IndigiMatch

Vendor Intake Form

Your guiding path to procurement excellence

This form builds your IndigiMatch supplier profile. IndigiMatch uses it to verify Indigenous ownership, understand your capabilities and service areas, and match you to procurement opportunities with prime contractors and government buyers. Complete it once and update it whenever your business changes.

HOW TO COMPLETE

1. Work through the tabs in order. Fields marked * are required; everything else helps your match quality.
2. Type into the light blue cells. Choose from the list in the light gold cells.
3. Grey italic rows are examples showing the expected format. Leave them as they are.
4. Check the completion tracker below, then email the completed form and supporting documents to welcome@indigimatch.ai.

Legend	Type your answer	Choose from list

SECTIONS AND COMPLETION TRACKER

Tab	What it covers	Required fields
1. Company Profile	Identity, contacts, head office, size, operating locations	0 of 16
2. About Your Company	Company description, services and products, credentials	0 of 5
3. Ownership & Control	Ownership category, majority and minority owners, control, IBD / CCIB	0 of 12
4. Capabilities	NAICS codes, keywords, capability matrix, top 3 capabilities	0 of 4
5. Certifications	Quality, safety, security and professional credentials	0 of 6
6. Areas of Service	Sectors served, provinces and territories, remote reach	0 of 3
7. Capacity & Experience	Workforce, government contracts and amounts, past work	0 of 3
8. Business Readiness	Supplier registrations, NDAs, code of conduct	0 of 2
9. Participation & Growth	Community impact, teaming, growth plans	0 of 1
10. Supporting Documents	Checklist of documents to attach	Optional
11. Declaration	Declaration, sharing consent, signature	0 of 8

How your information is used: IndigiMatch uses this profile to verify Indigenous ownership, set your verification tier and match you to procurement opportunities. Complete, verifiable answers produce the best matches. Your information is handled in line with Canadian privacy law and shared only as described in Section 11.

Questions welcome@indigimatch.ai | indigimatch.ai

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SECTION 1 | COMPANY PROFILE

*Who you are and how to reach you. Fields marked * are required.*

1A Company identity

Field	Your response	Required?	Guidance
Legal company name *		**Required**	Full legal name as registered.
Operating / trade name		Optional	If different from legal name.
CRA Business Number (9 digits) *		**Required**	Used to confirm the business exists and to match public registry records.
Jurisdiction of incorporation *		**Required**	Where the business is registered.
Year established *		**Required**	Four-digit year, e.g. 2014.
Business structure *		**Required**	Select the closest match.
Website		Optional	Company website URL.

1B Contacts

Field	Your response	Required?	Guidance
Primary contact name *		**Required**	Person IndigiMatch should contact about opportunities.
Primary contact title *		**Required**	Job title or position.
Primary contact email *		**Required**	Business email address.
Primary contact phone *		**Required**	Include area code.
Secondary contact name		Optional	Backup contact.
Secondary contact title		Optional	
Secondary contact email		Optional	
Secondary contact phone		Optional	

1C Head office

Field	Your response	Required?	Guidance
Street address *		**Required**	Physical address of head office.
City / community *		**Required**	
Province / territory *		**Required**	
Postal code *		**Required**	
Head office located on reserve or on settlement / treaty lands? *		**Required**	Some buyers give additional weight to businesses operating in Indigenous communities.
Total number of employees *		**Required**	All staff, including part-time.
Number of full-time employees *		**Required**	Enter a number. Used with Section 3 to check Indigenous employment requirements for businesses with 6+ full-time staff.
Annual revenue range (most recent fiscal year)		Optional	Used only to match you to opportunities of a suitable size. Not shared without your consent.

1D Operating locations (list all facilities, yards, shops and offices)

Facility name	City / community, province	Facility type	# of employees	Owned or leased
Example: Main shop	*Thunder Bay, ON*	*Shop / maintenance*	*11-25*	*Owned*

SECTION 2 | ABOUT YOUR COMPANY

In your own words: who you are and what you offer. This text becomes the public summary on your IndigiMatch profile, so write it for buyers.

2A Company description

Field	Your response	Required?	Guidance
Company overview *		Required	About 100 words: what you do, who you serve and where you work. This is the first thing buyers read on your profile.
Company history and story		Optional	When and why the company started, its community roots and key milestones.
Mission, vision or values		Optional	What guides how you do business.
What sets you apart *		Required	Your strengths compared with competitors: expertise, equipment, local knowledge, safety record, community relationships.
Typical customers *		Required	Types of buyers you work for, e.g. mining operators, municipalities, federal departments, prime contractors. Names are not required.

2B Services and products (list your main offerings, most important first)

Service or product	Description (what is included, standards met)	Offered since (year)	Main sector served	Share of your business
Example: Environmental monitoring	*Surface water and sediment sampling to provincial protocols; field reports within 10 days*	*2016*	*Mining & Minerals*	*Main line of business*

** Required: complete at least the first row (service or product and description).*

2C Credentials and reputation

Field	Your response	Required?	Guidance
Notable projects or achievements		Optional	Two or three highlights, described generically. No confidential client details.
Awards and recognition		Optional	Industry, community or business awards.
Industry associations and memberships		Optional	e.g. chambers of commerce, trade associations, Indigenous business networks.
Capability statement or brochure		Optional	Web link, or attach it with your submission (see Section 10).

SECTION 3 | INDIGENOUS OWNERSHIP & CONTROL

Ownership, control and registry status. This section drives the IndigiMatch verification tier shown on your profile.

3A Indigenous identity and ownership

Field	Your response	Required?	Guidance
Indigenous ownership category *		Required	Majority-owned, joint venture and community-owned companies complete 3C. Indigenous minority-owned companies complete 3D instead.
Indigenous identity of the Indigenous owner(s) *		Required	Select the identity of the Indigenous owners.
Nation, community or organization of affiliation *		Required	e.g. the First Nation, Métis community or Inuit region the Indigenous owners belong to.
Treaty area / traditional territory of head office		Optional	e.g. Robinson-Superior Treaty area.
Total Indigenous ownership (%) *		Required	Enter a percentage, e.g. 100%. Should match table 3C or 3D below.
Total Indigenous voting control (%) *		Required	Share of voting rights held by Indigenous owners.
At least 51% Indigenous owned AND controlled? *		Required	The standard federal test for an Indigenous business.
If 6+ full-time employees: are at least one-third Indigenous? *		Required	Part of the federal Indigenous business definition for larger firms. Select 'Not applicable' if under 6 full-time staff.
Is the business a joint venture with an Indigenous partner? *		Required	If yes, complete the joint venture questions below.
Joint venture: Indigenous partner's share (%)		Optional	Share of the JV held by the Indigenous partner.
Joint venture: Indigenous partner's share of the work (%)		Optional	Share of the JV's work performed by the Indigenous partner.

3B Registries and certifications

Field	Your response	Required?	Guidance
Listed in the Indigenous Business Directory (IBD)? *		Required	Federal directory maintained by Indigenous Services Canada.
IBD listing name or ID		Optional	As it appears in the directory.
Certified by the Canadian Council for Indigenous Business (CCIB)? *		Required	Certified Indigenous Business (CIB) status.
CCIB certificate number		Optional	
CCIB certification expiry date		Optional	YYYY-MM-DD
Other Indigenous registry or certification		Optional	e.g. CAMSC, a provincial or Nation-level registry. Include number and expiry.
Modern treaty beneficiary business?		Optional	If yes, name the modern treaty or land claim agreement.
Modern treaty / land claim agreement name		Optional	

3C Ownership table: majority Indigenous-owned, joint venture and community-owned companies (list every owner)

Owner / shareholder name	Ownership %	Voting control %	Indigenous owner?	Proof of identity available?
Example: Jane Doe	*60%*	*60%*	*Yes*	*Yes*
Total (should equal 100%)	**0%**	**0%**		

Enter percentages as numbers with % (e.g. 51%). Proof of identity is not attached to this form; IndigiMatch will ask for it during verification if needed.

3D Indigenous minority-owned companies (Indigenous ownership under 51%)

Complete this part instead of the table above if your Indigenous owners hold less than 51%. List the Indigenous owner(s) and the non-Indigenous owner(s) separately. IndigiMatch profiles Indigenous minority-owned companies and records them separately from majority Indigenous-owned businesses.

Indigenous owner(s)

Owner name	Nation / community	Ownership %	Role / title in the company	Voting control %
Example: Jane Doe	*Example First Nation*	*35%*	*President; signing authority*	*35%*

Non-Indigenous owner(s)

Owner name (person or company)	Owner type	Ownership %	Role / title in the company	Voting control %
Example: Northern Holdings Ltd.	*Corporation*	*65%*	*Minority partner; no day-to-day role*	*65%*
Total Indigenous ownership		**0%**		**0%**
Total non-Indigenous ownership		**0%**		**0%**
Combined (should equal 100%)		**0%**		**0%**

Field	Your response	Required?	Guidance
How do the Indigenous owners take part in decisions?		Optional	e.g. board seats, signing authority, approval rights over bids or hiring.

Is there a plan or agreement to increase Indigenous ownership?		Optional	
If yes: target Indigenous ownership (%) and timeline		Optional	e.g. 51% by 2029.
How does the company benefit its Indigenous owners and community?		Optional	e.g. profit sharing, employment, training, procurement from Indigenous suppliers.

3E Management and control

Field	Your response	Required?	Guidance
Who holds day-to-day management control and signing authority? *		**Required**	Name(s) and title(s).
Are the Indigenous owners actively involved in running the business? *		**Required**	Describe their role in operations below.
Describe the Indigenous owners' role in operations		Optional	e.g. CEO and operations lead; approves all bids.
Board of directors: Indigenous members / total members		Optional	e.g. 3 of 4.

SECTION 4 | CAPABILITIES

What you can deliver. IndigiMatch matches your capabilities to buyer requirements, so be specific and honest about what is done in-house.

4A Classification codes and keywords

Field	Your response		Required?	Guidance
Primary NAICS code *			**Required**	6-digit North American Industry Classification code for your main line of business.
Other NAICS codes			Optional	List up to five, separated by commas.
UNSPSC or GSIN codes			Optional	Commodity codes you supply under, if known.
Capability keywords *			**Required**	10-20 comma-separated keywords buyers would search for, e.g. 'hydrovac, culvert installation, winter road'.

4B Capability matrix

For each category, select whether you can provide it, your experience level and how much is done in-house, then list the specific products or services. Leave rows that do not apply blank.

Capability category	Can provide?	Experience level	In-house vs subcontracted	Specific products / services
Example: Environmental services, monitoring and remediation	*Yes*	*Extensive (5-10 yrs)*	*75-99% in-house*	*Surface water sampling, wildlife monitoring, spill response*
Construction - general, civil and earthworks				
Construction - specialty trades (electrical, mechanical, etc.)				
Transmission, distribution and utilities				
Engineering and design services				
Environmental services, monitoring and remediation				
Mining and resource support services				
Manufacturing and fabrication				
Machining and metalwork				
Aerospace and defence components / MRO				
Equipment maintenance, repair and overhaul (non-aerospace)				
Facilities management and maintenance				
Janitorial, camp and catering services				
Security services				
Transportation, logistics and freight				
Heavy equipment rental and operation				
Supply and distribution of goods				
Information technology and cybersecurity				
Technical publications, translation and documentation				
Professional and management consulting				
Training, recruitment and workforce services				
Community and stakeholder engagement				
Health, safety and emergency services				
Other (describe in column E)				

4C Top three capabilities in detail

Capability 1	Your response		Required?	Guidance
Name and description *			**Required**	What you deliver and to what standard.
Key equipment, facilities or technology			Optional	Major equipment, fleet or systems used.
Capacity, lead time and surge ability *			**Required**	e.g. 3 crews; 2-week mobilization; can double for 90 days.
Largest comparable job completed			Optional	Generic scope and year. No confidential client details.
Capability 2	**Your response**		**Required?**	**Guidance**

Name and description		Optional	What you deliver and to what standard.
Key equipment, facilities or technology		Optional	Major equipment, fleet or systems used.
Capacity, lead time and surge ability		Optional	e.g. 3 crews; 2-week mobilization; can double for 90 days.
Largest comparable job completed		Optional	Generic scope and year. No confidential client details.

Capability 3	**Your response**	**Required?**	**Guidance**
Name and description		Optional	What you deliver and to what standard.
Key equipment, facilities or technology		Optional	Major equipment, fleet or systems used.
Capacity, lead time and surge ability		Optional	e.g. 3 crews; 2-week mobilization; can double for 90 days.
Largest comparable job completed		Optional	Generic scope and year. No confidential client details.

SECTION 5 | CERTIFICATIONS & COMPLIANCE

Quality, safety, security and professional credentials. Both current and in-progress certifications are recorded.

5A Management system and industry certifications

Certification	Status	Certifying body	Certificate number	Expiry (YYYY-MM-DD)
Example: ISO 9001 (quality)	*Certified*	*Certifying registrar name*	*CERT-12345*	*2027-06-30*
ISO 9001 (quality)				
AS9100 (aerospace quality)				
AS9110 (aerospace maintenance)				
AS9120 (aerospace distribution)				
ISO 14001 (environmental)				
ISO 45001 (occupational health and safety)				
ISO/IEC 27001 (information security)				
SOC 2 (IT service controls)				
Certificate of Recognition - COR (safety)				
Transport Canada approval (e.g. AMO)				
CSA / UL product certification				
Other:				
Other:				

5B Health and safety

Field	Your response	Guidance	Required?
Written health and safety program in place? *		Policy, hazard assessments, training records.	**Required**
Workers' compensation (WSIB / WCB) account in good standing? *		A clearance certificate may be requested.	**Required**
Safety pre-qualification platforms you are registered with		e.g. ISNetworld, Avetta, ComplyWorks, Cognibox.	Optional
Lost-time injuries in the last 3 years		Enter a number.	Optional
Professional licences and trade certifications held		e.g. engineering Certificate of Authorization, electrical contractor licence, Red Seal trades.	Optional

5C Defence, security and export controls

Field	Your response	Guidance	Required?
Registered in the Controlled Goods Program (CGP)? *		Required to examine, possess or transfer controlled goods.	**Required**
CGP registration number and expiry		If registered.	Optional
Organization security screening (Contract Security Program) *		Highest level your organization holds.	**Required**
Number of staff with active personnel security clearances		Reliability, Secret or Top Secret.	Optional
Able to handle ITAR / EAR export-controlled work? *		U.S. export control regimes that apply to many defence items.	**Required**
Export compliance training and access controls in place?			Optional

5D Quality and information security practices

Practice	In place?	Documented?	Notes	
Non-conformance / corrective and preventive action (CAPA)				
Calibration program				
Traceability of materials and work				
Document control				
Supplier / subcontractor management				
Internal audit program				
First article inspection (FAI)				
Multi-factor authentication (MFA)				
Data encryption (at rest and in transit)				
Backup and disaster recovery				
Incident response plan				
Cybersecurity awareness training				

Field	Your response	Guidance		Required?
Can you support customer audits and source inspections? *				**Required**
Record retention period (years)		Enter a number.		Optional

SECTION 6 | AREAS OF SERVICE

Where you work and which sectors you serve. Used to match you to opportunities by location and industry.

6A Sectors served

Sector	Currently serve?	Experience in sector	Notes (types of work in this sector)
Defence & Aerospace			
Federal Government			
Provincial / Municipal Government			
Indigenous Governments & Organizations			
Infrastructure & Transportation			
Energy, Utilities & Transmission			
Oil, Gas & Pipelines			
Mining & Minerals			
Nuclear			
Forestry			
Health Care			
Education			
Telecommunications			
Marine & Shipbuilding			
Private Industry - Other			

6B Provinces and territories

Province / territory	Service level	Northern / remote sites?	Specific regions, communities or territories
Ontario			
Quebec			
Manitoba			
Saskatchewan			
Alberta			
British Columbia			
Nova Scotia			
New Brunswick			
Prince Edward Island			
Newfoundland and Labrador			
Yukon			
Northwest Territories			
Nunavut			
United States			
Other international			

6C Reach and constraints

Field	Your response	Required?	Guidance
Overall service reach *		**Required**	Farthest you routinely deliver.
Able to work at fly-in or remote sites? *		**Required**	Includes winter-road and camp-based work.
Typical mobilization time *		**Required**	Time from award to boots on the ground / first delivery.
Capacity limits		Optional	e.g. maximum concurrent projects or crews.
Seasonal limits		Optional	e.g. no work during spring break-up.
Geographic or export limits		Optional	Regions or countries you cannot serve.
Subcontracting limits		Optional	Work you will not subcontract, or cannot perform without a partner.

SECTION 7 | CAPACITY & EXPERIENCE

Workforce and track record. Keep past-work descriptions generic; do not include controlled or proprietary information.

7A Workforce by function

Function	Key certifications held	# of employees	# Indigenous employees	% Indigenous	# apprentices
Management and administration					
Engineering and technical					
Skilled trades					
General labour / operators					
Production / manufacturing					
Quality, health and safety					
Logistics and supply chain					
IT and digital					
Other					
Total		**0**	**0**		**0**

% Indigenous calculates automatically. Self-identification by employees is voluntary; report only what employees have chosen to share.

7B Government contracting experience

Field	Your response	Required?	Guidance
Held a contract with the Government of Canada? *		**Required**	Any federal department, agency or Crown corporation, as prime or subcontractor.
Held a contract with a provincial or territorial government? *		**Required**	Any ministry, agency or provincial Crown corporation.
Held a contract with a municipal or Indigenous government?		Optional	Municipalities, First Nations, Métis or Inuit governments.
Won a contract set aside for Indigenous businesses?		Optional	e.g. under the federal Procurement Strategy for Indigenous Business (PSIB).

List your government contracts from the last 5 years (up to 8), largest first. Enter the contract amount in Canadian dollars, including amendments, excluding tax.

Level of government	Department, ministry or agency	Scope of work (generic)	Year awarded	Contract amount ($CAD)	Your role	Indigenous set-aside?	Reference available?
Federal	*Example department*	*Snow clearing, 3 sites*	*2024*	*$185,000*	*Prime contractor*	*Yes*	*Yes*
Total federal contract value				**$0**			
Total provincial / territorial contract value				**$0**			
Total government contract value				**$0**			
Largest single government contract				**$0**			

Totals calculate automatically.

7C Other relevant past work (private sector and other clients, up to 6 examples)

Client sector	Scope of work (generic)	Year completed	Contract value range	Your role	Reference available?
Energy, Utilities & Transmission	*Right-of-way clearing, 40 km*	*2025*	*$1M-$5M*	*Subcontractor*	*Yes*

7D Capacity summary

Field	Your response	Required?	Guidance
Largest single contract completed (value range) *		**Required**	Any client, government or private.
Number of projects you can run at the same time		Optional	Enter a number.
Able to obtain performance / labour and material bonding if required?		Optional	Yes/No only; no amounts needed.

SECTION 8 | BUSINESS READINESS

Supplier registrations and contracting readiness.

8A Supplier registrations

Field	Your response	Required?	Guidance
Registered as a supplier with the Government of Canada (CanadaBuys)? *		Required	Needed to bid on most federal opportunities.
Provincial or municipal supplier portals registered with		Optional	e.g. Ontario Tenders Portal, Bids&Tenders.
Registered on any prime contractor supplier portals?		Optional	Yes/No. You do not need to name the companies.

8B Contracting readiness

Field	Your response	Required?	Guidance
Willing to sign non-disclosure agreements (NDAs)? *		Required	Often required before technical packages are shared.
Willing to follow a buyer's supplier code of conduct?		Optional	
Languages of service		Optional	e.g. English, French, Anishinaabemowin, Inuktitut.

SECTION 9 | INDIGENOUS PARTICIPATION & GROWTH

Your community impact and where you want to grow. Optional but strongly recommended: buyers use this for Indigenous participation plans and reporting.

9A Indigenous participation

Field	Your response	Required?	Guidance
Indigenous employees (% of workforce)		Optional	Calculated from Section 7A.
Indigenous people in management or leadership roles		Optional	Number or percentage.
Share of your purchasing spent with Indigenous suppliers (%)		Optional	Approximate, most recent year.
Training, apprenticeship or mentoring programs		Optional	Programs you run or support.
Community partnerships and agreements		Optional	Formal partnerships, benefit agreements, sponsorships.
Community economic development contributions		Optional	e.g. scholarships, infrastructure, local hiring.

9B Teaming and growth

Field	Your response	Required?	Guidance
Open to teaming or joint ventures to take on larger work? *		**Required**	
Interested in mentorship from prime contractors?		Optional	
Willing to start with small pilot tasks or micro-lots?		Optional	A common way to build a track record with a new buyer.
Capability gaps you want to close		Optional	Certifications, equipment, capacity or experience you are missing.
Plan to close gaps in the next 6-18 months		Optional	Training, certification or equipment plans.
Support that would help most		Optional	

9C Additional comments

SECTION 10 | SUPPORTING DOCUMENTS

Documents that let IndigiMatch verify your profile. Attach them to your submission email, or say 'Available on request'.

Document	Status	File name or notes
Articles of incorporation or business registration		
Shareholder register or ownership agreement		
Indigenous Business Directory (IBD) listing confirmation		
CCIB or other Indigenous certification certificate		
Joint venture agreement (if applicable)		
Quality / management system certificates (Section 5A)		
Workers' compensation clearance certificate		
Health and safety program summary or COR certificate		
Capability statement or company brochure		
Controlled Goods / security screening confirmation (if applicable)		
Client references (names and contact details)		

Proof of Indigenous identity for owners is not requested here. If verification requires it, IndigiMatch will contact you and handle it separately.

SECTION 11 | DECLARATION & CONSENT

To be completed by an authorized officer of the company.

By submitting this form, I confirm that:

1. The information in this form is true, accurate and complete to the best of my knowledge.
2. I am authorized to provide this information on behalf of the company named in Section 1.
3. The ownership and control information in Section 3 is accurate, and I will tell IndigiMatch promptly if it changes.
4. IndigiMatch may verify any information provided, including against public Indigenous business registries.
5. False or misleading information may result in removal of the company's profile from IndigiMatch.
6. I consent to IndigiMatch collecting and using this information to build the company's supplier profile, assess its readiness and match it to procurement opportunities.
7. A profile on IndigiMatch does not guarantee any contract, invitation to bid or award.
8. Where the company performs defence or export-controlled work, it will comply with all applicable export control and Controlled Goods Program requirements.
9. I may ask to review, correct or withdraw the company's information at any time by writing to welcome@indigimatch.ai.

Sharing consent

May IndigiMatch share your supplier profile with prime contractors and government buyers when matching you to opportunities? *	
May IndigiMatch include your company in aggregate (non-identifying) Indigenous participation reporting? *	

Authorized signatory

Name *	
Title / position *	
Email *	
Phone *	
Date (YYYY-MM-DD) *	
Signature (if submitting electronically, type AGREED followed by your full name) *	