

# Guides & Resources

BOOKLET 8



## Procurement in Indigenous Communities



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## About these books

The Procurement Books are a series of books to offer guidance to Indigenous communities who want to get better value for their money when they purchase goods and services. The books outline the general procurement principles, procedures and practices for those Indigenous communities interested to establish a procurement process. The books are designed to address many of the procurement challenges associated with Indigenous communities.

The goal of these books are to help Indigenous communities to purchase goods and services including the construction of homes are acquired by the Communities though a process that is fair, open, transparent (gifting) , non-discriminatory, geographically neutral and accessible to qualified suppliers, subject only to established procurement policies.

The Procurement Books include:

- 1. Introduction to Procurement in Indigenous Communities
- 2. Construction & Procurement in Indigenous Communities
- 3. Roles and Responsibilities, Construction Documents & Construction Contracts
- 4. Pre- Contract Phase – Preparing the Bid
- 5. Contracting Phase
- 6. Contract Administration Phase
- 7. Post-Contract Phase
- 8. Guides & Resources
- 9. Terms & Conditions/Definitions

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## **Disclaimer**

*The views in these books are those of the authors and do not necessarily reflect the views and policies of ISC or the Board of FNNBOA. FNNBOA does not guarantee the accuracy of the information in these books and accepts no responsibility for any consequence of their use. The reference of specific websites does not imply that they are endorsing the information in the books. The information contained in these books are provided for general information purposes only and do not constitute legal or professional advice on any subject matter. FNNBOA does not accept any liability for actions arising from its use and cannot be held responsible for the contents of any pages referenced by an external link. Given the nature of procurement, it is recommended that Indigenous communities seek advice from legal counsel or a professional procurement expert regarding their procurement policies.*

# 1. Guides

Booklet 8 focuses on providing some key guides and resources that the project manager and contractors must refer to with respect to design, costing, management and inspection of a project.

Guides are available through:

- Canada Mortgage Housing Corporation (CMHC)  
<https://cmhc-schl.gc.ca/en/library>
- National Research Council (National Building Codes)  
<https://nrc.canada.ca/en/certifications-evaluations-standards/codes-canada/codes-canada-publications/how-order>
- First Nations National Building Officers Association (FNNBOA)  
<https://www.fnnboa.ca/>
- Canadian Construction Association  
<https://www.cca-acc.com/>
- Canadian Home Builders Association  
<http://www.chba.ca/>
- Construction Specifications Canada/ Construction Specifications Institute (CSC/CSI)  
<https://csc-dcc.ca/>
- Canadian Construction Materials Centre (CCMC)  
<https://nrc.canada.ca/en/certifications-evaluations-standards/canadian-construction-materials-centre/construction-product-approvals-canada>
- Canadian Institute of quantity Surveyors  
<http://www.ciqs.org/english/index>

## 2. CCMC

The Canadian Construction Materials Centre (CCMC), which operates within the National Research Council of Canada, offers a national evaluation service innovative building construction material, products, systems and services. CCMC evaluations are supported by the latest technical research and expertise and are based on the requirements of the National Building Code of Canada or provincial/territorial building codes.

CCMC-evaluated products are used in commercial and residential buildings.

CCMC operates under the general policy and technical advice of the Canadian Commission on Construction Materials Evaluation (CCCME), whose members are drawn from across the country.

CCMC also organizes its information through the MasterFormat™ and Uniformat™ classification systems.

### **3. Standards**

Standards are another tool to ensure quality construction. Standards are documents describing tests and level of acceptable performances for materials, processes, installation methods and administrative procedures. Most of the standards referenced in national codes are standards developed by recognized public or private standard development organizations (SDOs) through a consensus process, often with public input.

In Canada, many SDOs are recognized. For example, you can reference standards from:

- CSA Group  
[https://www.csagroup.org/standards/?utm\\_referrer=http%3A%2F%2Fwww.bing.com%2Fsearch%3Fq%3Dcsa%26qs%3Dds%26form%3DQBRE](https://www.csagroup.org/standards/?utm_referrer=http%3A%2F%2Fwww.bing.com%2Fsearch%3Fq%3Dcsa%26qs%3Dds%26form%3DQBRE)
- Underwriters Laboratories of Canada  
<https://canada.ul.com/>
- ASTM International  
<https://www.astm.org/>
- International Standard Organization  
<https://www.iso.org/home.html>
- Warnock Hersey, CGSB, Etc.  
<https://www.intertek.com/marks/wh/>

The full list of standards development organizations accredited by the Standards Council of Canada can be found on their website:

<http://www.scc.ca/en/accreditation/standards/directory-of-accredited-standards-development-organizations>

### **4. National Master Specification (NMS)**

The Canadian National Master Construction Specification (NMS) is the most comprehensive master specification in Canada, serving as an easy-to-use framework for writing construction project specifications.

The NMS is a reference document containing approximately 785 master specifications in both English and French. Each section is designed to be adapted from the original master to produce a project-specific document. It is intended for use by the federal government, other public organizations, and the private sector in the preparation of construction and renovation contract documents.

The content reflects the expertise of many of Canada's foremost authorities on specifications, contract documents, and construction technology. A complete set of specifications in both official languages can be purchased in print or electronic format from one of NMS licensed publishers.

Individual specialty packages are also available for specifications related to: Architecture, Air Transportation, Building Services, Electrical, Heavy Civil Engineering, Interior Design, Landscape Architecture, Mechanical, Restoration-Conservation, and Structural Engineering.

Numbers and Titles Link: <https://www.edmca.com/media/35207/masterformat-2016.pdf>

The NMS contains information about recommended materials and installation procedures that can help inform project managers and housing managers. Even if the document is not an easy read in its unedited version, it is useful for the writing specifications sections and start project manuals.

Construction Specifications Canada link: <http://csc-dcc.ca/Document+Store/MasterFormat/>

Consistent use of Section Format reduces the chance of omissions or duplication in project specifications.

## 4.1 Master Specifications: Example of NMS

Section format is designed with three parts:

**Part 1: General** - defines the specific administrative and procedural requirements unique to the section; complements Division 1 subject content without duplicating statements.

- Summary
- References
- Definitions
- System description
- Submittals
- Quality assurance
- Delivery, storage and handling
- Project conditions or site conditions
- Sequencing
- Scheduling
- Warranty
- System start-up
- Council's instruction
- Commissioning
- Maintenance

**Part 2: Products** – presents the description and quality of items that are required for the project under that section in detail:

- Manufacturers
- Existing products
- Materials
- Manufactured units
- Equipment
- Components
- Accessories
- Mixes
- Fabrication
- Finishes
- Source quality control

**Part 3: Execution** – Describes preparatory actions and how the products are to be incorporated into the project in detail:

- Acceptable installers
- Examination
- Preparation
- Erection
- Installation
- Application
- Construction
- Repair/restoration
- Reinstallation
- Field quality control
- Adjusting
- Cleaning
- Demonstration
- Protection
- Schedules

While the NMS is NOT directed at residential construction, information included about bidding and technical requirements can be useful for residential construction in FN communities.

## **4.2 Overview & how it works**

NMS is an extensive library of construction specification sections, which are used by government and the private sector. Available in English and French, NMS is a resource tool designed for the Canadian building construction industry, containing more than 780 specification sections and comprising about 7000 pages in each language.

NMS is supported by major construction industry associations and is updated regularly by industry specialists to incorporate changes in:

- Technology
- Environmentally responsible options for materials, products and systems
- Installation requirements and methods
- Current industry practices

NMS is a resource tool and reference document. It is a delete master that provides bracketed optional text and blank spaces requiring selection and editing by the project specification writer.

Reference to materials and methods in NMS does not necessarily preclude the use of other suitable materials and methods.

NMS is divided into divisions and sections in accordance with MasterFormat™ and UniFormat™.

NMS prescriptive sections are formatted in accordance with SectionFormat™, which is a recommended three-part format for construction specifications that is jointly produced by CSC/CSI (Construction Specifications Canada/ Construction Specifications Institute).

NMS performance sections are formatted following recommendations outlined in CSI's PPDFormat (PPD stands for Preliminary Project Description). The format was later adapted to better capture information available at later stages of the project.

NMS is available in various electronic formats through authorized publishers. Each publisher produces software applications that enhance the ease of use of NMS.

### **4.3 NMS development**

NRC's Construction Research Centre is responsible for ensuring that NMS is current, concise, and practical. To this end, the NMS Technical Team manages and maintains NMS by:

- Developing work plans for the maintenance and updating of NMS database
- Administering the NMS technical review process
- Maintaining the integrity, style, and format of NMS

NRC co-ordinates the continuing development, maintenance, and updating of:

- General construction specification sections
- Sections on historic structures and conservation for Parks Canada, Canadian Heritage, and Environment and Climate Change Canada
- Specialty sections for Public Services and Procurement Canada, National Defence, and the private sector
- A list of reference standards

## 4.4 Use of NMS

Most design firms, government agencies, architects and engineers use a master specification to draft their project specification. NMS is primarily used for public projects, but can also be used on private projects.

For FN communities, NMS might not be the first choice to use as a master specification for projects; however, it is a useful source that can provide a base for Chiefs and Councils to develop their own documents.

The NMS serves the following purposes:

- Speeds up and improves efficiency for the preparation of specifications
- Provides technical text offering known choices to be selected that expands decision making capability
- Provides a checklist of items to consider and coordinate with the construction drawings
- Provides standardization that reflects good construction practices

## 5. Need more information?

- Specification – Samples (ARCAT)  
<https://www.arcata.com/sd/specifications.shtml>
- Construction and Design Standards (Region of Waterloo)  
<https://www.regionofwaterloo.ca/en/doing-business/Construction-Design-Standards-and-Guidelines.aspx>
- Construction Contracting Guidelines for First Nations/Aboriginal Communities  
<https://www.sac-isc.gc.ca/eng/1493132907312/1533649929381>
- Residential Occupancy Permit Checklist (Lambton, Ontario sample)  
[https://www.lambtononline.ca/home/residents/buildingservices/Documents/TACB\\_OC\\_Residential\\_Occupancy\\_Permit\\_Checklist.pdf](https://www.lambtononline.ca/home/residents/buildingservices/Documents/TACB_OC_Residential_Occupancy_Permit_Checklist.pdf)