

**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: COVID-19 Response: Surge Mobile Labs

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

PROCUREMENT STRATEGY: Purchase

**REQUIRED DOCUMENTS (UPLOAD IN SAP)**

**TO BE COMPLETED BY REQUESTOR**

| <b>REQUESTOR INFORMATION</b>             |                     |                       |           |
|--|---------------------|-----------------------|-----------|
| LAST NAME: Trudeau                       | FIRST NAME: Deanna  | PHONE #: 204-789-2121 |           |
| EMAIL ADDRESS: deanna.trudeau@canada.ca  |                     |                       |           |
| BRANCH/DIRECTORATE/SECTION: IDPC/NML/BPD |                     |                       |           |
| REQUEST DATE: October 16, 2020           |                     |                       |           |
| CONSIGNEE CODE:                          | COST CENTRE: 231110 | GSIN: 226113 235      | GL: 57602 |
| SECTION 32 AUTHORITY: Dr. Cindi Corbett  |                     |                       |           |
| PROJECT AUTHORITY: Dr. Cindi Corbett     |                     |                       |           |
| ESTIMATED VALUE: \$23,230.95             |                     |                       |           |

| <b>REQUIREMENT DETAILS</b>   |  |
|--|--|
| <b>TERM OF CONTRACT:</b>   |  |
| <b>INITIAL CONTRACT PERIOD:</b> FROM: October 16, 2020 TO: December 31, 2020   |  |
| <b>AMENDMENTS:</b><br>NONE FORESEEN <input checked="" type="checkbox"/> OPTION YEARS INCLUDED <input type="checkbox"/>                               | <b>OPTION DETAILS:</b>   |
| <b>TRAVEL AND LIVING:</b> N/A <input checked="" type="checkbox"/><br>APPROVAL<br>YES – APPROVAL/SIGNED TRAVEL FORM UPLOADED <input type="checkbox"/> | OUTSIDE 25KM – DEPUTY HEAD<br>WITHIN 25KM – CCM APPROVAL   |
| <b>FORMER PUBLIC SERVANT CERTIFICATION:</b><br>SIGNED FORM <a href="#">A3026T</a> ENTERED IN SAP <input type="checkbox"/>                            |  |
| <b>CURRENT PUBLIC SERVANT:</b><br>N/A <input checked="" type="checkbox"/> YES - BRANCH HEAD APPROVAL UPLOADED <input type="checkbox"/>               |  |
| <b>ABORIGINAL SET-ASIDE:</b><br>N/A <input checked="" type="checkbox"/> MANDATORY <input type="checkbox"/> VOLUNTARY <input type="checkbox"/>        | <b>COMPREHENSIVE LAND CLAIM AGREEMENTS:</b><br>N/A <input checked="" type="checkbox"/> YES – MANAGER CONSULTED FOR GUIDANCE <input type="checkbox"/> |
| NOT A <a href="#">COMMON SERVICES</a> COMMODITY : <input checked="" type="checkbox"/>  |  |
| <b>INTELLECTUAL PROPERTY:</b> <a href="#">Intellectual Property and Copyright</a>  |  |

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:

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

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