



**APPENDIX J – INDIGENOUS PARTICIPATION REPORTING**

In accordance with SC 4 and Appendix I Indigenous Participation, the Consultant is requested to compile and maintain records on the Indigenous Participation completed under call-ups resulting from the Standing Offer. This data should include all purchases done by Canada.

The Consultant should provide this data using the format in this appendix. If some data is not available, the reason should be indicated in the report. If no Indigenous Participation is done during a given period, the Consultant should provide a "nil" report.

The data should be submitted on a *quarterly basis* to the Contracting Authority.

The quarterly reporting periods are defined as follows:

- a) first quarter: April 1 to June 30
- b) second quarter: July 1 to September 30
- c) third quarter: October 1 to December 31
- d) fourth quarter: January 1 to March 31

The data should be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

**1. Instructions to Consultant:**

- a) Section 1 and 2 should be submitted with each status report.
- b) Cumulative data to be integrated in each report (i.e. if reporting starts in January, the January report will only include January data; the February report will include the cumulative total of January and February data; the March report will include the cumulative total of January and February data; etc.)
- c) Any questions regarding completion of the status reports are to be directed to the Contracting Authority.

**2. Section 1 – Cumulative Consultant Indigenous Employee Status Report:**

**2.1 Summary**

Reporting Period (as at date): \_\_\_\_\_

Position (per Consultant employee)	Call-up Number	Indigenous Person (Yes/No)	Hours Worked in Reporting Period	Pay Earned to Date
<b>Cumulative total of all pay earned to date:</b>				

**2.2 Current Consultant Indigenous Employee Summary:**

- a) Total Number of Consultant Indigenous Employees: \_\_\_\_\_
- b) Total Number of Consultant Indigenous Employee Hours: \_\_\_\_\_
- c) Total Pay Earned by Consultant Indigenous Employees: \_\_\_\_\_



**3. Section 2 - Cumulative Subcontractor Employee Status Report - Services**

**3.1 Summary**

Reporting Period (as at date): \_\_\_\_\_

Indigenous Business Name	Position (per subcontractor employee)	Call-up Number	Indigenous Person (Yes/No)	Hours Worked in Reporting Period	Pay Earned to Date
<b>Cumulative total of all pay earned to date:</b>					

**3.2 Current Sub-contractor Indigenous Employee Summary:**

- a. Total Number of sub-contractor Indigenous Employees: \_\_\_\_\_
- b. Total Number of sub-contractor Indigenous Employee Hours: \_\_\_\_\_
- c. Total Pay Earned by sub-contractor Indigenous Employees: \_\_\_\_\_