

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

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

PROCUREMENT STRATEGY: Purchase

REQUIRED DOCUMENTS (UPLOAD IN SAP)

TO BE COMPLETED BY REQUESTOR

REQUESTOR INFORMATION			
LAST NAME: Ranadheera		FIRST NAME: Charlene	PHONE #: 204-784-5979
EMAIL ADDRESS: charlene.ranadheera@canada.ca			
BRANCH/DIRECTORATE/SECTION: IDPCB/NML/BPD			
REQUEST DATE: 2020/08/26			
CONSIGNEE CODE: 6D063	COST CENTRE: 231395	GSIN:	GL: 57602
SECTION 32 AUTHORITY: Steven Guercio			
PROJECT AUTHORITY: Charlene Ranadheera			
ESTIMATED VALUE: \$17,624.00 US Dollars			

REQUIREMENT DETAILS	
TERM OF CONTRACT: INITIAL CONTRACT PERIOD: FROM: 2020-08-26 TO: 2021-03-31	
AMENDMENTS: NONE FORESEEN <input checked="" type="checkbox"/> OPTION YEARS INCLUDED <input type="checkbox"/>	OPTION DETAILS:
TRAVEL AND LIVING: N/A <input checked="" type="checkbox"/> APPROVAL YES – APPROVAL/SIGNED TRAVEL FORM UPLOADED <input type="checkbox"/>	OUTSIDE 25KM – DEPUTY HEAD 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 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: ZeptoMetrix Corporation

CONTACT NAME: Maryellen Tetreau

BILLING ADDRESS: 25 Kenwood Circle, Suite 10, Franklin MA 02038

EMAIL ADDRESS: mtetreau@zeptometrix.com

PHONE #: 508-553-5817

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:				
<u>INTEGRITY REGIME</u> VERIFIED AND UPLOADED <input checked="" 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 checked="" type="checkbox"/>				

<u>PRE-CONTRACTUAL (IF APPLICABLE):</u>
N/A <input checked="" 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>