

CONTRACT REQUEST FORM AND PROCUREMENT CHECKLIST (CRF)
Required for all PG/MAMD Delegated Requirements regardless of value

GENERAL INFORMATION

- Please contact MAMD IT for all IT requests for Hardware, Software, and Maintenance.
- All requirements, regardless of value, where there is a **service, including installation for goods contracts**, require consultation with Contracting Security. This is a Contracting Security obligation.
- This form must be completed by both the requestor and the procurement officer. Please save the form in **MSWord format only** and upload as the mandatory CRF document.

PR NUMBER: _____ PO NUMBER: _____

TITLE/BRIEF DESCRIPTION: Procurement of art tips

SOLICITATION METHOD: NON-COMPETITIVE (TN)
Order - Goods

PROCUREMENT STRATEGY: Purchase

REQUIRED DOCUMENTS (UPLOAD IN SAP)

TO BE COMPLETED BY REQUESTOR

REQUESTOR INFORMATION			
LAST NAME: Rostek	FIRST NAME: Lisa	PHONE #: 204-784-7547	
EMAIL ADDRESS: lisa.rostek@canada.ca			
BRANCH/DIRECTORATE/SECTION: IDPC/NML/BPD			
REQUEST DATE: October 22, 2020			
CONSIGNEE CODE: 6D063	COST CENTRE: 231110	GSIN: N6640	GL: 57602
SECTION 32 AUTHORITY: Dr. Cindi Corbett			
PROJECT AUTHORITY: Lisa Rostek			
ESTIMATED VALUE: 23386.56			

REQUIREMENT DETAILS	
TERM OF CONTRACT:	
INITIAL CONTRACT PERIOD: FROM: October 23, 2020 TO: November 21, 2020	
AMENDMENTS: NONE FORESEEN <input checked="" type="checkbox"/> OPTION YEARS INCLUDED <input type="checkbox"/>	OPTION DETAILS:
TRAVEL AND LIVING: N/A <input checked="" type="checkbox"/>	OUTSIDE 25KM – DEPUTY HEAD APPROVAL
YES – APPROVAL/SIGNED TRAVEL FORM UPLOADED <input type="checkbox"/>	WITHIN 25KM – CCM APPROVAL
FORMER PUBLIC SERVANT CERTIFICATION: SIGNED FORM A3026T ENTERED IN SAP <input type="checkbox"/>	
CURRENT PUBLIC SERVANT: N/A <input checked="" type="checkbox"/> YES - BRANCH HEAD APPROVAL UPLOADED <input type="checkbox"/>	
ABORIGINAL SET-ASIDE: N/A <input checked="" type="checkbox"/> MANDATORY <input type="checkbox"/> VOLUNTARY <input type="checkbox"/>	COMPREHENSIVE LAND CLAIM AGREEMENTS: N/A <input checked="" type="checkbox"/> YES – MANAGER CONSULTED FOR GUIDANCE <input type="checkbox"/>
NOT A COMMON SERVICES COMMODITY : <input checked="" type="checkbox"/>	
INTELLECTUAL PROPERTY: <i>Intellectual Property and Copyright</i>	

DESCRIPTION: C. NO IP IN RESULTING CONTRACT *SACC Manual Clauses 4006 (Contractor Owned) 4007 (Canada Owned) A9094C Pre-Contractual*

EMPLOYER-EMPLOYEE RELATIONSHIP:

N/A RISK IDENTIFIED – ADVISED CCM OF RISKS AND OPTIONS

GREEN PROCUREMENT:

N/A = CODE 60 IT, OFFICE SUPPLIES, VEHICLES = CODE 20 UNCERTIFIED = CODE 30
 CERTIFIED = CODE 40 RECYCLED CONTENT = CODE 50

BASIS OF PAYMENT:

FIRM PRICE (C0207C) CEILING PRICE (C1206C) HOURLY/PER DIEM RATES (C0214C)
FIRM PRICE SERVICES (C0213C) Other (specify)

METHOD OF PAYMENT – TERMS OF PAYMENT:

MONTHLY PROGRESS PAYMENTS (H1008C) MILESTONE PAYMENTS
PROGRESS PAYMENTS (H1003C) SINGLE PAYMENT (H1000C) Other (specify)

SECURITY:

N/A DSO APPROVED SRCL CISD CONSULTATION COMMON SRCL
RESOURCE(S) / FACILITY CLEARANCE VERIFIED
CONTRACTING SECURITY CONFIRMATION (MANDATORY)

ASSETS MGMT (FOR GOODS >\$10K):

N/A AMR OBTAINED MATERIAL # ENTERED FOR MAIN ASSET
QTY, UNIT, PRICE ENTERED PROPERLY IT GOODS – MATERIEL # IN MATERIAL FIELD

NON-COMPETITIVE CONTRACT / DIRECTED:

GOVERNMENT CONTRACTING REGULATIONS EXCEPTION USED

UNDER 25K

PREVIOUS CONTRACTS WITH SUPPLIER:

N/A YES

IF YES:

NO PERCEIVED CONTRACT SPLITTING

POTENTIAL PERCEIVED CONTRACT SPLITTING DISCUSSED WITH MGMT

LIST OF PREVIOUS CONTRACTS FROM SAME SUPPLIER WITHIN THE LAST 24 MONTHS

VENDOR INFORMATION

FULL LEGAL NAME: Fisher Scientific

CONTACT NAME: Jack Klamer

BILLING ADDRESS: 112 Colonnade Road, Ottawa, ON K2E 7L6

EMAIL ADDRESS: help@thermofisher.com

PHONE #: 800-234-7437

SIN/PBN/TAX #:

VENDOR CODE:

PREFERRED LANGUAGE: ENGLISH

TO BE COMPLETED BY PROCUREMENT OFFICER

STATEMENT OF WORK IS CLEAR AND PRECISE:

SENSITIVE ISSUES:

N/A YES – MANAGER INFORMED CRC REVIEW RELEVANT DOCUMENTS UPLOADED

TRAVEL: N/A APPROPRIATE CLAUSES INCLUDED

LEGAL: N/A REQUIRE PSPC LEGAL CONSULTATION LEGAL OPINION UPLOADED TO SAP

REQUIRED DOCUMENTS: VERIFIED AND IN SAP

TRADE AGREEMENTS:

N/A NAFTA CANADA FREE-TRADE AGREEMENT WTO-AGP BI-LATS

COMPETITIVE CONTRACT:

****FOR ALL METHODS, APPROPRIATE DOCUMENTATION AND APPROVALS MUST BE UPLOADED****

BUYANDSELL <input type="checkbox"/>	ACAN <input type="checkbox"/> (CRC REQUIRED)	<u>LIMITED TENDERING</u> (MIN 3 BIDDERS) <input type="checkbox"/>	SUPPLY ARRANGEMENT <input type="checkbox"/> MANDATORY <input type="checkbox"/>	STANDING OFFER <input type="checkbox"/> MANDATORY <input type="checkbox"/>
SECURITY DSO APPROVED SRCL <input type="checkbox"/> CONTRACTING SECURITY CONFIRMATION (MANDATORY) <input type="checkbox"/> RESOURCE(S) / FACILITY CLEARANCE VERIFIED <input type="checkbox"/> APPROPRIATE CLAUSES INCLUDED <input type="checkbox"/> CISD CONSULTATION <input type="checkbox"/> N/A <input type="checkbox"/>				
EVALUATION CRITERIA N/A (CALL-UP AGAINST A STANDING OFFER) <input type="checkbox"/> MANDATORY ONLY <input type="checkbox"/> (INCLUDING FLEXGRID FOR PROSERVICES/TSPS) MANDATORY AND POINT RATED <input type="checkbox"/>		EMPLOYMENT EQUITY (FOR REQUIREMENTS >\$1M AND CONTRACTOR EMPLOYS > 100) N/A <input type="checkbox"/> YES-SIGNED CERTIFICATION <input type="checkbox"/>		
BASIS OF SELECTION LOWEST COMPLIANT (A0031T) <input type="checkbox"/> HIGHEST COMBINED RATING TECHNICAL / PRICE (A0027T) <input type="checkbox"/> LOWEST PRICE PER POINT(A0034T) <input type="checkbox"/> HIGHEST RATED WITHIN BUDGET (A0036T) <input type="checkbox"/>				
SO ALLOCATION METHOD ONLY ONE FIRM QUALIFIED <input type="checkbox"/> RIGHT OF FIRST REFUSAL <input type="checkbox"/> ROTATIONAL AS PER SO <input type="checkbox"/> PROPORTIONAL BASIS AS PER SO <input type="checkbox"/> DIRECTED <input type="checkbox"/> (COMPLETE NON-COMPETITIVE SECTION) OTHER:		AWARD NOTIFICATION N/A (USING STANDING OFFER) <input type="checkbox"/> POSTED ON BUYANDSELL <input type="checkbox"/> <i>INCLUDE CONFIRMATION IN SAP</i> SIGNED CONTRACTUAL DOCUMENT SENT TO CLIENT AND SUPPLIER AND UPLOADED <input type="checkbox"/> INCIDENTAL ABORIGINAL SUPPLIER NO <input type="checkbox"/> YES <input type="checkbox"/> REGRET LETTERS SENT AND UPLOADED <input type="checkbox"/>		
SA BID SOLICITATION METHOD # of Bidders Invited: # of Days for Response:				
<u>INTEGRITY REGIME</u> VERIFIED AND UPLOADED <input type="checkbox"/> N/A <input type="checkbox"/> (USED FOR REQUIREMENTS ABOVE 10K NOT ON STANDING OFFER OR SUPPLY ARRANGEMENT)				
<u>DOCUMENTS FOR SAP</u> REVIEWED AND UPLOADED <input type="checkbox"/>				

PRE-CONTRACTUAL (IF APPLICABLE): N/A <input type="checkbox"/> JUSTIFICATION UPLOADED <input type="checkbox"/> REPORTED TO MANAGER AND INSERTED IN NON-COMPLIANCE REPORT FOR TRACKING <input type="checkbox"/> PRE-CONTRACTUAL WORK CLAUSES INCLUDED <input type="checkbox"/> INVOICE FOR WORK UPLOADED <input type="checkbox"/>
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COMMENTS:
