

# HELPING NUNAVUT INUIT ACCESS GOVERNMENT PROCUREMENT OPPORTUNITIES

## BUSINESS BASICS

GUIDE 2 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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## DECISIONS TO MAKE WHEN STARTING A BUSINESS

*Will my business be a sole proprietorship, partnership or a corporation?*

*Will I have employees?*

*Do I need a GST/HST number?*



*What will my business name be?*

*Will I do work in Nunavut only, or elsewhere in Canada?*

Answering these types of questions will help you determine what registrations, permits, authorizations, licences and insurances you need to start up your business.

There are many organizations in Nunavut that offer business counselling. They can guide you through answering these questions and help you to establish your business.

Some organizations that provide business support in Nunavut include:

- [Kakivak Association](#)
- [Government of Nunavut Department of Economic Development and Transportation](#)
- [Kitikmeot Inuit Association](#)
- [Canada Nunavut Business Centre](#)
- [Kivalliq Inuit Association](#)

# GETTING READY TO WORK WITH THE GOVERNMENT



## REGISTERING YOUR BUSINESS

The federal and territorial governments require you to have a **legal business name** and **business number** before you can sign a contract.

You will use your legal business name and business number to **register with the Government of Canada's [online procurement services system](#)**.

This online procurement services system allows you to view and bid on solicitation opportunities. You do not need to register to view procurement opportunities.

Registering is free and it gives you a Procurement Business Number which you need to do business with the federal government.



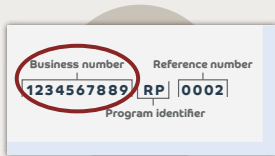
A **legal business name** must be registered with [Nunavut Legal Registries](#).



A **sole proprietorship** is the most simple business ownership structure. A sole proprietorship only has one business owner.



If you expect to earn over \$30,000 a year you need a **GST/HST number**. If you have a GST/HST number you must charge tax on your goods and services.



A **business number** is issued by the [Canada Revenue Agency](#). It is a 9-digit number.

A **sole proprietorship** can use your given name as your business name, such as Peter Pitseolak. Or you can register a legal business for your sole proprietorship such as Pitseolak and Company.

To get a GST/HST number you need to register for a GST/HST program account with the [Canada Revenue Agency](#).

Your GST/HST number will be your 9-digit business number with an RT000# at the end.

If your business is a **sole proprietorship that uses your given name as a business name** you do not have to register with Nunavut Legal Registries.



## OPERATING REQUIREMENTS

To **get work** and **sign a contract** with the government, you may need to show proof that you have certain **operating requirements** in place for your business. This could include things such as:

- Business insurance
- Operating permits
- WSCC registration



## Business Insurance

The insurance you need will depend on what goods or services your business provides. Some examples of insurance are:

- Professional Liability insurance
- Motor vehicle insurance
- Commercial General Liability insurance



## Operating Permits

The permits you need will depend on what your business does. Some examples of permits are:

- Municipal business licence
- Occupancy permit
- Food inspection permits
- Outfitter licence



## WSCC Registration

All Nunavut businesses are required to register with [Workers' Safety and Compensation Commission](#) (WSCC) within 10 days of operating even if you do not have employees.

## PROMOTING YOUR BUSINESS

To increase your chances of getting work with the government you should promote your business.



## REGISTER AS A SUPPLIER WITH THE GOVERNMENT

When you register your business on the federal government databases, you make your company's name and services known.

Federal departments and agencies use supplier registration databases to search for businesses to supply goods and services they need.

Registering on the government databases is a great way to help get you more work.

### Examples of federal government supplier registration databases include:

- [ProServices](#) for Informatics and professional services
- [SELECT](#) for construction, architectural and engineering, and maintenance and consulting services
- [Directory of Linguistic Service Providers](#) for translation, interpretation and terminology services





## REGISTER WITH INUIT/ INDIGENOUS FIRM DATABASES

There are several Inuit/Indigenous Firm databases that you should register with to promote your business as an Indigenous business.

When doing business in Nunavut, governments often have requirements for contracts to be made with Inuit companies. They search these databases to find potential companies to do work with.

**Be sure to register your business with:**

- [Government of Canada Indigenous Business Directory](#)
- [Nunavut Tunngavik Inc. \(NTI\) Inuit Firm Registry](#)
- [Government of Nunavut Nunavummi Nangminiqagtunik Ikajuuti \(NNI\) Registry](#)



## JOIN BUSINESS NETWORKS

Registering with and joining different business networks will help to get your business known with the government and other firms.

Government departments may look to local business networks to solicit offers for goods and services.

Other firms may be looking for partnership opportunities or subcontractors who offer specific goods and services.

### Register with business networks such as:

- [Nunavut Economic Developers Association](#)
- Your Regional Chamber of Commerce
- [Destination Nunavut](#)

### Participate in business events such as:

- Conferences
- Tradeshows
- Webinars



## CREATE AN ONLINE PRESENCE

Creating an online presence for your business will help government buyers find you and increase your chances of getting work with them.

A website and social media presence will also promote your business to other companies who may want to partner with you or subcontract to you on work opportunities with the government.

### Consider creating:

- A **business website** that promotes your goods or services and provides information about your business and where you are located.
- **Social media accounts** such as a Facebook page that has your business information such as your contact details, hours of operation, and posts about the goods or services you offer.



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