

LOCAL/NUNAVUT/INUIT EMPLOYMENT AND TRAINING

Local/Nunavut/Inuit employment and training are high priorities with the Government of Nunavut (GN). General Contractors and Sub-contractors contracted for work on Government of Nunavut projects are required to hire Local and Nunavut and Inuit residents to the maximum extent possible. Information regarding available Local and Nunavut and Inuit workers can be obtained from a Federal Government Employment Centre, a Federal Government Outreach Centre, or Hamlet Office, and Education Department Career Centres of the Government of Nunavut.

Federal Government Employment Centres:

<u>Location</u>	<u>Phone Number</u>	<u>Facsimile Number</u>
Rankin Inlet	(867) 645-2853	(867) 645-2148
Iqaluit	(867) 979-6271	(867) 979-6070

Federal Government Outreach Centres or Hamlet Offices:

<u>Location</u>	<u>Phone Number</u>	<u>Facsimile Number</u>
Arviat	(867) 857-2678	(867) 857-2502
Qikiqtarjuaq (Broughton Island)	(867) 927-8832	(867) 927-8120
Cape Dorset	(867) 897-8943	(867) 897-8030
Clyde River	(867) 924-6220	(867) 924-6293
Pond Inlet	(867) 899-8935	(867) 899-8940
Cambridge Bay	(867) 983-2120	(867) 983-2570
Baker Lake	(867) 793-2517	(867) 793-2509
Taloyoak	(867) 561-6341	(867) 561-5057
Kuugaruk (Pelly Bay)	(867) 769-6281	(867) 769-6069
Kugluktuk (Coppermine)	(867) 982-4471	(867) 982-3060
Gjoa Haven	(867) 360-7141	(867) 360-6049
Igloolik	(867) 934-8830	(867) 934-8757
Pangnirtung	(867) 473-8953	(867) 473-8832

Training is encouraged on all construction projects and, in some tenders, will be made a contract requirement. Funding to offset training costs is provided through the Building and Learning strategy, the Apprenticeship Program, the Training On The Job Program and Women in Trades and Technology, and as a contract bonus pursuant to the Nunavummi Nangminiaqtunik Ikajuuti Policy, Government of Nunavut. Contractors can obtain further information from the Education Department Career Centres, Government of Nunavut.

Education Department Career Centres, Government of Nunavut:

<u>Location</u>	<u>Phone Number</u>	<u>Facsimile Number</u>
Cambridge Bay	(867) 983-7214	(867) 983-2004
Iqaluit	(867) 975-5653	(867) 975-5670
Rankin Inlet	(867) 645-5039	(867) 645-2148
Igloolik	(867) 934-8192	(867) 934-8808

EMPLOYMENT REPORT

The successful General Contractor will be required to complete an Employment Report for ALL site employees that have worked on this project. The Contractor is required to complete a standard GN employment report.

A SAMPLE of the required Employment Report is attached on the following page. This form is available from the Owner.

This information **must** be submitted with each Progress Claim on contracts over \$100,000.00 as well as with the Substantial Certificate of Completion, updated with the Final Certificate of Completion.

For projects under or equal to \$100,000.00 the Employment Report must be submitted with the substantial Certificate of Completion, updated with the Final certificate of Completion. At the sole discretion of the owner, the information may be required with each Progress Claim.

It is the General Contractor's responsibility to obtain the required information from the sub-trades and sub-sub-trades.

The successful General Contractor shall comply with the requirements of Clauses GC52, GC53, GC54 and GC55. Specifically in respect to Clause GC54, if requested to do so by the Owner, the successful General Contractor shall be responsible to obtain an "Employee Verification and Consent Form" included as Appendix "B", page 4.

EMPLOYMENT REPORT

Project Name:	Project Location:
General Contractor:	Project No: Contract No:
Report Submitted by (General/Subcontractor):	Reporting Period From: To:

This Employment Report is Submitted With: *(CHECK ONE)*

<input type="checkbox"/> Progress Claim No. _____ Date:	<input type="checkbox"/> Substantial Certificate of Completion Date:	<input type="checkbox"/> Final Certificate of Completion Date:
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Employee's Name	** Inuit		Employee's Address: (Street Address & Mailing if different)	Date Hired:	Date Terminated:	Hrs. Work. This Period:	Hours Worked To Date:	Gross Income This Period:	Gross Income To Date:	* Class
	Yes	No								

<u>Contractors / Subcontractors Name & Title</u> (Print)	<u>Contractors / Subcontractors Signature:</u>	<u>Date:</u>

* Classifications:

1. Superintendent	2. Carpenter	3. Carpenter Apprentice	4. Labourer	5. Mechanical	6. Mechanical Apprentice	7. Electrician	8. Electrical Apprentice	9. Drywall/ Painter	10. Drywall / Painter Apprentice	11. Other (specify)
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**Beneficiary of the Nunavut Land Claim Agreement

EMPLOYEE VERIFICATION AND CONSENT FORM

TO: GOVERNMENT OF NUNAVUT (GN)

My full name is _____
(Print or Type)

My permanent home address is _____
(mailing and physical
address) _____

I am employed by _____

On _____
(Name or Description of Project)

I have lived in Nunavut for at least the past 12 months and in _____

_____ For at least the past 6 months.
(Community)

AND TO WHOM IT MAY CONCERN

I hereby authorize any Federal, Provincial or Territorial government department or agency to release particulars and/or a copy of my Nunavut Health Care Card, Nunavut Driver's License, Nunavut Motor Vehicle Registration, Nunavut General Hunting License, and Nunavut Tungavik Inc. (NTI) to release my Beneficiary number or card, or any other documentation which the GN may deem helpful or necessary in verifying my place of residence or Beneficiary status.

(Witness) _____
(Employee Signature)

Signed _____, _____
(Date) (Year)

BID ADJUSTMENT INFORMATION

- This contract shall be awarded to the Tenderer who is responsive and responsible (as defined in the Government Contract Regulations) and who has submitted a tender that, after the application of any tender adjustment permitted under the Nunavummi Nangminiaqtunik Ikajuuti (NNI) Policy, is lower than that submitted by any other responsive and responsible Tenderer. Bid and contract requirements have been developed to comply with the letter and the spirit and intent of the NNI Policy.
- If and when requested by the GN, the Tenderer shall, prior to award, provide the GN with any and all clarifications, substantiations or further explanation about the proposals made by the Tenderer in respect to Local, Nunavut, Inuit and other content contained in their bid and reflected on Appendices "B-1" and "B-2".
- Tenderers are required to identify the dollar value of Own Forces as well as to name **ALL** subcontractors/suppliers and to identify their dollar value.
- Amendments affecting the tendered price shall require the Tenderer to also amend Appendix "B-1" to reflect the change, prior to the Phase I tender closing.
- Dollar value of Own Forces/Subcontractors noted in Appendix "B-1" shall include all amounts listed in Appendix "B-2" (i.e. payroll, transportation, equipment, etc.) for the Tenderer and all subcontractors. B-2 amounts that exceed the B-1 amounts will not be considered for bid adjustment.
- Dollar value(s) for payroll on Appendix "B-2" shall include all payroll costs for all divisions of work identified as Own Forces.
- An approved Nunavut Business or Inuit Firm will only receive bid adjustments for subcontractors, suppliers, payroll, and other bid components for those parts of bid that are Own Forces, or that are subcontracted to approved Nunavut businesses and/or Inuit firms, or for payroll to Inuit or Nunavut Residents. Bid adjustments will not be given for those portions of the bid that are not Nunavut or Inuit content. The definition of "Nunavut Business", "Inuit Firm", "Inuit" and "Nunavut Resident" are to be those definitions in the NNI Policy Definitions Appendix.
- Any business that is not an approved Nunavut Business, two weeks prior to tender closing, or is not an approved Inuit Firm prior to tender close, will not receive a bid adjustment for their portion of the bid, with the exception of the Inuit and/or Nunavut Payroll components, and amounts listed on Appendix B-1 as subcontracted to Nunavut and/or Inuit firms approved by the foregoing deadlines. Payroll to Inuit and Payroll to Nunavut Residents, need not be supplied by an Inuit Firm or a Nunavut Business to receive a bid adjustment.
- A Tenderer (General Contractor) that is not a Nunavut Business or an Inuit Firm will only receive bid adjustments for Inuit and/or Nunavut Payroll amounts, and for amounts identified on Appendix B-1 as going to approved Nunavut Businesses and/or Inuit Firms. A completed Appendix B-2 for each named Nunavut Business and/or Inuit firm listed on Appendix B-1 must be submitted by the General Contractor for the Nunavut and/or Inuit subcontractor or supplier amounts to be eligible for bid adjustment.
- For companies listed as suppliers of materials, to receive the Nunavut bid adjustment, the company listed must be specifically approved by the GN for Supply of the applicable type of materials 2 weeks prior to the closing.
- to be eligible for an extra adjustment for "Local", the bid amount must first be eligible for an adjustment as a Nunavut business, or an Inuit firm.