

**HELPING NUNAVUT INUIT ACCESS
GOVERNMENT PROCUREMENT OPPORTUNITIES**

GOVERNMENT OF NUNAVUT PROCUREMENT BASICS

GUIDE 4 OF 4



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**Qikiqtaaluk Business
Development Corporation**

Qikiqtaaluk Business Development Corporation (QBDC) was created to stimulate local, regional and territorial economic development opportunities. Creating partnerships and collaborating with communities, QBDC works to build prosperous, more self-sufficient communities by creating work and capacity building opportunities.

QBDC has developed two informational series to help Inuit businesses access government work and funding opportunities.

The first series is called *Helping Nunavut Inuit Access Procurement Opportunities*. This series answers questions and provides information and resources to help Inuit businesses find work opportunities with the government.

The second series is called *Helping Nunavut Inuit Access Funding Opportunities*. This series provides information to help Inuit access funding to help start or grow your business and to implement your projects.

The first series has four guides and the second series has three guides. All guides are available in Inuktitut and English.

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Indigenous Services
Canada

Services aux
Autochtones Canada



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QIKIQTAALUK CORPORATION
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1-877-979-8600 | www.qbdc.ca

GOVERNMENT OF NUNAVUT PROCUREMENT

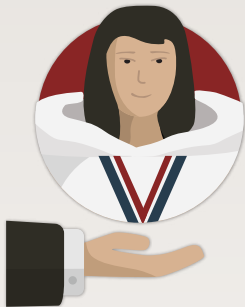


The Government of Nunavut (GN) is one of the largest buyers of goods and services in Nunavut.

The GN has a wide range of needs from goods such as signage, office supplies, tools and ATVs to services such as snow removal, catering, janitorial and interpreting services.



NNI POLICY



The Government of Nunavut is committed to doing business with Inuit-owned and local Nunavut businesses.

The GN has a policy based on obligations in the Nunavut Agreement to encourage greater participation from Inuit Firms and Nunavut businesses in procurement opportunities.

This policy is called **Nunavummi Nangminiqaqtunik Ikajuuti (NNI policy)**.

The NNI policy is applied to all procurement methods including those with lower contract values.

HOW DOES THE NNI POLICY HELP INUIT BUSINESSES?



Exclusive Invitations

RFTs and RFPs may be offered exclusively to Inuit and Nunavut based firms if there are at least three firms capable of doing the work. This can happen for:

- goods and services under \$25,000
- architectural and engineering services under \$100,000



Bid Adjustment

Bid prices from Inuit firms can be reduced through bid adjustments. A lower bid price means a better score in the evaluation process.

Bid adjustments are only for the purpose of evaluating offers. A contract will be awarded for the bid price proposed.



Inuit Content

The GN encourages offers that include Inuit labour.

Depending on the procurement method, there may be a mandatory Inuit labour level or proposals may receive additional points in the evaluation process.

NNI PROCUREMENT FORMS



For all procurement methods, a NNI Form will be included. This is where you identify Inuit content such as labour and material suppliers, and Inuit firm and company location status.

This form must be completed to receive a bid adjustment and/or earn points for Inuit content.

If you have questions or need support completing this form, you can contact:

NNI Secretariat
(867) 975-7835
nni@gov.nu.ca



The GN will confirm your Inuit firm status and company location by checking the [NNI database](#) and the [NTI Inuit Firm Registry](#).

To register your business with the NNI database and NTI's Inuit Firm Registry you will need to:



- Fill out an application form which can be found on the NNI and NTI websites



- Provide supporting documents



Supporting documents you will need:

- Proof of type of business (sole proprietorship, partnership, cooperative or corporation)
- Declaration of Business Name or Partnership
- Business license
- Statutory declaration and Nunavut ID

Be sure to follow the instructions on the application forms and provide all required details.

GOVERNMENT OF NUNAVUT PROCUREMENT METHODS



The Government of Nunavut uses different ways to make purchases, find suppliers, and award contracts depending on the contract value and the type of good or service they need to buy.

The GN makes purchases, finds suppliers, and awards contracts through:

- Public solicitation of tender bids and proposals
- Directed solicitation of quotes, bids and proposals
- Sole source
- Standing offer agreements
- As & When contracts



PROMOTING YOUR BUSINESS

Make sure your business is known to the people in government who might need your goods or services. GN departments need to know about you because some procurement methods allow them to directly approach you for an offer.

See Guide 2 for ways to promote your business.



The NNI policy has a provision that requires contractors to seek Inuit, local or Nunavut businesses for subcontracting opportunities. Make sure your business is known to other businesses and contractors.

Registering your business with the NNI database is important if you wish to sell goods and services to the GN. It also promotes your business so other businesses can find you to work with them.

PUBLIC SOLICITATION



The Government of Nunavut has a procurement website called [Nunavut Tenders](#) to advertise public solicitations of RFTs and RFPs. They also advertise some solicitations in northern newspapers.

Some GN solicitations must be publicly advertised including:

- Goods and services over \$25,000
- Construction and maintenance over \$100,000
- Architectural or engineering services over \$100,000

See Guide 1 for more information about RFTs and RFPs.

HOW TO FIND PUBLIC SOLICITATIONS

- Check the [procurement website](#) weekly for new solicitations
- Subscribe for email notifications about tender opportunities through the [Nunavut Tenders](#) website
- Check northern newspapers
- Visit the [Inuit Nunangat Procurement Platform](#) to view and sign up for email notifications about GN solicitations relevant to your business.

RESPONDING TO A SOLICITATION

The Nunavut Tenders website has a list of RFTs and RFPs that are open to respond to. Each solicitation will have a document that provides all the information you need to know about how to respond.

Tips for Responding to a Solicitation:



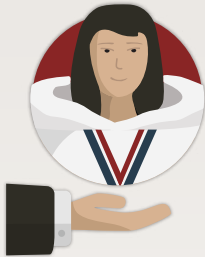
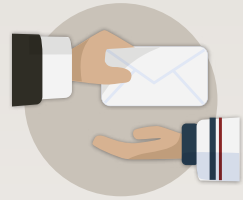
- Each solicitation document is unique. Read it carefully
- Pay attention to the mandatory requirements.
- Deliver your bid on time and to the right place.
- Make sure to review all addenda. An addendum is issued if there is additional information needed about the solicitation document.
- If you need clarification send questions to the contact person listed.



Where to find help:

- [Kakivak Association's Introduction to Government Procurement for Nunavut Businesses](#) course
- Refer to the How to Guide: [Doing Business with the Government of Nunavut](#)

DIRECTED SOLICITATION



The NNI Policy has a provision that allows the Government of Nunavut to invite Inuit, local or Nunavut businesses only to submit an offer for:

- goods and services under \$25,000
- construction and maintenance under \$100,000
- architectural or engineering services under \$100,000.



Directed solicitation can only be used when there are three or more qualified Inuit, local or Nunavut businesses who can provide the goods or services.



Directed solicitation is a competitive process, but is much less formal than a public solicitation. The GN directly contacts the businesses to request offers.

It is important to promote your business to increase your chances of directed solicitation opportunities.

See Guide 2 for information on promoting your business.



Tips for promoting your business to the GN:

- Register your business on the NNI database
- Contact the GN Procurement, Logistics & Contracting Support to let them know about your business' goods and/or services.
867-975-5431 or procurement@gov.nu.ca

SOLE SOURCE



The Government of Nunavut can only use a **sole source** procurement method in special circumstances:

- Emergencies
- Only one supplier is able to perform the work or supply the goods
- Low dollar value contracts:



Under \$5,000 for goods and services



Under \$5,000 for construction and maintenance



Under \$25,000 for architectural and engineering services

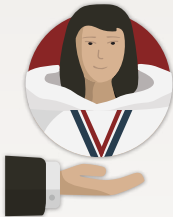
For local purchases under \$5000, the GN can pay for goods like office supplies and services like catering, or transportation and communication services using a Local Contract Authority (LCA) or credit card.

Consider setting up your business to accept credit cards for more opportunities of low dollar value purchases from the GN.



Contact the GN to find out more information about setting up your business to accept LCAs:

Email procurement@gov.nu.ca



The **NNI Policy** has provisions that allows the GN to sole source to an Inuit Firm in special circumstances and if certain criteria are met.

STANDING OFFER AGREEMENTS

The Government of Nunavut uses **standing offer agreements (SOA)** for services that are needed on a regular basis.

A SOA is a price agreement between the GN and a supplier. The supplier agrees to provide specific services at a set price for a set time period.



HOW STANDING OFFER AGREEMENTS ARE USED

SOAs establish a list of pre-approved suppliers.

When the GN needs goods or services listed on a SOA, they will issue a call-up asking one or more of the pre-approved suppliers to make an offer. The number of suppliers the call-up is issued to depends on the contract value.



HOW TO GET A STANDING OFFER AGREEMENT

Find RFPs for SOAs on the GN's procurement website, Nunavut Tenders.

Respond to the RFP with a proposal. If your proposal is approved, you will be put on the list of the pre-approved suppliers.

A SOA is not a contract for specific work. When you are awarded a SOA it means you have been approved to do future work without having to submit a detailed proposal. Being awarded a SOA does not guarantee you future work. It also does not commit you to future work.

Common standing offer agreements are for:

- Curriculum development
- Architectural and engineering services
- Project management
- Training services
- Sealing & fur advisory
- Recruitment services

AS & WHEN CONTRACTS

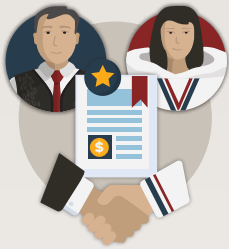
The Government of Nunavut owns many buildings and equipment that need ongoing and sometimes unplanned maintenance.

As & When contracts with suppliers allow the GN to request maintenance services only if and when the work is required. It could be a routine service or it could be an urgent service.



HOW AS AND WHEN SERVICE CONTRACTS ARE USED

Being awarded a contract commits you to work if the GN calls you for a request for service. This may mean you must be available 24 hours a day for routine and emergency repairs depending on the type of services described in the As & When contract.



HOW TO GET AN AS & WHEN CONTRACT

Find RFTs for As & When services on the GN's procurement website, Nunavut Tenders.

Respond to the RFT by filling out the bid form included in the RFT. Be sure to also fill out any other forms included in the RFT such as the NNI Bid Adjustment Form. Subject to bid adjustments, the supplier with the lowest bid will be awarded the contract.

Common As & When Contracts are for:

- Electrical
- Painting
- Repair and maintenance
- Carpentry
- Snow removal

*As & When contracts are not a procurement method but a contract type



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