INTERPRETIVE BULLETIN IB-7

<u>Application of BIP to Requests for Proposals</u>

This Interpretive Bulletin Number 7 is issued pursuant to the Business Incentive Policy 63.02.

WHEREAS:

There should be consistency in the manner in which the BIP is interpreted and applied with regard to Requests for Proposals (RFPs).

THEREFORE:

The Senior Management Committee interprets the BIP and directs:

1. Requests for Proposals (RFPs) shall be evaluated as outlined in attached Appendix IB7-A.

2. When issuing RFPs and evaluating proposals received, the following evaluation criteria, based on dollar value, shall be applied.

    (a) Allocate 15% of the total assigned weight to the provision of goods and services by BIP approved NWT Content; and

    (b) Allocate 5% of the total assigned weight to the provision of goods and services by BIP approved Local Content.

3. To receive credit pursuant to the Business Incentive Policy, a proponent responding to a Request for Proposals must complete and submit the Substantiation of BIP Adjustment form that is provided in Appendix IB7-B (attached hereto).

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APPENDIX IB7- A

<u>INTERPRETIVE BULLETIN NUMBER 7 APPLICATION OF BIP TO REQUESTS FOR PROPOSALS</u>

PROPOSAL RATING SCHEDULE

Example Proposal Evaluation Rating Schedule:

Item	Rating Criteria	Assigned Weight (A)	Unit Points Awarded (B)	Total Points (A) x (B) = (C)
1				
2				
3				
4				
5				
6				
7	Financial Evaluation / Fees and Expenses (Note 1)			
8	Business Incentive Policy: NWT Content (Note 2)	15%		
9	Business Incentive Policy: Local Content (Note 3)	5%		
	Totals:	**100%**		

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Note 1: Financial proposals (e.g. fees and expenses, total proposed price, etc.) will be rated as proposed; no Business Incentive Policy pricing adjustments will be applied. Items 8 and 9 in the above Example Proposal Evaluation Rating Schedule will be used to apply the Business Incentive Policy.

Note 2: Unit points will be awarded based on the percentage of the dollar value of NWT content will be involved in the provision of the goods, services, or labour proposed in the Substantiation of BIP Adjustment forms.

Note 3: Unit points will be awarded based on the percentage of the dollar value of local content will be involved in the provision of the goods, services, or labour proposed in the Substantiation of BIP Adjustment forms.

In the above Example Proposal Evaluation Rating Schedule, items 8 and 9, with the assigned weights of 15% and 5% of the total evaluation are mandatory.

The Example Proposal Evaluation Rating Schedule provided above is an example of the structure of the rating schedule in a typical Request for Proposals. This format may be altered or appear differently (such as the number of criteria), however, the 15% and 5% allocated to the Business Incentive Policy are mandatory for all Request for Proposals, unless the procurement process is subject to an exemption pursuant to Government of the Northwest Territories' policy, regulation, or legislation.

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APPENDIX IB7- B

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SUBSTANTIATION OF BIP ADJUSTMENT FORMS

Substantiation of BIP Adjustment NWT and Local Content Form - SERVICES						
Proponent:				**Event ID:**		
LEGAL BUSINESS NAME (or as listed on the GNWT BIP Registry)		**CONTENT TYPE**	**LOCAL CONTENT**	**NWT CONTENT**	**NON-BIP CONTENT**	**SUB-TOTALS**
SERVICES:						
Proponents Costs (No Subcontractor / Service Costs should be included here.)		Labour Costs (Own Workforce)				
		Other Non-Labour Costs of Proponent				
Subcontractors / Services Costs: **Provide the Legal Business Name (or the Name as listed on the GNWT BIP Registry).** Subcontractors / Services means all services and includes, but is not limited to: accounting, accommodations, hotels, airfares, transportation, rentals, insurance, permits, printing, fees and legal, architectural, engineering, mechanical, design, consulting, or custodial services.						
		Labour Costs				
		Non-Labour Costs				
		Labour Costs				
		Non-Labour Costs				
		Labour Costs				
		Non-Labour Costs				
		Labour Costs				
		Non-Labour Costs				
		Labour Costs				
		Non-Labour Costs				
SUB-TOTALS						
(A) TOTAL (SERVICES)						

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Substantiation of BIP Adjustment NWT and Local Content Form - GOODS						
Proponent:				**Event ID:**		
LEGAL BUSINESS NAME (or as listed on the GNWT BIP Registry)	**Commodity Type**	**LOCAL CONTENT**	**NWT CONTENT**	**NON-BIP CONTENT**	**SUB-TOTALS**	
GOODS:						
Subcontractors / Goods Costs: Provide the Legal Business Name (or the Name as listed on the GNWT BIP Registry) along with the commodity product listing they are approved for and providing to the proponent for the contract.						
SUB-TOTALS						
(B) TOTAL (GOODS)						
GRAND TOTAL (A + B)						
GRAND TOTAL to equal the total price for all proposed work.						

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