

NOTICE TO CONTRACTOR - Mandatory Completion of Indigenous Procurement Program Activity Report (IPPAR)

Special Provision No. CMO0005

The Contract has been identified as an opportunity under the Indigenous Procurement Program (IPP). A completed Indigenous Procurement Program Activity Report (IPPAR) shall submit to the Contract Administrator each month. The report shall record all payments made to all Indigenous Businesses and/or individuals for goods and/or services required by the Contract. The IPPAR shall also include:

- a) Proof of Indigenous Business status (if requested);
- b) The number of employees who have affirmed they identify as an Indigenous person;
- c) Part or full time employment;
- d) The number of employment hours;
- e) The number of hours directly attributed to training towards a certification or license in a skilled trade; and
- f) Proof of payment for all goods, services, equipment and materials made to support Indigenous procurement requirements.

The IPPAR template will be provided to the Contractor upon Contract execution.

WARRANT: Insert only at the discretion of the Contract Management Office.

Shall only be used when procurement is a single/sole source procurement.

Shall not be used with NSSP CMO0003 and/or CMO0004.