



Department of Highways and Public Works

July 3, 2025

Applicant c/o
Access and Privacy Officer
Corporate Information Management, ATIPP Office

Final Response ATIPP Access Request 25-105

The Department of Highways and Public Works has searched Corporate Services Division and Transportation Division and has identified records responsive to Access Request 25-105 noted below:

I am trying to understand the procurement process for consultants to YG, specifically for aviation. Can you provide me with some background and/or any information pertaining to the current process for identifying potential consultants, verifying qualifications, and why a quick search of the contract registry shows a single aviation consultant has been direct awarded all aviation consulting contracts dating back to at least 2014? I'm interested in any information pertaining to how YG is ensuring that they are not missing out on potentially more qualified and/or locally owned consulting services.

Timeframe: January 1, 2014 - May 19, 2025.

ADDITIONAL INFORMATION:

PB: The Public Body is looking for more specific information on what you are requesting in relation to documents.

APP: I was hoping there was a published policy for YG departments on how to source consulting services or similar, or for an explanation of how the process unfolds if there is no written policy.

PB: Is it a safety consultant or general aviation consultant including runways and airports, consulting on specific aircraft type (rotary or fixed wing)?

Is there specific contract number they are referencing?

APP: Currently, YG uses Davis Aviation consulting for (to the best of my knowledge) all aircraft hiring by various departments of YG. I'm trying to determine how the hiring process for consultants works and what standards/requirements YG has when contracting consultants.

Decision

The Head of the Department of Highways and Public Works has approved the following response to this request:

No Records Found

Final Costs

There is no charge to the applicant.

Right to Complain

Pursuant to section 66 of the Access to Information and Protection of Privacy Act you may contact Yukon's Information and Privacy Commissioner with a complaint in respect to this response. Section 66 states:

An applicant may, in respect of the head of a responsive public body's response to their access request under section 64, make a complaint to the commissioner by filing the complaint in accordance with section 90.

Should you wish to do so, please refer your written complaint within 30 business days to the Information and Privacy Commissioner at:

Yukon Information and Privacy Commissioner
3162 Third Avenue, Main Floor, Whitehorse, Yukon Y1A 1G3
E-mail: intake@yukonombudsman.ca
Phone: (867) 667-8468; (toll free: 1-800-661-0408 ext. 8468)

Contact Person in Department

If the applicant has any questions, please contact the Designated Access Officer for Department of Highways and Public Works at [hbw.atipp@yukon.ca](mailto:hpw.atipp@yukon.ca).

Notes:

YG does not have a process specifically for procuring consultants, all YG competitive procurements follow standardized processes for goods and services.

The General Administration Manual 2.6 (GAM 2.6) outlines procurement policy information, a copy is available on Yukon.ca - [Find out what policies and processes influence government contracts](#). This page also provides information and links to external elements of government procurement such as the individual trade agreements which Yukon Government is signatory to.

Information on the specific processes government uses to conduct competitive procurements themselves can be found on Yukon.ca - [Find out how government finds suppliers of goods and services](#).

PROCUREMENT SUMMARY

Transportation Aviation Branch (TAB) of Highways and Public Works and their project delivery partners follow the requirements of the following procurement policies:

- General Administration Manual Volume 2: Highways and Public Works Policies - Procurement Policy 2.6 (includes Yukon First Nations Procurement Policy)
- Threshold Chart January 1, 2024 to December 31, 2025

Adherence of TAB's procurements to prevailing policy requirements is assured through a number of mechanisms:

- Department of Finance review;
- Procurement Support Centre review;
- TAB Program management review;
- TAB Branch management review;
- Transportation Divisional management review;
- HPW Departmental management review;
- Management Board review; and
- Periodic internal or external audit.

The majority of all contracts are established using the following competitive methods via Yukon Government's public procurement system bids&tenders, which all qualified proponents are permitted and encouraged to submit on:

- Price Driven Open or Invitational Tender;
- Value Driven Open or Invitational Tender;
- Request for Proposals;
- Standing Offer Agreement (Request for Proposal or Request for Bid); and
- Qualified Source List.

Where required and as permitted by policy and associated approvals processes, direct award contracts may be employed for reasons including but not limited to the following:

- Follow-up by engineer-of-record, architect-of-record, planner-of-record, or surveyor-of-record professionally responsible for subject works;
- Owner of subject works (e.g. Yukon Energy Corporation, etc.);
- Independent expert peer review;
- Specialist advice with limited market availability (e.g. proprietary systems, etc.);
- Works subject to special considerations (e.g. legal, etc.); and
- Urgent or emergency works.

For small works under the direct award threshold not falling into the categories above, the typical procedure includes solicitation of multiple quotes from Yukon and Yukon First Nations businesses with expertise in the subject works (e.g. a "mini invitational tender"). Typically, a minimum of three quotes are obtained, at least one of which is from a Yukon First Nation business wherever applicable.

Increasingly, Yukon Government is permitting and encouraging the use of publicly-let, often multi-year Standing Offer Agreements and Qualified Source Lists to further increase competitive opportunities, even for small contracts well under the allowable direct award threshold. TAB currently utilizes these mechanisms for a number of goods and services, both using lists held directly by HPW and by accessing lists held by other Yukon Government departments. Additional SOA/QSL procurements are currently under preparation or planned for later in 2025FY, and all such opportunities are posted publicly on bids&tenders.

Proponents interested in submitting on Yukon Government procurements are encouraged to register for access to bids&tenders, which also allows proponents to set up direct notifications of bidding opportunities of interest to them using keywords, etc.:

[Bid on a government contract | Yukon.ca](https://bidsonayukon.ca)