

**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: Pipettes and supplies

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: Rostek	FIRST NAME: Lisa	PHONE #: 204-784-7547	
EMAIL ADDRESS: Lisa.rostek@canada.ca			
BRANCH/DIRECTORATE/SECTION: IDPC/NML/BADD			
REQUEST DATE: Oct 15, 2020			
CONSIGNEE CODE: 6D063	COST CENTRE: 231110	GSIN: N6640	GL: 58303
SECTION 32 AUTHORITY: Cindi Corbett			
PROJECT AUTHORITY: Lisa Rostek			
ESTIMATED VALUE: 23556.00			

<b>REQUIREMENT DETAILS</b>	
<b>TERM OF CONTRACT:</b>	
<b>INITIAL CONTRACT PERIOD:</b> FROM: Oct 15, 2020	TO: March 31, 2021
<b>AMENDMENTS:</b> 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"/>	OUTSIDE 25KM – DEPUTY HEAD APPROVAL
YES – APPROVAL/SIGNED TRAVEL FORM UPLOADED <input type="checkbox"/>	WITHIN 25KM – CCM APPROVAL
<b>FORMER PUBLIC SERVANT CERTIFICATION:</b> SIGNED FORM <a href="#">A3026T</a> ENTERED IN SAP <input type="checkbox"/>	
<b>CURRENT PUBLIC SERVANT:</b> N/A <input checked="" type="checkbox"/> YES - BRANCH HEAD APPROVAL UPLOADED <input type="checkbox"/>	
<b>ABORIGINAL SET-ASIDE:</b> N/A <input checked="" type="checkbox"/> MANDATORY <input type="checkbox"/> VOLUNTARY <input type="checkbox"/>	<b>COMPREHENSIVE LAND CLAIM AGREEMENTS:</b> 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> <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: Mandel Scientific CONTACT NAME:

BILLING ADDRESS: 2 Admiral Place, Guelph ON N1G4N4

EMAIL ADDRESS: orders@mandel.ca

PHONE #: 888 883 3636

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"/>
<b>SECURITY</b> 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 checked="" type="checkbox"/>				
<b>EVALUATION CRITERIA</b> 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"/>		<b>EMPLOYMENT EQUITY</b> (FOR REQUIREMENTS >\$1M AND CONTRACTOR EMPLOYS > 100) N/A <input type="checkbox"/> YES-SIGNED CERTIFICATION <input type="checkbox"/>		
<b>BASIS OF SELECTION</b> LOWEST COMPLIANT ( <a href="#">A0031T</a> ) <input type="checkbox"/> HIGHEST COMBINED RATING TECHNICAL / PRICE ( <a href="#">A0027T</a> ) <input type="checkbox"/> LOWEST PRICE PER POINT( <a href="#">A0034T</a> ) <input type="checkbox"/> HIGHEST RATED WITHIN BUDGET ( <a href="#">A0036T</a> ) <input type="checkbox"/>				
<b>SO ALLOCATION METHOD</b> 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:		<b>AWARD NOTIFICATION</b> 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"/>		
<b>SA BID SOLICITATION METHOD</b> # 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"/>				

<b>PRE-CONTRACTUAL (IF APPLICABLE):</b> 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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<b>COMMENTS:</b>   
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