

## Substantiation of *Business Incentive Policy* Adjustment

In order to receive credit under the Government of the Northwest Territories (GNWT) *Business Incentive Policy* (BIP), proponents must identify the dollar value of their Labour, Goods, and Services, as well as that of all subcontractors and suppliers proposed. If the following forms are not submitted with a proposal or are incomplete or improperly completed, the proponent will not receive appropriate credit.

Credit under the BIP for the **NWT and Local Labour Content**, which is involved in the provision of the services, will be allowed for any company, whether BIP registered or not, based on the amounts entered in the space identified for local and NWT labour.

- This information forms the basis for determining the value of NWT and Local Content of the proposal.
- It is the responsibility of the proponent to provide accurate and complete information on the forms provided. Failure to do so will affect the amount of BIP credit received.
- The GNWT will not be held responsible for errors or omissions contained in a proposal.
- Any questions are to be directed to the GNWT contact person, as indicated in the Request for Proposals document.
- The BIP requires detailed costing of: 1) Labour, 2) Services, and 3) Goods, as outlined in the forms.
- 'Local' for the purposes of the BIP Adjustment is identified in the Request for Proposals document.
- The GNWT reserves the sole right to seek clarification or substantiation, before the contract is awarded, from proponents on the amounts provided on the NWT & Local Content forms. In the event the GNWT seeks clarification or substantiation and the proponent does not respond within a time frame fixed the GNWT, the proponent will not receive any BIP Adjustment for the area in question.
- Proposal amendments must be submitted with supplementary appendices indicating ONLY increases or decreases in Local, NWT, Non-BIP Content.
- Photocopies of the BIP forms may be made as required. Submit and number all pages included with the proposal.
- The GNWT BIP Registry is located online at: [www.bipregistry.nt.ca](http://www.bipregistry.nt.ca)

### **To Complete LABOUR and SERVICES Information:**

- (a) Indicate the complete legal business name, if BIP registered, as it is listed on the GNWT BIP Registry. Do NOT use abbreviations or acronyms.
- (b) Indicate the dollar value of labour provided by residents of the stated Local Community and the associated costs.
- (c) Indicate the dollar value of NWT Resident Labour and the associated costs. Do not include Local Content in this value.
- (d) Indicate the dollar value of Non-BIP labour and the associated costs. Include costs from outside the NWT and NWT content not listed on the BIP Registry.
- (e) Indicate the dollar value of Local Services. It is a requirement to break out labour from the total cost.
- (f) Indicate the dollar value of NWT Services. Do not include Local Content in this value.
- (g) Indicate the dollar value of Non-BIP Services. Include costs from outside the NWT and NWT Content not listed on the BIP Registry.
- (h) Indicate the Total dollar value for each line item. (i.e.: Local + NWT + Non-BIP)

### **To Complete GOODS Information:**

In order to receive credit under the BIP for NWT content, the proponent must be an approved supplier under the BIP for the goods identified. In order to receive the BIP Adjustment for local content, the proponent must also be an approved local supplier for the community or communities that are identified as local in the Request for Proposals documents, unless otherwise stated.

- (a) Indicate the complete legal business name, if BIP registered, as it is listed on the BIP Registry. Do not use abbreviations or acronyms.
- (b) Do not include labour costs in these values.
- (c) Indicate the dollar value of Local Content.
- (d) Indicate the dollar value of NWT Content. Do not include Local Content in this value.
- (e) Indicate the dollar value of Non-BIP Content. Include costs from outside the NWT and NWT Content not listed on the BIP registry.
- (f) Indicate the total dollar value for each line item (i.e. Local + NWT + Non-BIP)

**Substantiation of BIP Adjustment  
NWT and Local Content Form - SERVICES**

<b>Proponent:</b>					<b>Ref. No.</b>	
<b>LEGAL BUSINESS NAME</b> (or as listed on the GNWT BIP Registry)	<b>CONTENT TYPE</b>	<b>LOCAL CONTENT</b>	<b>NWT CONTENT</b>	<b>Non-BIP CONTENT</b>	<b>SUB-TOTALS</b>	
<b>SERVICES:</b>						
<b>Proponent's Own Workforces</b>	Labour					\$0.00
	Other Costs					\$0.00
<b>Subcontractors / Services: Legal Business Name (or as listed on the GNWT BIP Registry)</b>						
	Labour					\$0.00
	Other Costs					\$0.00
	Labour					\$0.00
	Other Costs					\$0.00
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	Labour					\$0.00
	Other Costs					\$0.00
<b>SUB-TOTALS</b>		\$0.00	\$0.00	\$0.00		
<b>(A) TOTAL (SERVICES)</b>						\$0.00

**Substantiation of BIP Adjustment  
NWT and Local Content Form - GOODS**

<b>Proponent:</b>		<b>Ref. No.</b>	
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LEGAL BUSINESS NAME (or as listed on the GNWT BIP Registry)	Commodity Type	LOCAL CONTENT	NWT CONTENT	Non-BIP CONTENT	SUB-TOTALS
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<b>GOODS:</b>					
					\$0.00
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<b>SUB-TOTALS</b>					\$0.00	\$0.00	\$0.00
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<b>(B) TOTAL (GOODS)</b>						\$0.00
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<b>GRAND TOTAL (A + B)</b>						\$0.00
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Total must equal the total price proposed.