

Government of
Northwest Territories

September 2023

NWT Manufactured Products Policy Guidelines

Department of Industry, Tourism and Investment



English

French

Cree

Tt₁chq

Chipewyan

South Slavey

North Slavey

Gwich'in

Inuvialuktun

Inuktitut

Inuinnaqtun

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Introduction and Program Objectives

The Government of the Northwest Territories (GNWT) is committed to building a diversified, sustainable territorial economy by providing support for business and economic development throughout the NWT.

The Northwest Territories Manufactured Products Policy (NMPP) is made pursuant to section 5(2)(b)(iv) of the Business Incentive Policy (BIP) and applies to all departments of the GNWT and those agencies identified in Schedule 1 of BIP. The NMPP gives incentive to local production and manufacturing of goods for the use of the GNWT and BIP-registered businesses may apply to have their NWT-made goods registered as an Approved NWT Manufactured Product.

The objectives of this Policy are to:

- Encourage local production as a means to diversify the NWT economy; and
- Foster and maintain the investment, jobs and income produced by local manufacturing.

Who can Apply?

- Your business must be registered under the GNWT's Business Incentive Program
- Your product must have at least 25% of its value added in the NWT
- Your product must be priced within 20% of a similar product f.o.b at site of manufacturing facility or 25% final destination

What is the definition of a manufactured product?

Manufacturing is defined as follows under this Policy:

The transformation of materials or substances into new products. Assembly is considered manufacturing, when one or more of the major component parts are manufactured in the manufacturer's Northwest Territories (NWT) facility. The manufactured product must be product specific and is an item that is regularly stocked or part of a catalog of items. The manufactured product must be produced in their NWT facility.

How do GNWT departments purchase approved products?

Procurement Guidelines

All departments of the GNWT and those public agencies identified in Schedule 1 of the BIP will apply an increased incentive in contracts for the procurement of goods or construction as follows:

- When there is only one manufacturer of an approved NWT Manufactured product, the approved NWT manufactured product will be purchased from that manufacturer
- Where two or more manufacturers supply approved NWT manufactured products, only those manufacturers will be invited to bid on the contract
- Where an approved NWT manufactured product would meet the requirements of the construction, maintenance or goods contract, the use of the approved NWT manufactured product must be made a term of the contract

Application Requirements

- Complete the online application https://www.iti.gov.nt.ca/sites/iti/files/application_for_reg-as-a-nmp_fillable_.pdf
- Required documents include:

Proof of BIP Registration.

Certification from Applicant's accountant of 25% NWT Value added per product OR signed statutory declaration (included in application document). This may be subject to audit.

Specifications for the product or products being applied for.

Pricing for the product(s) being applied for.

Comparative pricing for the same products(s) from a northern/southern vendor.

Copy of any applicable certifications (i.e. CSA, ULC).

Application Process

- Fill out the application that is available on the ITI website **https://www.iti.gov.nt.ca/sites/iti/files/application_for_reg-as-a-nmp_fillable_.pdf**
- Submit the completed application along with required documents to the Business Incentive Policy Monitoring Office (BIPMO)
- Regional staff will complete a site inspection (see attached Appendix)
- See service standards section for timelines

Applicant Notification

- BIP SMC makes the decision on application and BIPMO drafts letter for the Chair of BIP SMC to send to the client advising of the decision
- BIPMO updates the Approved NWT Manufactured Products List on the ITI website and send the updated copy to the BIP Advisory Committee members to circulate to their procurement staff
- If a new category is created, BIPMO sends a request to the System for Accountability and Management (SAM) & Information Systems Shared Services (ISSS) Helpdesk to create the category on the system
- Once created, BIPMO adds the category to the client's BIP profile on the public registry

Who are the BIP Regional Qualification and Senior Management Committees?

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

BIP Senior Management Committee (SMC) includes the following members, or their delegates: The Deputy Minister of ITI who serves as Chair; Deputy Minister of Infrastructure (INF), Deputy Minister of Finance (FIN), President of the Northwest Territories Housing Corporation (NWT HC) and the Deputy Minister of Justice (JUS) will provide advisory support to the BIP SMC .

What can be Appealed?

Appeals under the current NMP Policy are handled the same as under the BIP Policy .

Applicants that have been denied registration or revoked 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 NMP Policy.

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 .

Appeal Process

If a company is declined approval by the RQC onto the BIP Registry, the company 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 RQC 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.

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

Attention: Erika Walton, 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: Erika_Walton@gov.nt.ca

Client emails/calls above contact person to advise they wish to appeal the RQC decision to the BIP SMC and the Manager works with the client 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 client feels it was incorrect and wants a second review

BIP SMC meet and review the RQC rationale and the client 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 client, cc'd to the RQC and the BIPMO to add to the file or action any decision

What happens if I am audited for the NWT Value Add requirement of the application?

- A letter is sent to the business advising they are being audited on a specific product(s) and to provide the following supporting documentation:
 - A **copy of the calculations** to show the product is of at least 25 percent Northwest Territories value-added; and is priced at no more than 20 percent greater than similar product f.o.b. the site of manufacture or 25 percent greater than similar product f.o.b. the destination for final delivery
 - To demonstrate **labour**, copies of payroll information such as timesheets or contracts for employees
 - To demonstrate **materials**, copies of per unit cost information such as quotes/invoices
 - To demonstrate **overhead**, copies of the invoices to support base cost information (such as rent) and substantiation of how the overhead was allocated (e.g., if using floor space ratio then that information)
 - If using information from **industry**, then copies of those reports including information as to where they can be located
 - To demonstrate **pricing**, pricing information of similar products
 - **Other documents**, as applicable
- The business will have 5 business days to provide the above documentation
- The BIPMO will provide a response back to the business within 5-10 business days upon receipt all supporting documents
- When the supporting documentation has been verified and in compliance the product(s) shall remain on the NWT Approved manufactured products list

What happens if I am not able to validate my NWT Value Add for my approved manufactured product(s)?

- A letter will be sent to the business advising that the product(s) will be temporarily removed from the Approved NWT manufactured product listing until an accountant verification letter can be provided by an NWT/NU registered personnel

Service Standards

NWT Manufactured Products Policy Application Process Timeline

Client to BIP Monitoring Office(BIPMO) – Day 1-5

- Complete the online application & submit along with the required documents to the BIPMO
- A site inspection is conducted by a member of the ITI staff in the Region

BIP Monitoring Office – Day 5-20

- BIPMO reviews the application and sends to the BIP Advisory Committee for recommendation
- BIPMO sets up meeting with BIP Senior Management Committee for review and decision

BIPMO to Client – Day 20-22

- BIPMO sends a letter of the decision from BIP SMC
- New product is added to the list and posted on the ITI website and sent to government departments

If incomplete application – client will be notified within five days



Client will have 30 days to provide outstanding documents



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

Service Standard Process

- Once a completed application has been received by BIPMO it will be sent to BIP Advisory within five working days
- BIP Advisory will have up to five working days for review and recommendation
- Set meeting for BIP SMC – meeting to occur within 30 days
- Meeting held
- Decision from meeting is communicated to the applicant first via phone (next business day) and then follows up with the official letter from the Chair of BIP SMC
- BIPMO send letter to the client and cc's the Regional Superintendent and puts in the clients file along with updating the NWT approve NMP list and their BIP Registry

Reporting

The department of Finance produces a procurement dashboard that is updated quarterly showing contracts that have been awarded for goods, services, and construction, including manufactured products. **<https://apex.oracle.com/pls/apex/r/contractsregistry/contracts-registry/home?tz=-6%3A00>**

Pathfinder

In 2019, as part of the NWT Manufacturing Strategy, ITI established a “pathfinder” point of contact for the NWT Manufacturing sector that works with NWT manufacturers within the GNWT procurement system to identify opportunities. This pathfinder will also work with the NWT Manufacturers Association to ensure their concerns are considered in future procurement policy discussions. See below for the information on who to contact.

Contact

For more information or to apply, please visit <https://www.iti.gov.nt.ca/en/services/nwt-manufactured-products-policy> or contact the Economic Development Officer in your Region.

Beaufort Delta Region

John Cournoyea*Acting Regional Superintendent*

Email: John_Cournoyea@gov.nt.ca

Dehcho Region

Jennifer Thistle*Regional Superintendent*

Email: Jennifer_Thistle@gov.nt.ca

North Slave Region

Dalia Bakhoun*Manager Trade & Investment*

Email: Dalia_Bakhoun@gov.nt.ca

Sahtú Region

Craig Walter*Manager Trade & Investment*

Email: Craig_Walter@gov.nt.ca

South Slave Region

Kathy Lepine*Manager Trade & Investment*

Email: Kathy_Lepine@gov.nt.ca

Headquarters/BIP SMC Contact

Erika Walton*Manager Business Incentive Policy***Alexa Rowe***BIP Officer*

Email: Bip@gov.nt.ca

**ITI reserves the right to amend these guidelines at any point in time.*

Approved NWT Manufactured Product List

For a current list of approved NWT manufactured products visit:
<https://www.iti.gov.nt.ca/en/services/nwt-manufactured-products-policy>

NMP Site Visit Checklist

Manufacturing Inspection Checklist

Name:
Physical Address:
Phone Number:
Product(s) being applied for:

<input type="checkbox"/> Confirm on the BIP Registry	<input type="checkbox"/> Photos of operating location including buildings
<input type="checkbox"/> Is there a physical operating location that would be used for commercial purposes?	<input type="checkbox"/> Photos of raw materials used to make the product
<input type="checkbox"/> Photos of equipment used to manufacture the product	<input type="checkbox"/> Photos of the finished product or samples

Date of Visit:
Signature(s):

Any additional information that may be useful for the application?
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NWT Manufactured Products Policy Guidelines

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