northwest Territories (GNWT) that applies to any procurement contract entered into directly by the GNWT, with the exception of employment contracts.

The BIP requires GNWT contract authorities to apply BIP bid adjustments to bids of approved NWT and local businesses during the bid evaluation process. Pursuant to the BIP, a Registry of approved NWT businesses is maintained by the Department of Resources, Wildlife and Economic Development (RWED).

**Why was the BIP revised?**

The present BIP has been in place since 1992. During the past 11 years, concerns and criticism have been raised that the BIP does not meet key needs of the NWT business community such as access to government contracts or provide fair and consistent contract administration.

The NWT economy has changed dramatically since 1992. Today, non-renewable resource development and its spin-offs are driving growth more than government spending once did. Capital expenditures by the GNWT have significantly declined over the past 11 years in response to increased fiscal pressures and increased demand for government services.

The NWT business community has grown in number and strength since 1992 and has benefited from recent non-renewable resource development activities. There are currently 1,422 registered BIP businesses employing 7,673 NWT residents.

The revised Policy is based on the comprehensive consultation done with the public and the business community across the NWT during the winter of 2001/2002 and the spring and fall of 2002.

**What were the key issues and design considerations in shaping the revised BIP?**

Major issues included accountability and transparency; policy definition of a northern business and monitoring and enforcement.

**What are the six major changes in the revised BIP?**

The six major changes include:

- scope of the policy;
- clarification of definitions applying to the BIP;
- the definition of a BIP Business;

- strengthened administrative procedures;
- a formal complaint mechanism; and,
- new thresholds for the application of the BIP bid adjustments.

### **Why was a new definition for a BIP business required?**

The NWT business community has raised concerns about the old definition not recognizing the contribution of business to the NWT economy. The revised Policy ensures this is taken into account. The BIP now applies to businesses that pay corporate, property and payroll taxes in the NWT. It encourages employment creation by locating businesses in the NWT, which provides a greater benefit to the economy rather than residency of owners.

The new definition was developed in cooperation with the NWT Chamber of Commerce, the NWT Construction Association and the Northern Manufacturers' Association.

### **What is the new definition for a BIP business?**

To be eligible for registration under the revised Policy, a BIP Business must:

- maintain legal registration in the NWT;
- maintain a current business license issued by a municipal corporation or the GNWT, where applicable;
- operate from an owned or leased bona fide place of business in the NWT and has done so prior to the date of application;
- comply with the *Payroll Tax Act (NWT)* and not have any overdue returns or liabilities under that Act;
- in the case of a corporation, files, or undertakes to file, a Federal Corporate Income Tax Return that allocates taxable income to the Northwest Territories, or would allocate taxable income to the Northwest Territories if the corporation had taxable income;
- in the case of a co-operative association, files, or undertakes to file, a Federal Corporate Income Tax Return that allocates taxable income to the Northwest Territories, or would allocate taxable income to the Northwest Territories if the co-operative had taxable income;
- in the case of a partnership, the majority interest in the partnership is owned by NWT Residents;
- in the case of a sole proprietorship, the sole proprietor is an NWT Resident.

### **Why are thresholds being introduced?**

During consultations, the NWT business community expressed the need for a dollar value cap on the application of BIP bid adjustments. The caps recognize that NWT businesses maintain an inventory of goods for small amounts but would likely have large orders delivered from the south providing little value added to the NWT. The majority of GNWT contracts fall within the range of the bid adjustment thresholds. The thresholds are also consistent with those contained in the Agreement on Internal Trade (AIT). The BIP Review recognized that larger NWT businesses have become more competitive with increased capacity to undertake a wide range of contracts.

**What are the new thresholds for the application of the BIP bid adjustments?**

Credit Cards and Sole Source Contracts

No Bid Adjustment will be applied to credit card purchases or sole source contracts.

Goods Contracts

For Goods Contracts, excluding credit card purchases or sole source contracts, a 15 percent Bid Adjustment will be applied to the NWT Content. An additional 5 percent Bid Adjustment will be applied to any Local Content.

For Goods Contracts in excess of \$25,000, the Bid Adjustment will be applied to no more than \$25,000 of the bid amount.

Service Contracts

For Service Contracts, excluding credit card purchases or sole source contracts, a 15 percent Bid Adjustment will be applied to the NWT Content. An additional 5 percent Bid Adjustment will be applied to any Local Content.

For Service Contracts in excess of \$100,000, the Bid Adjustment will be applied to no more than \$100,000 of the bid amount.

Construction Contracts

For Construction Contracts, excluding credit card purchases or sole source contracts, a 15 percent Bid Adjustment will be applied to the NWT Content. An additional 5 percent Bid Adjustment will be applied to any Local Content.

For Construction Contracts in excess of \$1,000,000, the bid Adjustment will be applied to no more than \$1,000,000 of the bid amount.

**What does the new complaint system do for the government and business community?**

There was no formal complaint system in the previous policy. Concerns about application procedures and compliance were raised during the public consultation. The new system addresses those concerns. It also provides clear direction about who will address these issues.

**How does the new formal complaint mechanism work?**

Applicants that have been denied registration by a BIP Qualification Committee may appeal in writing to the BIP Senior Management Committee.



**1. Statement of Policy**

The Government of the Northwest Territories supports the creation and growth of competitive businesses as a foundation for the Northwest Territories economy, and may, when purchasing goods, services or construction, provide an incentive to Northwest Territories based businesses in a manner that complies with the Agreement on Internal Trade.

**2. Principles**

The Government of the Northwest Territories will adhere to the following principles when implementing this Policy:

- (1) Government procurement practices should maximize benefits for residents of the Northwest Territories.
- (2) Government policies and practices should enhance the Northwest Territories business environment to ensure sustained economic growth.
- (3) This Policy should not prejudice any present or future self-government, treaty or land claim based rights.

**3. Scope**

This Policy applies to all departments of the Government of the Northwest Territories and to those public agencies identified in Schedule 1 to this Policy.

**4. Definitions**

The following definitions apply to this Policy:

**Bid Adjustment** – the amount by which a tender or proposal bid is reduced for the purpose of ranking bidders or proposers.

**BIP Business** – a business entered in the BIP Registry in accordance with this Policy.

**BIP Registry** – the registry of BIP Businesses maintained in accordance with Provision 6(1) of this Policy.

**Construction Contract** – a contract to build, restore, renovate or demolish a structure or work, including the provision of the necessary labour, goods and services.

**Goods Contract** – a contract for the acquisition of goods, including raw materials and physical objects.

**Ineligible Good** – any good, or goods, determined, in accordance with Provision 6(7) of this Policy, to be ineligible for the purposes of determining NWT Content.

**Local Community** – the community or communities in the Northwest Territories in which a proposed contract will be performed, or which, in the opinion of the responsible Minister, is most likely to benefit directly from a proposed contract.

**Local Content** – that component of NWT Content deemed to be provided from a local community in accordance with Provision 6(9) of this Policy.

**Local Contract Authority** – the power or duty to enter into a contract for the local procurement of goods and services, to a maximum value of \$5,000.

**NWT Content** – that component of any tender or proposal deemed to be provided from within the Northwest Territories in accordance with Provision 6(8) of this Policy.

**NWT Resident** – an individual who is ordinarily resident in the Northwest Territories and has been so resident for the last twelve months.

**Service Contract** – a contract, other than a Goods Contract or a Construction Contract, for the provision of services.

## 5. **Authority and Accountability**

### (1) **General**

This Policy is issued under the authority of the Executive Council. The authority to make exceptions and approve revisions to this Policy rests with the Executive Council. Authority and accountability is further defined as follows:

#### (a) **Minister**

The Minister of Resources, Wildlife and Economic Development is accountable to the Executive Council for the implementation of this Policy.



(b) Deputy Minister

The Deputy Minister of Resources, Wildlife and Economic Development is accountable to the Minister of Resources, Wildlife and Economic Development for the administration of this Policy.

(2) Specific

(a) Ministers

Ministers responsible for departments and public agencies subject to this Policy, or their delegates:

- (i) will apply the Bid Adjustment;
- (ii) will designate each proposed contract as a Goods, Services or Construction Contract for the purposes of applying a Bid Adjustment under this Policy;
- (iii) will designate a Local Community for the purpose of applying a Local Content Bid Adjustment;
- (iv) may designate goods to be Ineligible Goods for the purpose of determining NWT Content;
- (v) will, when advertising a tender or issuing a request for proposals, indicate the contract designation, the relevant Local Community and any goods that have been designated Ineligible Goods;
- (vi) will ensure that any contract awarded contains a condition that the contractor will be liable for the value of any NWT Content or Local Content promised but not delivered. The Minister or their delegates will notify the BIP Senior Management Committee that a BIP Business has failed to substantially meet contractual obligations regarding promised delivery of NWT or Local Content;
- (vii) will provide, at the request of the Minister of Resources, Wildlife and Economic Development, procurement information, data and change orders on contracts awarded; and

(viii) will nominate, at the request of the Minister of Resources, Wildlife and Economic Development, departmental representatives to the committees established under this Policy.

(b) Minister of Resources, Wildlife and Economic Development

The Minister:

- (i) will establish and maintain the BIP Registry and provide coordination, monitoring and reporting on this Policy;
- (ii) will solicit nominations for and appoint departmental representatives to the committees established under this Policy; and
- (iii) may collect procurement information and data necessary for the proper administration of this Policy.

**6. Provisions**

(1) BIP Registry

- (a) Any business approved for registration will be entered into the BIP Registry.
- (b) Any business approved for registration in the BIP Registry will be entered into the Registry within two weeks of the date of the notice of approval issued in accordance with Provisions 6(4) or 6(5) of this Policy.
- (c) A BIP Business will remain registered until:
  - (i) registration is revoked by BIP Senior Management Committee in accordance with Provision 6(5) of this Policy; or
  - (ii) it fails to renew annually its application for registration under this Policy.

(2) Eligibility for Registration

To be eligible for registration under this Policy, a business must comply with the legal requirements to carry on the business in the Northwest Territories and satisfy the appropriate BIP Qualification Committee that:

- (a) in the case of a corporation:
  - (i) is registered under the *Business Corporations Act* (NWT) or the *Canada Business Corporations Act*; and
  - (ii) files, or undertakes to file, a Federal Corporate Income Tax Return that allocates taxable income to the Northwest Territories, or would allocate taxable income to the Northwest Territories if the corporation had taxable income;
- (b) in the case of a co-operative association:
  - (i) is registered under the *Co-operative Associations Act* (NWT); and
  - (ii) files, or undertakes to file, a Federal Corporate Income Tax Return that allocates taxable income to the Northwest Territories, or would allocate taxable income to the Northwest Territories if the co-operative had taxable income;
- (c) in the case of a partnership, the majority interest in the partnership is owned by NWT Residents, corporations eligible under 6 (2)(a) or co-operative associations eligible under 6 (2) (b);
- (d) in the case of a sole proprietorship, the sole proprietor is an NWT Resident;
- (e) in the case of any business, including a corporation, co-operative association, partnership or sole proprietorship, the business:
  - (i) holds a current business license issued by a municipal corporation or the Government of the Northwest Territories;
  - (ii) operates from a *bona fide* place of business owned or leased from year to year (or for a longer term of years) in the Northwest Territories and has done so prior to the date of its application; and

- (iii) is in compliance with the *Payroll Tax Act* (NWT) and does not have any overdue returns or liabilities under that Act.

(3) Applications for Registration

- (a) To be considered for registration under this Policy, a business must submit an application for registration to the appropriate BIP Qualification Committee established under Schedule 2 to this Policy.
- (b) Applicants that have been denied registration by a BIP Qualification Committee may appeal in writing to the BIP Senior Management Committee.

(4) BIP Qualification Committees

(a) Composition

Each BIP Qualification Committee will include:

- (i) the Regional Superintendent of Resources, Wildlife and Economic Development, or their delegates, responsible for the area served by the Committee, who serves as Chair, and
- (ii) representatives from at least three other departments or public agencies subject to this Policy.

(b) Mandate

The mandate of each BIP Qualification Committee is to:

- (i) approve or reject applications for registration under this Policy;
- (ii) issue written notice to both the applicant and the BIP Registry of decisions made with respect to each application;
- (iii) respond to general inquiries related to this Policy;
- (iv) monitor the compliance of BIP Businesses to ensure that they continue to meet the conditions of registration as set out in this Policy;

- (v) recommend to the BIP Senior Management Committee revoking the registration of any BIP Business which, in the opinion of the Committee:
  - has misled the Committee, or
  - no longer meets the conditions of registration as set out in this Policy.
- (vi) provide any documentation required for the proper administration of this Policy.

(5) BIP Senior Management Committee

(a) Composition

The BIP Senior Management Committee will include the following members, or their delegates:

- (i) Deputy Minister of Resources, Wildlife, and Economic Development, who serves as Chair;
- (ii) Deputy Minister of Public Works and Services;
- (iii) Deputy Minister of Transportation; and
- (iv) President of the Northwest Territories Housing Corporation.

(b) Advisory Support

Representatives of the Financial Management Board Secretariat and the Department of Justice will provide advisory support to the BIP Senior Management Committee.

(c) Mandate

The BIP Senior Management Committee:

- (i) will decide appeals from applicants denied registration by a BIP Qualification Committee and issue written notice of its decision to both the appellant and the BIP Registry;

- (ii) will establish procedures governing appeals to ensure a BIP Business is:
  - aware of the reasons a BIP Qualification Committee has denied registration or recommended revocation,
  - has adequate time to respond in writing, and
  - notified of the BIP Senior Management Committee's decision and the basis for that decision.
- (iii) will develop procedures governing revocations and may revoke the registration of a BIP Business where a BIP Business has substantially failed to meet obligations regarding promised delivery of NWT or Local Content;
- (iv) may establish such other procedures as the Committee thinks necessary to fulfill its mandate; and
- (v) may make recommendations to the Minister of Resources, Wildlife and Economic Development on the implementation and administration of this Policy.

(6) Designating Contracts

Notwithstanding that a proposed contract might involve the provision of both goods and service, including construction services, the responsible Minister will designate each proposed contract as a:

- (i) Goods Contract,
- (ii) Service Contract, or
- (iii) Construction Contract.

(7) Ineligible Good

Where, in the Minister's opinion, a required good is not normally available in the Northwest Territories in sufficient quantities to satisfy the requirements of a specific contract, and it is most likely that the good will be imported into the Northwest Territories primarily for the purposes of that contract, then the Minister may designate the good in question an Ineligible Good for the purpose of determining NWT Content.

(8) NWT Content

NWT Content is, in the case of a:

- (a) Goods Contract, the bid amount for all goods provided by a BIP Business, excluding an Ineligible Good;
- (b) Service Contract, the amount allocated in the bid for the following components:
  - (i) Northwest Territories Resident labour;
  - (ii) goods provided by a BIP Business, excluding an Ineligible Good; and
  - (iii) services provided by a BIP Business, including, but not limited to, accounting, accommodations, transportation, rentals, insurance, permits, fees and legal, architectural, engineering, consulting or custodial services.
- (c) Construction Contract, the amount allocated in the bid for the following components:
  - (i) Northwest Territories Resident labour;
  - (ii) goods provided by a BIP Business, excluding an Ineligible Good; and
  - (iii) services provided by a BIP Business, including, but not limited to, accommodations, transportation, rentals, insurance, permits, fees and legal, accounting, architectural, engineering, consulting or custodial services.

(9) Local Content

When determining Local Content for the purpose of applying a Bid Adjustment, a Minister will consider that component of the NWT Content bid price that has been acquired from within the Local Community.

(10) Application of Bid Adjustment

(a) Credit Cards, Local Contract Authorities and Sole Source Contracts

No Bid Adjustment will be applied to credit card or Local Contract Authority purchases or to sole source contracts.

(b) Goods Contracts

- (i) For Goods Contracts, excluding credit card and Local Contract Authority purchases and sole source contracts, a 15% Bid Adjustment will be applied to the NWT Content. An additional 5% Bid Adjustment will be applied to any Local Content.
- (ii) For Goods Contracts in excess of \$25,000, the total Bid Adjustment will be applied to no more than \$25,000 of the bid amount.

(c) Service Contracts

- (i) For Service Contracts, excluding credit card and Local Contract Authority purchases and sole source contracts, a 15% Bid Adjustment will be applied to the NWT Content. An additional 5% Bid Adjustment will be applied to any Local Content.
- (ii) For Service Contracts in excess of \$100,000, the total Bid Adjustment will be applied to no more than \$100,000 of the bid amount.

(d) Construction Contracts

- (i) For Construction Contracts, excluding credit card and Local Contract Authority purchases and sole source contracts, a 15% Bid Adjustment will be applied to the NWT Content. An additional 5% Bid Adjustment will be applied to any Local Content.
- (ii) For Construction Contracts in excess of \$1,000,000, the total Bid Adjustment will be applied to no more than \$1,000,000 of the bid amount.

(11) Exception to Local Content Bid Adjustment

Notwithstanding Provision 10 of this Policy, no Bid Adjustment for Local Content shall be made with regard to tenders or proposals for highway maintenance or highway construction.



**7. Prerogative of the Executive Council**

Nothing in this Policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take action respecting business incentive outside the provisions of this Policy.

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Premier and Chairman of  
the Executive Council

**SCHEDULES**

Government of the Northwest Territories  
Public Agencies

Schedule 1

BIP Qualification Committees

Schedule 2

SCHEDULE 1

**GOVERNMENT OF THE NORTHWEST TERRITORIES PUBLIC AGENCIES**

This Policy applies to the following Government of the Northwest Territories public agencies:

1. the Northwest Territories Business Credit Corporation (or any successor corporation);
2. the Northwest Territories Development Corporation (or any successor corporation);  
and
3. the Northwest Territories Housing Corporation.

**SCHEDULE 2**

**BIP QUALIFICATION COMMITTEES**

Five BIP Qualification Committees are established to serve Northwest Territories communities as follows:

- The BIP Qualification Committee based in Fort Simpson shall serve the communities of Fort Liard, Fort Simpson, Jean Marie River, Nahanni Butte, Trout Lake and Wrigley.
- The BIP Qualification Committee based in Fort Smith shall serve the communities of Enterprise, Fort Providence, Fort Resolution, Fort Smith, Hay River, Kakisa and Lutsel K'e.
- The BIP Qualification Committee based in Inuvik shall serve the communities of Aklavik, Fort McPherson, Holman, Inuvik, Paulatuk, Sachs Harbour, Tsiigehtchic and Tuktoyaktuk.
- The BIP Qualification Committee based in Norman Wells shall serve the communities of Colville Lake, Deline, Fort Good Hope, Norman Wells and Tulita.
- The BIP Qualification Committee based in Yellowknife shall serve the communities of Dettah, Ndilo, Rae Edzo, Rae Lakes, Wekweti, Wha Ti and Yellowknife.



Issue Date: Jan. 2003	Effective Date: Immediate	Responsible Agency: Resources, Wildlife and Economic Development	Page 1 of 4
Chapter: Control of Expenditures			
Directive Title: <b>Contract Registry and Reporting System</b>		Directive No: <b>808-6</b>	

## 1. INTRODUCTION

In accordance with Cabinet direction, the Department of Resources, Wildlife and Economic Development (RWED) was mandated to formulate and implement a central Government of the Northwest Territories (GNWT) Contract Registry and Reporting System to enable the GNWT to:

- (a) evaluate trends to provide assurance that departments and agencies comply with contracting regulations and policies, and
- (b) advise the Financial Management Board (FMB) on this evaluation as well as on the total contracting activity throughout the Government.

This directive establishes the scope and parameters of the **GNWT Contract Registry and Reporting System**. The objective of the Registry is to provide a single comprehensive and readily accessible database from which information on all competitive and non-competitive contracts can be drawn. The purpose is to enhance the government's ability to collect, monitor, evaluate and report on its procurement activity thereby enhancing accountability and transparency in government contracting in accordance with the public interest and in compliance with requirements under the Canadian Agreement on Internal Trade (AIT).

The GNWT Contract Registry will include the posting of all tender/proposal notices valued over \$5,000, evaluation and award results (including the total Business Incentive Policy (BIP) bid adjustments applied), and change orders, from which a contract report will be published. In addition, Government Contract Regulations, relevant Financial Administration Manual Directives, Purchasing Guidelines, BIP and designated contacts for each department/agency would also be posted on the website to inform all staff and businesses about government contracting in a comprehensive way.

The GNWT Contract Registry and Reporting System is based upon the principles that:

- 1) The GNWT should maximize benefits for *NWT Residents* while ensuring best value on government procurement; and,
- 2) The GNWT policies and practices should enhance the NWT business environment to ensure sustained economic growth.
- 3) The GNWT is committed to ensuring that there is an effective and efficient system of government that is open and accountable to the people it serves.

This directive should be read with, the Government's Business Incentive Policy (52.04), the Government Contract Regulations (Directive 9904 in this manual), the other directives in this 808 series and Directive 802-1, Signing Authorities.

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## 2. DEFINITIONS

### 2.1 *Public Notice*

Notification of all tenders and request for proposals issued by the government to the public for bidding. A public notice differs from an *invitational tender*, which is available only to selected individuals or businesses to contract. (e.g., contracts under \$5,000.)

### 2.2 *Competitive Contracts*

Include public tenders as well as request for proposals, which are presented before the public to bid on.

### 2.3 *Non-competitive Contracts*

Includes only those contracts available by invitation or arranged with specific contractors. (e.g., negotiated, sole-source or standing offer agreement (SOA))

### 2.4 *Departmental/Agency Representative*

A Public Officer from each Department/Agency who has been designated to collect and provide procurement information, data and change order(s) to the BIP Monitoring Office located in RWED.

## 3. DIRECTIVE

3.1 In accordance with the following Provisions, the Minister of Resources, Wildlife and Economic Development is responsible to collect competitive and non-competitive procurement information, data and change orders required to administer and support the GNWT Contract Registry and Reporting System.

### 3.2 Scope

This directive applies to all GNWT departments, the NWT Housing Corporation, the NWT Development Corporation, and the Business Credit Corporation (or any successor corporation(s)). Participation by all departments and these agencies is mandatory.



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Directive Title: <b>Contract Registry and Reporting System</b>		Directive No: <b>808-6</b>	

#### 4. PROVISIONS

- 4.1 The Contract Registry shall include information on each contract over \$5,000 that is to be competitively and non-competitively awarded by the GNWT and will be incorporated into resulting contract reports.

Each Department/Agency will designate a representative to collect and provide procurement information, data and change order(s) to the BIP Monitoring Office located in RWED.

The Departmental/Agency Representatives will be required to complete and submit the attached standard documents, where applicable (see Attachment A):

- (a) Public Notice of Competitive Contracts (Tenders or Proposals)
- (b) Public Notice of Non-Competitive Contracts (Negotiated, Sole Source or SOA)
- (c) Evaluation and Award Results
- (d) Summary of Change Order(s)

#### 4.2 Reports

RWED shall publish a GNWT Contracts Over \$5,000 Report, which will be provided to the Departments/Agencies prior to being presented to the Legislative Assembly at the end of each fiscal year. This report shall also be provided to the Internal Trade Secretariat (in compliance with procurement reporting requirements under the Agreement on Internal Trade (AIT) following tabling of the report at the Legislative Assembly).

The GNWT Contracts Over \$5,000 Report shall include all contracts for Goods, Services and Construction in excess of \$5,000 issued by the GNWT to businesses. Salaries and wages, non-commercial payments to non-profit organizations and individuals and grants, contributions and subsidies are excluded from the report.

The GNWT Contracts Over \$5,000 Report will provide information by fiscal year in two formats:

- 4.2.1 Detailed Report (by Department/Agency)
- (i) Contract Number
  - (ii) Contract Title
  - (iii) Contract Designation (Goods; Ineligible Goods; Services; Construction, Over and Under the BIP Thresholds)

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- (ii) Description of Contract Designation
- (iii) Contract Type (Tender; Proposal; Negotiated; Sole Source; SOA)
- (iv) Description of Contract Type
- (v) Business Name
- (vi) Business Community
- (vii) Business Status (BIP Business; Non-Approved NWT Business; Non-Approved Business Outside the NWT)
- (viii) Contract Amount
- (ix) Total Contract Amount (including Change Orders)

#### 4.2.2 Summary Report

- (i) Contract Designation (Goods; Ineligible Goods; Services; Construction, Over and Under the BIP Thresholds)
- (ii) Description of Contract Designation
- (iii) Contract Type (Tender; Proposal; Negotiated; Sole Source; SOA)
- (iv) Description of Contract Type
- (v) Business Name
- (vi) Business Status BIP Business; Non-Approved NWT Business; Non-Approved Business Outside the NWT)
- (vii) Total BIP Bid Adjustments (NWT Content; Local Content; Premium)
- (viii) Total Number of Contracts
- (ix) Total Contract Amounts (including Change Orders)

## 5. GUIDELINES

- 5.1 RWED should provide training to the Departmental/Agency Representatives to enable them to provide the information required for the GNWT Contract Registry and Reporting System.
- 5.2 The Contract Registry may provide electronic notification (i.e., bring forward flag) to the Departments/Agency within the scope of this directive, upon their request, to re-issue repetitive contracts that are due to expire.





# APPLICATION FOR REGISTRATION AS A BIP BUSINESS

**BIP** BUSINESS  
INCENTIVE  
POLICY

**APPLICANT:**

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Community: \_\_\_\_\_ NT Postal Code: \_\_\_\_\_

Street Address: \_\_\_\_\_ # of Permanent Employees \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Type:  Sole Proprietorship     Partnership     Corporation or Limited Company     Co-operative**DOCUMENT REQUIREMENTS:**

- Northwest Territories (NWT) Legal Registration Certificate
- Canada Customs and Revenue Agency document indicating Account Number
- NWT Business License
- Proof of Residency in the NWT
- Proof of ownership or lease, rental agreement for the NWT premises indicated above
- NWT Payroll Tax document indicating the Registration Number

**DECLARATION:**

I, the undersigned, DO SOLEMNLY DECLARE that:

- a) I have read the *Government of the Northwest Territories (GNWT) Business Incentive Policy (BIP) 52.04*;
- b) the information provided is true and correct;
- c) the business complies with and meets all conditions prescribed by law to conduct business in the Northwest Territories;
- d) I am authorized to conduct business in the NWT on behalf of the subject business, and
- e) I agree to provide any other related information as may be required to confirm my eligibility under the Policy.

\_\_\_\_\_

Authorized Signature Printed Name Date

**Only complete applications will be accepted, there is a two-week waiting period from date of approval.**

**CONSENT FOR THE RELEASE OF INFORMATION:**

I hereby give my consent to the Minister of Finance pursuant to the Access to Information and Protection of Privacy Act (NWT), Payroll Tax Act, 1993 (NWT), and the Income Tax Act (Canada) to confirm that the above noted, where applicable, has filed NWT Corporate or Personal Income Tax Returns and has registered, filed and remitted the required returns and tax under the NWT Payroll Tax Act, to the Minister of Resource Wildlife and Economic Development (RWED) for the purpose of confirming my eligibility under the GNWT BIP.

\_\_\_\_\_

Authorized Signature Printed Name Date

\_\_\_\_\_

Witness Signature Printed Name Date

## INSTRUCTIONS

### APPLICANT:

1. **Business Name** is the name registered and indicated on the NWT Legal Registration Certificate.
2. **Mailing Address** is the address where the business receives its mail.
3. **Community** is the NWT community location of the business.
4. **Postal Code** is the postal code for the businesses mailing address.
5. **Street Address** are the premises where the business physically operates from
6. **Number of Permanent Employees** is the number of employees that the business employs on an annual basis, this does not include seasonal or part time/casual employees
7. **Contact Name:** is the individual designated by the business.
8. **Phone/Fax** is the NWT phone and fax number of the business
9. **Business Type:** is the type of business organization that has been established for the Business Name.

### DOCUMENT REQUIREMENTS:

1. **NWT Legal Registration Certificate** is a document evidencing that the business name has been legally registered to conduct business in the NWT. The document is available from the GNWT Legal Registries Division, telephone: 867-873-7492 or 1-877-743-3302
2. **Corporate Income Tax document indicating the Account Number, where applicable** is the number that the business has been issued by Canada Customs and Revenue Agency (CCRA), telephone: 1-800-959-8281, evidencing that the business has filed or undertaken to file, a Federal Corporate Income Tax Return allocating taxable income to the Northwest Territories.
3. **NWT Business License** is a document evidencing that the business name has been licensed to conduct business in the NWT community indicated on the application. The document is available from a NWT Municipal Corporation or where applicable, by the GNWT Department of Municipal and Community Affairs, Consumer Services Division, telephone: 867-920-8059.
4. **Proof of Residency in the NWT for the last twelve months** is required for sole proprietorship and partnership businesses. Should an applicant wish to use their NWT Personal Income Tax return as evidence of residency to satisfy the BIP Provisions 6(2)(d) requirement, the person's Social Insurance Number is required.
5. **Proof of ownership or lease, rental agreement for the premises indicated on the application** is a letter, where applicable, from the GNWT Legal Registries, a Financial Institution or a Leasing Agent/Landlord verifying that the business name indicated on the application owns, leases or rents on a year to year basis (or for a longer term of years) in the NWT and has done so prior to the date of its application.
6. **NWT Payroll Tax document indicating the Registration Number, where applicable** is the number that the business has been issued by the GNWT Department of Finance, Tax Administration Division, telephone: 1-800-661-0820

### DECLARATION:

The individual making this declaration is the individual that has been authorized to obligate the business or to assume responsibility on behalf of the business. Without this signature, the application will be considered incomplete and returned to the applicant.

### CONSENT FOR THE RELEASE OF INFORMATION:

Consent for the release of this information, will authorize the GNWT Department of Finance to confirm that the named corporation/person and identification number has, where applicable, filed NWT Corporate or Personal Income Tax Returns and that the corporation/person has registered, filed and remitted the required returns and tax under the Payroll Tax Act. Without this consent, the application will be considered incomplete and returned to the applicant.

Should the identification number not identify, the named corporation/person or the corporation/person is not registered, filed the required returns, or remitted the required payroll tax, then the Applicant must submit verification that this requirement has been met. Without this information, the application will be considered incomplete and returned to the applicant.

# Contracting with the Government of the Northwest Territories

## A History Built on Trade

The times may have changed,  
but the Northwest Territories is still an active trader,  
its people and products equal to the task of being suppliers to the world.



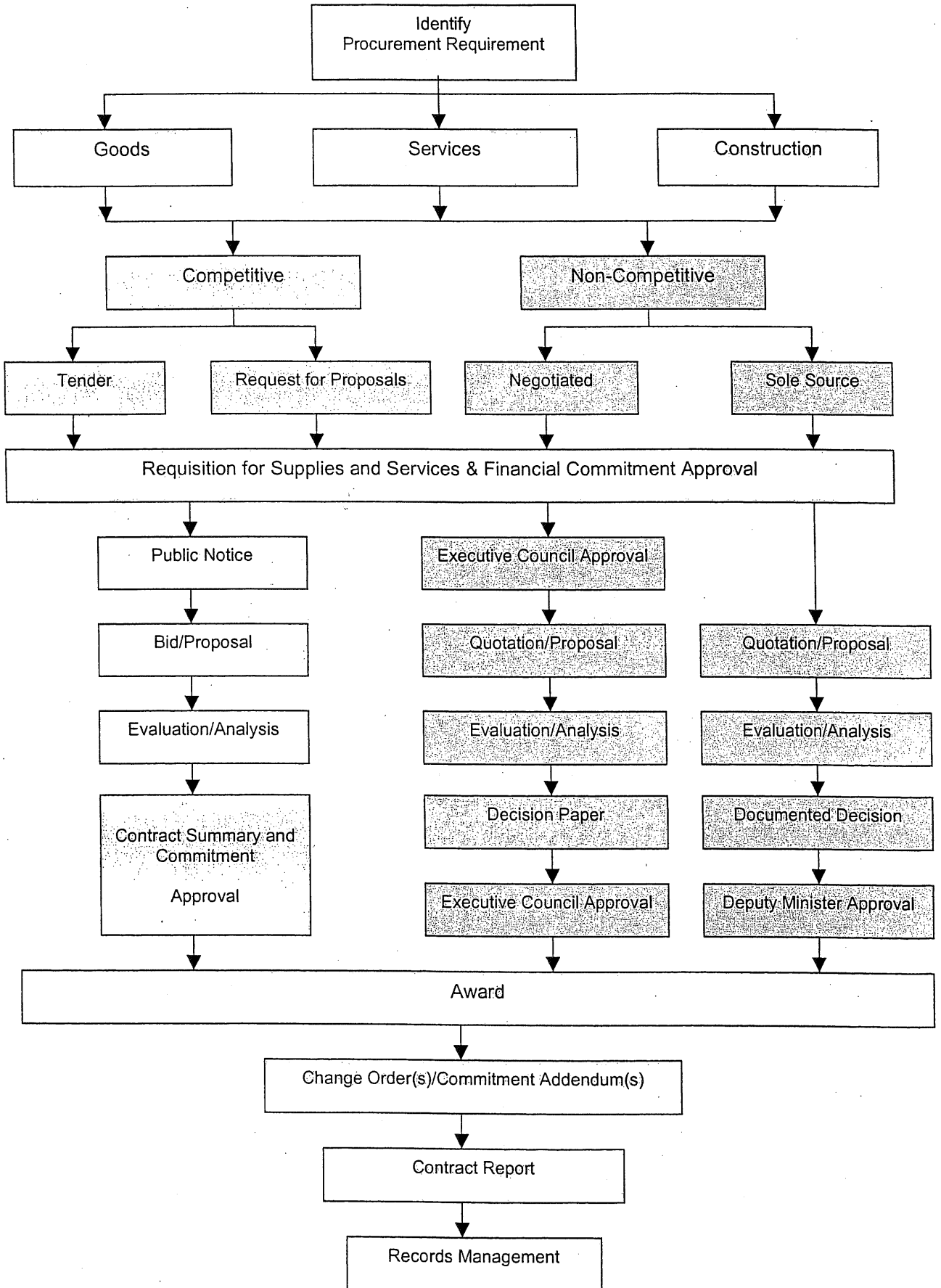
Frances Ann Hopkins, Canoes in a Fog, Lake Superior, 1869, Glenbow Museum, Calgary, Canada



Northwest  
Territories

[www.gov.nt.ca/contractopportunities](http://www.gov.nt.ca/contractopportunities)

# THE GNWT PROCUREMENT PROCESS



## RWED REGIONAL OFFICES

<p><b>RWED North Slave Regional Office</b>  P.O. Box 1320  2nd Floor YK Centre  Yellowknife NT X1A 2L9  Contact Name: John Buist or Julia Seaton  Tel: (867) 920-8967 (867) 920-8967  Fax: (867) 873-6109</p>	<p>Serving the communities of:</p> <ul style="list-style-type: none"> <li>• Dettah</li> <li>• N'Dilo</li> <li>• Rae-Edzo</li> <li>• Rae Lakes</li> <li>• Wekweti</li> <li>• Wha Ti</li> <li>• Yellowknife</li> </ul>
<p><b>RWED South Slave Regional Office</b>  P.O. Box 390  Highway 5  Fort Smith NT X0E 0P0  Contact Name: Paul Weidrick or Claudette James  Tel: (867) 872-6404 (867) 872-6401  Fax: (867) 872-4250</p> <p>Hay River contact information  Contact Name: Mike Mageean or Carrie Oteiza  Tel: (867) 874-6702 (867) 874-6702  Fax: (867) 874-3853</p>	<p>Serving the communities of:</p> <ul style="list-style-type: none"> <li>• Enterprise</li> <li>• Fort Providence</li> <li>• Fort Resolution</li> <li>• Fort Smith</li> <li>• Hay River</li> <li>• Kakisa</li> <li>• Lutsel K'e</li> </ul>
<p><b>RWED Inuvik Regional Office</b>  Bag Service #1  56 Mackenzie Road, 2<sup>nd</sup> Floor, Semmler Building  Inuvik NT X0E 0T0  Contact Name: Roger Israel or Janis Devereaux  Tel: (867) 777-7233 (867) 777-7231  Fax: (867) 777-7321</p>	<p>Serving the communities of:</p> <ul style="list-style-type: none"> <li>• Aklavik</li> <li>• Fort McPherson</li> <li>• Holman</li> <li>• Inuvik</li> <li>• Paulatuk</li> <li>• Sachs Harbour</li> <li>• Norman Wells</li> <li>• Tuktoyaktuk</li> </ul>
<p><b>RWED Deh Cho Regional Office</b>  PO Box 240  9910 – 105 Avenue  Fort Simpson NT X0E 0N0  Contact Name: Murray Cutten  Tel: (867) 695-2231  Fax: (867) 695-2381</p>	<p>Serving the communities of:</p> <ul style="list-style-type: none"> <li>• Fort Liard</li> <li>• Fort Simpson</li> <li>• Jean Marie River</li> <li>• Nahanni Butte</li> <li>• Trout Lake</li> <li>• Wrigley</li> </ul>
<p><b>RWED Sahtu Regional Office</b>  PO Box 130  Forestry Road  Norman Wells NT X0E 0V0  Contact Name: Scott Wray  Tel: (867) 587-2025  Fax: (867) 587-2465</p>	<p>Serving the communities of:</p> <ul style="list-style-type: none"> <li>• Colville Lake</li> <li>• Deline</li> <li>• Fort Good Hope</li> <li>• Norman Wells</li> <li>• Tulita</li> </ul>

