

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: VersaFlo PAPR Kits

SOLICITATION METHOD: NON-COMPETITIVE (TN)

PROCUREMENT STRATEGY: Unknown

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/BADD			
REQUEST DATE: 2020-10-15			
CONSIGNEE CODE: 6D063	COST CENTRE: 231110	GSIN: N6640	GL: 58303
SECTION 32 AUTHORITY: Cindi Corbett			
PROJECT AUTHORITY: Lisa Rostek			
ESTIMATED VALUE: 23573.63			

REQUIREMENT DETAILS	
TERM OF CONTRACT: INITIAL CONTRACT PERIOD: FROM: 2020-10-20 TO: 2021-03-31	
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: Intellectual Property and Copyright DESCRIPTION: B. CONTRACTOR OWNED <i>SACC Manual Clauses</i> 4006 (Contractor Owned) 4007 (Canada Owned) A9094C <i>Pre-Contractual</i>	

EMPLOYER-EMPLOYEE RELATIONSHIP:	
N/A <input checked="" type="checkbox"/>	RISK IDENTIFIED – ADVISED CCM OF RISKS AND OPTIONS <input type="checkbox"/>
GREEN PROCUREMENT:	
N/A = CODE 60 <input checked="" type="checkbox"/>	IT, OFFICE SUPPLIES, VEHICLES = CODE 20 <input type="checkbox"/> UNCERTIFIED = CODE 30 <input type="checkbox"/>
CERTIFIED = CODE 40 <input type="checkbox"/>	RECYCLED CONTENT = CODE 50 <input type="checkbox"/>
BASIS OF PAYMENT:	
FIRM PRICE (C0207C) <input checked="" type="checkbox"/>	CEILING PRICE (C1206C) <input type="checkbox"/> HOURLY/PER DIEM RATES (C0214C) <input type="checkbox"/>
FIRM PRICE SERVICES (C0213C) <input type="checkbox"/> Other (specify) <input type="checkbox"/>	
METHOD OF PAYMENT – TERMS OF PAYMENT:	
MONTHLY PROGRESS PAYMENTS (H1008C) <input type="checkbox"/> MILESTONE PAYMENTS <input type="checkbox"/>	
PROGRESS PAYMENTS (H1003C) <input type="checkbox"/> SINGLE PAYMENT (H1000C) <input checked="" type="checkbox"/> Other (specify) <input type="checkbox"/>	
SECURITY:	
N/A <input checked="" type="checkbox"/>	DSO APPROVED SRCL <input type="checkbox"/> CISC CONSULTATION <input type="checkbox"/> COMMON SRCL <input type="checkbox"/>
RESOURCE(S) / FACILITY CLEARANCE VERIFIED <input type="checkbox"/>	
CONTRACTING SECURITY CONFIRMATION (MANDATORY) <input type="checkbox"/>	
ASSETS MGMT (FOR GOODS >\$10K):	
N/A <input checked="" type="checkbox"/>	AMR OBTAINED <input type="checkbox"/> MATERIAL # ENTERED FOR MAIN ASSET <input type="checkbox"/>
QTY, UNIT, PRICE ENTERED PROPERLY <input type="checkbox"/> IT GOODS – MATERIEL # IN MATERIAL FIELD <input type="checkbox"/>	

NON-COMPETITIVE CONTRACT / DIRECTED:	
GOVERNMENT CONTRACTING REGULATIONS EXCEPTION USED	
PRESSING EMERGENCY <input type="checkbox"/>	
PREVIOUS CONTRACTS WITH SUPPLIER:	
N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/>	
IF YES:	
NO PERCEIVED CONTRACT SPLITTING <input checked="" type="checkbox"/>	
POTENTIAL PERCEIVED CONTRACT SPLITTING DISCUSSED WITH MGMT <input type="checkbox"/>	
LIST OF PREVIOUS CONTRACTS FROM SAME SUPPLIER WITHIN THE LAST 24 MONTHS <input type="checkbox"/>	
VENDOR INFORMATION	
FULL LEGAL NAME: Fisher Scientific	CONTACT NAME: Jack Klamer
BILLING ADDRESS: 112 Colonnade Road, Ottawa, ON K2E 7L6	
EMAIL ADDRESS: jack.klamer@thermofisher.com	
PHONE #: 800-234-7437	SIN/PBN/TAX #: <input type="text"/> VENDOR CODE: <input type="text"/>
PREFERRED LANGUAGE: ENGLISH	

TO BE COMPLETED BY PROCUREMENT OFFICER

STATEMENT OF WORK IS CLEAR AND PRECISE: <input type="checkbox"/>	
SENSITIVE ISSUES:	
N/A <input type="checkbox"/>	YES – MANAGER INFORMED <input type="checkbox"/> CRC REVIEW <input type="checkbox"/> RELEVANT DOCUMENTS UPLOADED <input type="checkbox"/>
TRAVEL: N/A <input type="checkbox"/> APPROPRIATE CLAUSES INCLUDED <input type="checkbox"/>	
LEGAL: N/A <input type="checkbox"/> REQUIRE PSPC LEGAL CONSULTATION <input type="checkbox"/> LEGAL OPINION UPLOADED TO SAP <input type="checkbox"/>	
REQUIRED DOCUMENTS: VERIFIED AND IN SAP <input type="checkbox"/>	
TRADE AGREEMENTS:	
N/A <input type="checkbox"/>	NAFTA <input type="checkbox"/> CANADA FREE-TRADE AGREEMENT <input type="checkbox"/> WTO-AGP <input type="checkbox"/> BI-LATS <input type="checkbox"/>

COMPETITIVE CONTRACT:				
FOR ALL METHODS, APPROPRIATE DOCUMENTATION AND APPROVALS MUST BE UPLOADED				
BUYANDSELL <input type="checkbox"/>	ACAN <input type="checkbox"/> (CRC REQUIRED)	LIMITED TENDERING (MIN 3 BIDDERS) <input type="checkbox"/>	SUPPLY ARRANGEMENT <input type="checkbox"/>	STANDING OFFER <input type="checkbox"/>

			MANDATORY <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:				
INTEGRITY REGIME VERIFIED AND UPLOADED <input type="checkbox"/> N/A <input type="checkbox"/> (USED FOR REQUIREMENTS ABOVE 10K NOT ON STANDING OFFER OR SUPPLY ARRANGEMENT)				
DOCUMENTS FOR SAP 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"/>

COMMENTS: