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: 1000222473 PO NUMBER: ______

TITLE/BRIEF DESCRIPTION: 14-3-3 test kit

SOLICITATION METHOD: NON-COMPETITIVE (TN) PROCUREMENT STRATEGY: Purchase Order - Goods

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: $22,306.39 CAD			

REQUIREMENT DETAILS	
TERM OF CONTRACT: **INTIAL CONTRACT PERIOD:** FROM: 5/25/2020 TO: 6/5/2020	
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 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: Cedarlane Corporation	CONTACT NAME: Cheryl Semotok	
BILLING ADDRESS: 4410 Paletta Court, Burlington, Ontario, L7L 5R2		
EMAIL ADDRESS: Cheryl.Semotok@cedarlanelabs.com		
PHONE #: (289) 288-0001, Ext 234	SIN/PBN/TAX #:	VENDOR CODE:
PREFERED 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)	LIMITED TENDERING (MIN 3 BIDDERS) ☐	SUPPLY ARRANGEMENT ☐ MANDATORY ☐	STANDING OFFER ☒ MANDATORY ☐

SECURITY
DSO APPROVED SRCL ☐ CONTRACTING SECURITY CONFIRMATION (MANDATORY) ☐
RESOURCE(S) / FACILITY CLEARANCE VERIFIED ☐ APPROPRIATE CLAUSES INCLUDED ☐
CISD CONSULTATION ☐ N/A ☒

EVALUATION CRITERIA
N/A (CALL-UP AGAINST A STANDING OFFER) ☐
MANDATORY ONLY ☐
(INCLUDING FLEXGRID FOR PROSERVICES/TSPS)
MANDATORY AND POINT RATED ☐

EMPLOYMENT EQUITY
(FOR REQUIREMENTS >$1M AND CONTRACTOR EMPLOYS > 100)
N/A ☒ YES-SIGNED CERTIFICATION ☐

BASIS OF SELECTION
LOWEST COMPLIANT (A0031T) ☐
HIGHEST COMBINED RATING TECHNICAL / PRICE (A0027T) ☐
LOWEST PRICE PER POINT(A0034T) ☐
HIGHEST RATED WITHIN BUDGET (A0036T) ☐

SO ALLOCATION METHOD
ONLY ONE FIRM QUALIFIED ☐
RIGHT OF FIRST REFUSAL ☐
ROTATIONAL AS PER SO ☐
PROPORTIONAL BASIS AS PER SO ☐
DIRECTED ☐
(*COMPLETE NON-COMPETITIVE SECTION*)
OTHER:

SA BID SOLICITATION METHOD
# of Bidders Invited:
# of Days for Response:

AWARD NOTIFICATION
N/A (USING STANDING OFFER) ☒
POSTED ON BUYANDSELL ☐ *INCLUDE CONFIRMATION IN SAP*
SIGNED CONTRACTUAL DOCUMENT SENT TO CLIENT AND SUPPLIER AND UPLOADED ☐
INCIDENTAL ABORIGINAL SUPPLIER NO ☐ YES ☐
REGRET LETTERS SENT AND UPLOADED ☐

INTEGRITY REGIME VERIFIED AND UPLOADED ☐ N/A ☒
(USED FOR REQUIREMENTS ABOVE 10K NOT ON STANDING OFFER OR SUPPLY ARRANGEMENT)

DOCUMENTS FOR SAP
REVIEWED AND UPLOADED ☒

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

COMMENTS: