

Government of  
Northwest Territories

August 2025

# Guide to the Business Incentive Policy (BIP)

Department of Industry, Tourism and Investment



K'áhshó got'jne xədə k'é hederı ɔedjhtl'é yerınıwə nı dé dúle.  
Dene Kədə

ʔerıhtl'ıs Dēne Sıłıné yatı t'a huts'elkēr xa beyáyatı theɔɔ ɔat'e, nuwe ts'ēn yóftı.  
Dēne Sıłıné

Edı gondı dehgáh got'je zhaté k'éé edatf'éh enahddhə nıde naxets'é edahfı.  
Dene Zhaté

Jii gwandak izhii ginjik vat'atr'ijəhch'uu zhit yinothtan jı', diits'ət ginohkhii.  
Dinjii Zhu' Ginjik

Uvanittuaq ilitchurisukupku Inuvialuktun, ququaqluta.  
Inuvialuktun

Ć'ɔɔ ɔɔɔ'ɔɔɔ ʌɔɔɔɔɔɔ ɔɔɔ'ɔɔɔɔɔɔɔɔɔɔ, ɔɔɔ'ɔɔɔɔɔ ɔɔɔ'ɔɔɔɔɔɔɔɔɔɔ.  
Inuktitut

Hapkua titiqqat pijumagupkit Inuinnaqtun, uvaptinnut hivajarlutit.  
Inuinnaqtun

kıspin ki nitawıhtın ē nıhıyawıhk ōma ācimōwin, tipwāsinān.  
nēhiyawēwin

Tłıchq yatı k'èè. Dı wegodı newq dè, gots'o gonede.  
Tłıchq

**Indigenous Languages**  
request\_indigenous\_languages@gov.nt.ca

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# Introduction and Program Objectives

The purpose of the Business Incentive Policy (BIP) is to give preference on Government of the Northwest Territories (GNWT) procurement to businesses that are owned and operated within the Northwest Territories (NWT) and other businesses that engage NWT-based labour, suppliers, or services for their contracts. It is designed to promote economic growth and capacity within NWT Businesses and the economy, while:

- recognizing the higher cost of operating businesses, employing personnel, and manufacturing products in the NWT;
- encouraging NWT-based businesses to create employment and develop necessary experience and essential business skills; and
- complies with any intergovernmental agreements to which the GNWT must adhere.

## Principles of BIP

As outlined in the BIP, the GNWT will adhere to the following principles when implementing this Policy;

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

# Who can Apply?

Any business that:

- Is compliant with the legal requirements to carry on a business in the NWT and is registered with Corporate Registries
- Maintains a place of business year-round in the NWT with a physical address for the primary purpose of operating the business; and,
  - i. Is a majority owned business by an NWT resident(s)\*, or;
  - ii. Has NWT residents as the majority (>51%) of employees conducting its operations within the NWT and has an NWT resident manager overseeing its NWT operations.

# When will my business go live on the BIP Registry?

- Any business approved for registration will be entered into the BIP Registry within 2 weeks of the date of the notice of approval
- The business will remain registered until:
  - (i) its registration is revoked; or
  - (ii) it fails to maintain its ability to meet the eligibility requirements of this Policy

*\*NWT resident is an individual that has resided in the NWT for at least 6 months prior to applying*

## What is eligible for BIP adjustments?

- Goods purchased from a BIP registered business which has been approved to supply that specific good (Local or NWT Supplier)
- Services provided by a BIP registered business
- Use of NWT labour

## When can non-BIP registered businesses receive BIP adjustments?

- If they use a BIP Registered company for NWT/Local supply of goods
- If they use a BIP registered company for NWT/Local supply of services
- If they use NWT labour

# How are Bid Adjustments Applied?

The GNWT can procure goods, services and construction valued less than \$25,000.00 directly from vendors, in accordance with the following order of priority:

1. BIP Registered Businesses
2. NWT Businesses
3. Canadian Businesses
4. Foreign Businesses

Although purchases valued less than \$25,000.00 are not directly subject to the BIP bid adjustment, the BIP registration status of a business should be considered in accordance with the above order of priority.

When purchasing goods, services, and construction valued under \$25,000.00, the GNWT should support local and regional BIP-registered businesses while also ensuring value for money.

Where quoted prices that are obtained in accordance with the order of priority exceed 20% of the pricing obtainable from a business at a lower level of priority, the GNWT may choose to procure the goods, services or construction from the business at the next level of priority.

**This order of operations does not apply to contracts for Professional Services valued at under \$50,000 and architectural and engineering services valued under \$100,000.**

## When Bidding on Tenders

For the amount of the bid up to **and including \$1,000,000** of your bid:

- A 15% bid adjustment will be applied to any NWT Content
- An additional 5% bid adjustment will be applied to any Local Content

For the amount of the bid which is **over \$1,000,000**:

- Up to the maximum allowable adjustment, a 1.5% bid adjustment will be applied to any NWT Content
- Up to the maximum allowable adjustment, an additional 0.5% bid adjustment will be applied to any Local Content

**The maximum allowable adjustment is \$500,000**

# BIP Eligibility Criteria

The following criteria must be met for your business to be eligible for BIP registration.

- Is compliant with legal requirements to carry out business in the NWT; and
- Is registered with the GNWT's Corporate Registries Division of Justice, and
- Holds a current business licence issued by an NWT municipal corporation, or by the GNWT's Consumer Affairs Division of MACA (communities without business licencing bylaws), and
- Maintains a place of business year-round in the NWT with a physical address for the primary purpose of operating the business (which may be a portion of a residential space), and
- Is subject to the Income Tax Act (NWT), and
- Is a for-profit corporation or cooperative with at least 51% voting shares owned by NWT resident(s), or a partnership with the majority interest owned by NWT resident(s), or a sole proprietorship that's an NWT resident,

## OR

- Is a for-profit corporation, co-operative association, partnership or sole proprietorship with NWT residents as the majority of employees conducting its operations within the NWT, and has an NWT resident as the Manager overseeing its NWT operations.

**In the case of an NWT retailer of good or goods supplier, the business must also be accessible to the public and have a representative inventory of its product categories for sale.**

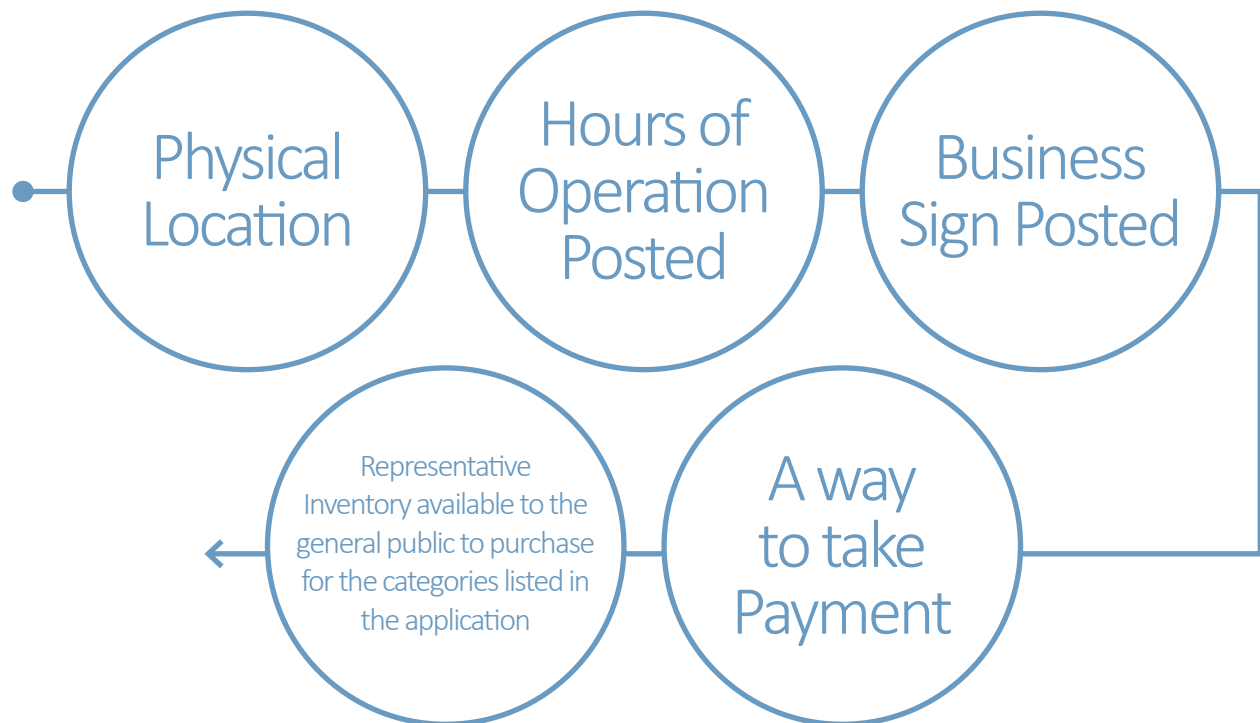


# Goods Inspection Process

(see Appendix for copy of the form)

**Local Supplier** – is an NWT supplier, which is and has been for the six months prior to application, a supplier of goods in the local community to which the public has access and from which the public can purchase directly from a representative inventory of items offered for sale.

A member from the ITI Regional office will do a site inspection looking for the following and will be taking photos to be saved on the file:



# Application Requirements

Below is the list of documents that must accompany your application, which can be found here: [www.iti.gov.nt.ca/sites/iti/files/BIP\\_Application\\_Form\\_and\\_Appendix\\_A-D\\_NWT9090-Aug\\_20\\_2024.pdf](http://www.iti.gov.nt.ca/sites/iti/files/BIP_Application_Form_and_Appendix_A-D_NWT9090-Aug_20_2024.pdf)

## **Proof of Registration with NWT Corporate Registries**

- is a document evidencing that the business meets the legal requirement to conduct business in the NWT. The document is available from the GNWT Corporate Registries Division
- Contact by phone 867-767-9304 or 1-877-743-3302 between 9:30 a.m. to 4:00 p.m. from Monday to Friday. Visit <https://www.justice.gov.nt.ca/en/business-names/page/3/> for additional information and online

## **Certificate of Compliance**

- is a document evidencing that the business (corporations only) is in good standing with the legal requirement to file annual returns with the GNWT Legal Registries Division noted above

## **NWT Business Licence**

- is a document evidencing that the business has been licenced to conduct business in the NWT community indicated on the application.
- The document is issued by a municipal corporation or, where applicable, obtained from the Public Safety Division, Department of Municipal and Community Affairs in Yellowknife at telephone 867-767-9161 ext 21021

## **NWT Proof of Property Ownership or Lease**

- is a document such as a current NWT land titles certificate or current lease agreement for the business, that evidences that the applicant maintains a place of business year round in the NWT for the primary purpose of operating the business (can be a portion of a residential space if a home-based business)

## **Share Register (Corporations only)**

- is a document evidencing all shareholders of the business. The Business Incentive Policy requires that 51 percent of the voting shares are beneficially owned by NWT resident(s). An NWT resident is an individual who is ordinarily resident in the NWT and has been so resident for the last 6 months.
- The Securities Register document that shows all Classes of Shares must be attached

### **NWT Proof of Residency**

- for majority shareholder(s) (minimum total 51 percent) is a document such as a current NWT Driver's Licence OR General Identification Card (GIC) issued at least 6 months prior to application OR completed Statutory Declaration form evidencing NWT residency for the last 6 months
- for an NWT resident as the manager overseeing the NWT operations is a document such as a current NWT Driver's Licence OR General Identification Card (GIC) issued at least 6 months prior to application OR completed Statutory Declaration form evidencing NWT residency for the last 6 months , and for NWT residents as the majority of employees (minimum 51 percent) conducting its operations within the NWT, is a completed Statutory Declaration form calculating the total number of employees conducting operations within the NWT and the portion of those that are NWT residents.

## Application Process

- Complete the online application found on the ITI website  
<https://www.iti.gov.nt.ca/en/services/business-incentive-policy>
- Send the application along with the required documents to the ITI office in your Region for consideration and approval (page 17)
- See service standards section for timelines (page 14)

## Application Notification

- Once approved by a BIP Qualification Committee (BIP QC), a draft letter will be signed by the ITI Chair to be emailed to the client.
- A copy of the approved application and approval letter to BIP Monitoring Office (BIPMO) outlining date of approval, effective date (14 calendar days from the approval date) and list the goods, services and construction categories.

# Who is the BIP Qualification Committee and Senior Management Committee?

A BIP Qualification Committee (BIP QC) includes the Regional Superintendent of ITI (or his/her delegate) who serves as Chair; and representation from at least three other departments or public agencies subject to this Policy.

The BIP Senior Management Committee (BIP SMC) includes the following members, or their delegates: the Deputy Minister of Industry, Tourism and Investment (ITI) who serves as Chair; the Deputy Minister of Infrastructure (INF); the Deputy Minister of Finance (FIN); and the President of Housing NWT.

The Deputy Minister of Justice (JUS) also provides advisory support to the BIP SMC.

# What can be appealed?

Under the BIP Policy, applicants that have been denied registration or revoked by a BIP QC may appeal in writing to the BIP Senior Management Committee (SMC) within 30 days of the date of the letter informing them of the denied registration or revocation. An application would be denied or revoked if the applicant didn't meet or failed to maintain the eligibility criteria, set out in the Policy. (See BIP ELIGIBILITY CRITERIA ABOVE)

An appeal will be considered when there is new information that has become available or if the applicant believes that the Policy has not been applied correctly.

# What is the Appeal Process?

If a business is declined approval by the BIP QC onto the BIP Registry, the business can appeal the decision to the BIP SMC, as per the Policy. Below is the process:

A letter is sent to the business from the BIP QC outlining why they have been declined or revoked and reference back to the eligibility criteria in the Policy

The letter will also include the wording that the business can appeal and who to contact:

**Attention:** Secretary, Business Incentive Policy Senior Management Committee  
Industry, Tourism and Investment, Government of the Northwest Territories  
Suite 201-77 Woodland Drive  
Phone: (867) 875-2590 Email: BIP@gov.nt.ca

Applicant emails/calls above contact person to advise they wish to appeal the BIP QC decision to the BIP SMC and the Secretary works with the applicant to provide the relevant information to be presented to BIP SMC

Meeting is arranged for BIP SMC to review the reason for removal and why the applicant feels it was incorrect and wants a second review

BIP SMC meet and review the RQC rationale and the Applicant information

BIP SMC makes a decision and the secretary of the committee drafts a letter in response to the decision

Letter is signed by the Chair of BIP SMC, sent to the Applicant, cc'd to the BIP QC and the BIPMO to add to the file or action any decision

# What is the Renewal Process?

BIP Renewals are done every two years by ITI Regional staff to assist in keeping the BIP Registry up to date with current information of the businesses that are operating in the NWT.

- The items that need to be reviewed that expire are:



- A letter will be drafted indicating the expired documents required to be submitted with a deadline (30 days). Also included will be a copy of the BIP Application for the applicant to fill out so that we can ensure that the contact information is still correct and update any of the categories.
- If the business is approved for any goods categories, ensure that an updated goods inspection is done every four years or as the business requests additional categories.
- If no response, do a second follow up sending a reminder email/letter/phone call with a date that you need the required update information back (another 30 days).
- If no response again (now after 60 days from initial request), send a third and final letter by Registered Mail, (30 days from date of registered letter) they may be removed from the BIP Registry.
- If no response is received, after at least 90 days from first contact, prepare the removal letter for the BIP QC to review outlining the contact dates, times and methods of contact for the business for them to make a decision.
- Send the decision from BIP QC to the business and cc to the BIPMO so that they will action and remove them as of the date on the letter from BIP QC within 48 hours of receiving.

# Service Standards

## Business Incentive Policy (BIP) Application Process Timeline

### Regional Office – Day 1-7

- Once a completed application is received by the ITI Regional Office, the turnaround to respond to the client with a decision shall be no more than seven business days
- BIP QC Chair will send complete package along with summary sheet and good inspection report, if applicable to BIP QC members for review and signatures

### Regional Office – Day 8-9

- Once approved by BIP QC, Regional staff will draft the letter to the applicant and get signed by the ITI Chair to be emailed to the client
- BIP QC Chair sends a copy of the approved application and approval letter to BIP Monitoring Office (BIPMO) outlining date of approval, effective date (calendar days from the approval date) and list the goods, services and construction categories

### BIP Monitoring Office – Day 10-12

- Once the BIPMO receives the complete application package with signed letter, it will be processed within 48hrs

**\*\*Note:** it can take up to two-weeks for the information to be added to the Registry when a business is new or the business' contact information changes

If the application is incomplete, the Applicant will be notified within five days



Applicant will have 30 days to provide outstanding documents



After 30 days, the file will be closed and the Applicant will have to reapply

## BIP Renewal Service Standards

### Day 1-30

- Draft a letter indicating the expired documents required to be submitted with a deadline (30 days)
- Also include a copy of the BIP Application for the applicant to fill out so that we can ensure that the contact information is still correct and update any of the categories

### Day 30-60

- If no response, regional staff will follow up sending a second reminder email/letter/phone call with a date that you need the required update information back (another 30 days)

### Day 60-90

- If no response again (now after 60 days from initial request), Regional staff will send a third and final letter by Registered Mail, (30 days from date of registered letter) they may be removed from the BIP Registry

### Day 90-100

- The Chair of the BIP QC will draft a decision item for the Committee to review the attempts made to get the business to update their registration and make a decision to remove them from the registry
- BIP QC Chair will send the decision from the Committee to the business and cc to the BIPMO so that they will action and remove them as of the date on the letter from BIP QC within 48 hours of receiving



# Reporting

The department of Finance produces a procurement dashboard that is updated quarterly showing contracts that have been awarded for goods, services and construction. This shows the number of contract awarded each year, to which businesses and if they are BIP Registered.

**<https://oracleapex.com/ords/r/contractsregistry/gnwt-contract-reporting/home?tz=-6%3A00>**

# Contact

For more information or to apply, please visit **<https://www.iti.gov.nt.ca/en/services/business-incentive-policy>** or contact the ITI Officer in your Region.

## Beaufort Delta Region

**867-777-7233**  
**Beaufort\_Delta\_ITI@gov.nt.ca**

## Deh Cho Region

**867-695-7512**  
**Dehcho\_ITI@gov.nt.ca**

## North Slave Region

**867-767-9202 ext. 63261**  
**North\_Slave\_ITI@gov.nt.ca**

## Sahtú Region

**867-587-7171 ext 1001**  
**Sahtu\_ITI@gov.nt.ca**

## South Slave Region

**867-621-0469**  
**South\_Slave\_ITI@gov.nt.ca**

## BIP Monitoring Office

**867-875-2829 or 867-875-2590**  
**BIP@gov.nt.ca**

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## Guide to the Business Incentive Policy (BIP)

<https://www.iti.gov.nt.ca>