

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: SSV

TITLE/BRIEF DESCRIPTION: Gas Mask FR-7800B

SOLICITATION METHOD: NON-COMPETITIVE (TN)
item.

PROCUREMENT STRATEGY: Choose an

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: IDPCB/NML/BPD			
REQUEST DATE: 2020-08-27			
CONSIGNEE CODE:	COST CENTRE:	GSIN:	GL:
SECTION 32 AUTHORITY: Cindi Corbett			
PROJECT AUTHORITY: Cindi Corbett			
ESTIMATED VALUE: \$14,221.28			

REQUIREMENT DETAILS	
TERM OF CONTRACT:	
INITIAL CONTRACT PERIOD: FROM: 2020-08-20	TO: 2020-09-20
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 <input type="checkbox"/>
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: <i>Intellectual Property and Copyright</i> DESCRIPTION: Choose an item. SACC Manual Clauses 4006 (Contractor Owned) 4007 (Canada Owned) A9094C Pre-Contractual
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"/> <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 type="checkbox"/> Other (specify) <input type="checkbox"/>
SECURITY: N/A <input checked="" type="checkbox"/> DSO APPROVED SRCL <input type="checkbox"/> CISD 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 Choose an item.
PREVIOUS CONTRACTS WITH SUPPLIER: N/A <input type="checkbox"/> YES <input type="checkbox"/> IF YES: NO PERCEIVED CONTRACT SPLITTING <input type="checkbox"/> POTENTIAL PERCEIVED CONTRACT SPLITTING DISCUSSED WITH MGMT <input type="checkbox"/> LIST OF PREVIOUS CONTRACTS FROM SAME SUPPLIER WITHIN THE LAST 24 MONTHS
VENDOR INFORMATION
FULL LEGAL NAME: Grainger Canada CONTACT NAME: Albert Gedexon
BILLING ADDRESS: 4475 Griffith Street
EMAIL ADDRESS: SCSCustomerCare@agi.ca
PHONE #: 855-244-1901 SIN/PBN/TAX #: VENDOR CODE:
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)	<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"/>
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: