

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

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:	COST CENTRE: 231110	GSIN: 226113 235	GL: 57602
SECTION 32 AUTHORITY: Dr. Cindi Corbett			
PROJECT AUTHORITY: Dr. Cindi Corbett			
ESTIMATED VALUE: \$16,809.75			

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

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

<u>PRE-CONTRACTUAL (IF APPLICABLE):</u> N/A ☐ JUSTIFICATION UPLOADED ☐ REPORTED TO MANAGER AND INSERTED IN NON-COMPLIANCE REPORT FOR TRACKING ☐ PRE-CONTRACTUAL WORK CLAUSES INCLUDED ☐ INVOICE FOR WORK UPLOADED ☐

<u>COMMENTS:</u>