Electronic Contract Forms

Public Works & Services has implemented an electronic forms system that is accessible from the department’s web site. These forms are on-line templates used to generate standard contract documents and are restricted for internal GNWT use only.

Installation Process

GNWT users (including Boards and Agencies situated within the GNWT network) have access to the electronic contract forms. Users must register on-line with PW&S in order to receive access to the forms. To register on the system users should go to the PW&S Homepage:

http://www.pws.gov.nt.ca/

On the Homepage choose the quick link “Internal Service”. If you are a first time user you will need to click on the “Register Now” button and respond to the requisite list of questions. Previously registered users will be automatically transferred to the electronic contract forms page.

All of the below listed documents are now located on the Electronic Forms system. If you have old paper copies of these documents they should be destroyed as the terms and conditions may be superseded and there is the potential for duplicate numbering.

Contract and Procurement Documents

Request for Quotations

This form is designed for obtaining quotations for low value goods and services requirements. With the change to the sole source limit to $5000 this form has become redundant. Although it is not required that we obtain competitive pricing for goods and services valued under $5000, it is a practice that is encouraged in order to obtain the best value for government.
**Request for Tenders**

This form provides for formal tendering of goods and materials. An additional feature of this form is the capability of copying reoccurring request for tenders, thereby eliminating the task of data entry.

**Request for Tenders/Contract – Aircraft Services**

This form is specifically designed for obtaining bids for aircraft chartering requirements. It is set out as a tender/contract form so that the successful bid can be countersigned to become the actual contract document.

**Purchase Order**

This standard format is consistent with the Request for Tenders – Goods so that saved text can be easily inserted into the form. Access to the text database is also provided.

**Service Tender/Contract**

This form is designed specifically for contracting for services. The system allows for several options including:

- Single form tender and acceptance;
- Access to text database for repeat use;
- Standardized General Conditions covering general services, consulting services and construction services

**Standing Offer Agreement – Services**

This form accommodates standing offer agreements for services.

**Standing Offer Agreement – Goods**

This form accommodates standing offer agreements for goods.

**Standing Offer Agreement – Maintenance Services**

This form accommodates standing offer agreements for routine maintenance of GNWT buildings and assets.
Contract Support

**Contract Summary & Commitment**

This form has three purposes:

- Financial commitment of the contract
- Obtaining approval to contract
- Collecting contract information for reporting purposes

**Tender Addendum**

This is a standard format for issuing addenda to tender documents.

**Contract Change Form**

This is a standard format for issuing change orders to contracts.

**Memorandum of Understanding – Technical Advisor**

Specialized PW&S document for provision of Technical Advisor Services.

**Water Service Agreement**

Specialized PW&S document for provision of operation and maintenance services for the water supply system.

Construction

**Risk Management Reporting Form**

This form is used by PW&S Project staff notify Dept. of Finance, Risk Mgmt. group as to construction projects requiring underwriting services.
**Employment Report**

This report is used to identify the level of northern and local involvement in GNWT construction projects and verify that levels identified in the contractor’s bid are met.

**Application for Certificate of Substantial Completion**

This is the contractor application form requesting GNWT confirmation that the work on the project is substantially complete.

**Statutory Declaration**

Specialized PW&S document confirming all subcontractors and suppliers to the project have been fully paid except for holdbacks.

**P.O. Tools**

Specialized PW&S program used by Project staff to track project cost until completion of the project.

**Construction Tender**

Also known as the major works tender. This template document is used for the procurement of large dollar projects in excess of $100,000.

**Construction Contract**

This major works contract is used for larger scale project in excess of $100,000.

**Consultant Agreement**

A contract to provide building engineering and design services on GNWT building projects.
Negotiated Contracts

Sample Response Letter
This standard form letter should be forwarded to advise eligible contactors the process to follow to formally apply for a negotiated contract.

Sample Evaluation
Is the format to be used to evaluate the merit of a proposed Negotiated Contract application.

Sample Decision Paper
If the eligible contractor has met the Negotiated Contract requirements, the decision paper format should be utilized for recommending authorization to negotiate to Cabinet.

Request for Proposals

RFP Guide
A step-by-step guide to the Request for Proposals process for anyone who is contemplating issuing a Request for Proposals.

RFP – General Services
Request for proposals template for all service except consulting.

RFP – A&E
Request for proposals template for engineering and design services.

RFP – General Consultant Service
Request for proposal for all other consulting services excluding A&E consulting.
Requisitions

Requisition for Stock Items
Form used to order goods currently stocked at the GNWT warehouse.

Requisition for Supplies and Services
Initiation document used for most goods and services purchases.

Requisition for Air Charter Services
Specialty requisition form for chartering airplanes

Requisition for Minor Works
Form used to request improvements to GNWT owned or leased assets under operational funding.

Notice Boards

GNWT Air Charters
A notice board of scheduled air charters as booked by individual departments.

Standing Offer Agreements
A bulletin board listing standing offer agreements, an initiation document used for most goods and services purchases.

Other Resources

PIM/SDLC
The Project Implementation Methodology (PIM) is a GNWT standard for software application development, implementation
and project management. The PIM includes a Systems Development Life Cycle (SDLC) methodology and a Project Management methodology. This document is posted on behalf of the Office of the Chief Information Officer and is a reference for systems development contractors.

**Surplus Goods**

**Surplus Goods**

Form used to declare goods surplus to a department and by this report, those goods are turned over to PW&S for final disposition.

**Transfer Agreement**

Internal form utilized by PW&S to transfer an asset from PWS to an Accepting department with the accepting department acknowledging receipt of the good and assuming responsibility for the good.

**Motor Vehicle Bill of Sale**

Form utilized by to register a change of ownership of a vehicle.