

**NOTICE OF PROPOSED PROCUREMENT (NPP)
REQUEST FOR STANDING OFFER
FOR
PROCESS SERVING SERVICES – BRITISH COLUMBIA**

Reference No.: BCRO-2013-0001

Solicitation No.: JUS-RFSO-2013-0001

Organization Name: Department of Justice

Associated components: Yes

Closing Date: January 24, 2014

Category: Professional, Administrative and Management Support Services

GSIN: R116AB – Process Servers

Region of Delivery: Province of British Columbia

Region of Opportunity: Canada Wide

Agreement Type: AIT

Tender Type: NPP

Estimated Value: \$150,000.00

Notice of Description:

The Department of Justice (DOJ), in the Province of British Columbia has a requirement for the provision of process serving services, on a “daily” and on an “as and when” requested basis. These services will include, but not be limited to, picking-up, sorting, serving individuals, legal representatives or corporations and filing various types of documents with various Courts and Tribunals within and outside the Lower Mainland Area which is defined as Metro Vancouver and the Fraser Valley Regional District as detailed in Annex A, the Statement of Work.

The DOJ anticipates issuing up to two (2) Standing Offers.

Call-ups will be issued on a proportional basis such that the highest-ranked Offeror will receive the largest predetermined portion of the work, sixty percent (60%) and the second highest-ranked Offeror will receive the second largest predetermined portion of the work, forty percent (40%).

The Offeror will be required to provide service in the following areas:

- 1) Lower Mainland which includes Metro Vancouver and the Fraser Valley Regional District and;
- 2) All other locations outside of the City of Vancouver and the Fraser Valley Regional District, but within the Province of British Columbia.

The majority of the process serving services (serving and filing) of documents will be within the Lower Mainland.

For locations outside the Lower Mainland, directly serviced by the Contractor, mileage calculations will be paid based on the Treasury Board Travel Directive.

For locations, outside the Lower Mainland, not serviced directly by the Contractor, it is the responsibility of the Contractor to make arrangements with Process Service Providers, to have documents served and/or filed.

The Identified User is the DOJ.

The Offeror must have five (5) years experience in the last seven (7) years in providing process serving services.

The Offeror must utilize and implement a quality assurance regiment.

The Offeror will be required to provide one (1) Supervisor and a minimum of five (5) Process Servers.

The Supervisor must have three (3) years experience in the last five (5) years supervising Process Servers. Each of the Process Servers proposed by the Offeror to undertake the work described in the Statement of Work must have three (3) years experience in the last five (5) years providing process serving services.

The Offeror must address how they propose to provide a properly commissioned Affidavit of Service (Proof of Service) or Affidavit of Attempted Service where appropriate, in a form acceptable by the applicable *Rules of Court* without using **DOJ** resources.

The Offeror must have capabilities to provide a secure electronic web site to which orders can be submitted and tracked easily, for the purposes of running reports, and to which documents can be uploaded, as required.

The period for making call-ups against the Standing Offer is from **TBD** to **TBD**.

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) periods of (one) 1-year each, from **TBD** to **TBD**; and from **TBD** to **TBD** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority sixty (60) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

There is no security requirement associated with this Request for Standing Offer

The requirement is limited to Canadian goods and/or services.