

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 27, 2020			
CONSIGNEE CODE:	COST CENTRE: 231110	GSIN: 226113 214	GL: 57602
SECTION 32 AUTHORITY: Dr. Cindi Corbett			
PROJECT AUTHORITY: Dr. Cindi Corbett			
ESTIMATED VALUE: \$22,944.20			

REQUIREMENT DETAILS	
TERM OF CONTRACT: INITIAL CONTRACT PERIOD: FROM: October 22, 2020 TO: November 22, 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: 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: LuminUltra CONTACT NAME: Pat Whalen

BILLING ADDRESS: 520 King Street, Fredericton, NB, E3B 6G3

EMAIL ADDRESS: pat.whalen@luminultra.com

PHONE #: 506-459-8777 x207 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"/>
<u>SECURITY</u> 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"/>				
<u>EVALUATION CRITERIA</u> 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"/>		<u>EMPLOYMENT EQUITY</u> (FOR REQUIREMENTS >\$1M AND CONTRACTOR EMPLOYS > 100) N/A <input type="checkbox"/> YES-SIGNED CERTIFICATION <input type="checkbox"/>		
<u>BASIS OF SELECTION</u> 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"/>				
<u>SO ALLOCATION METHOD</u> 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:		<u>AWARD NOTIFICATION</u> 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"/>		
<u>SA BID SOLICITATION METHOD</u> # 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)				
<u>DOCUMENTS FOR SAP</u> REVIEWED AND UPLOADED <input type="checkbox"/>				

<u>PRE-CONTRACTUAL (IF APPLICABLE):</u> 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"/>

<u>COMMENTS:</u>