

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: Innotest hTau kits

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

PROCUREMENT STRATEGY: Purchase

REQUIRED DOCUMENTS (UPLOAD IN SAP)

TO BE COMPLETED BY REQUESTOR

REQUESTOR INFORMATION			
LAST NAME: Phillipson	FIRST NAME: Clark	PHONE #: 204-784-5952	
EMAIL ADDRESS: clark.phillipson@canada.ca			
BRANCH/DIRECTORATE/SECTION: Prions			
REQUEST DATE:			
CONSIGNEE CODE: 6D087	COST CENTRE: 231132	GSIN: N6640	GL: 57602
SECTION 32 AUTHORITY: David Knox			
PROJECT AUTHORITY: Clark Phillipson			
ESTIMATED VALUE: \$14608.55 CAD			

REQUIREMENT DETAILS	
TERM OF CONTRACT:	
INITIAL CONTRACT PERIOD: FROM: 1/4/2019	TO: 3/31/2020
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 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: C. NO IP IN RESULTING CONTRACT <i>SACC Manual Clauses 4006 (Contractor Owned) 4007 (Canada)</i>	

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 CIRD 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

Choose an item.

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: Fujirebio Diagnostic inc

CONTACT NAME: John Lawson

BILLING ADDRESS: 205 Great Valley Pkwy, Malvern, PA 19355

EMAIL ADDRESS: lawson@fdj.com

PHONE #: 877-861-7246

SIN/PBN/TAX #:

VENDOR CODE: 1053132

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

[LIMITED TENDERING](#)

SUPPLY ARRANGEMENT

STANDING OFFER

<input type="checkbox"/>	(CRC REQUIRED) <input type="checkbox"/>	(MIN 3 BIDDERS) <input type="checkbox"/>	<input type="checkbox"/> MANDATORY <input type="checkbox"/>	<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		EMPLOYMENT EQUITY		
N/A (CALL-UP AGAINST A STANDING OFFER) <input type="checkbox"/>		(FOR REQUIREMENTS >\$1M AND CONTRACTOR EMPLOYS > 100)		
MANDATORY ONLY <input type="checkbox"/>		N/A <input type="checkbox"/> YES-SIGNED CERTIFICATION <input type="checkbox"/>		
(INCLUDING FLEXGRID FOR PROSERVICES/TSPS)				
MANDATORY AND POINT RATED <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		AWARD NOTIFICATION		
ONLY ONE FIRM QUALIFIED <input type="checkbox"/>		N/A (USING STANDING OFFER) <input type="checkbox"/>		
RIGHT OF FIRST REFUSAL <input type="checkbox"/>		POSTED ON BUYANDSELL <input type="checkbox"/> <i>INCLUDE CONFIRMATION IN SAP</i>		
ROTATIONAL AS PER SO <input type="checkbox"/>		SIGNED CONTRACTUAL DOCUMENT SENT TO CLIENT AND		
PROPORTIONAL BASIS AS PER SO <input type="checkbox"/>		SUPPLIER AND UPLOADED <input type="checkbox"/>		
<input type="checkbox"/>		INCIDENTAL ABORIGINAL SUPPLIER NO <input type="checkbox"/> YES <input type="checkbox"/>		
DIRECTED <input type="checkbox"/>		REGRET LETTERS SENT AND UPLOADED <input type="checkbox"/>		
(COMPLETE NON-COMPETITIVE SECTION)				
OTHER:				
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: