



February 6, 2014

Public Prosecution Service of Canada - File No. RFP – PPSC-1000014425

Request for Proposal:

Process Serving Services – Ontario Regional Office

The following shall be read in conjunction with and shall form an integral part of the Request for Proposal and Contract Documents.

Question 1:

Part 6, Resulting Contract Clauses, Section 3.4 refers to the Non-Disclosure Agreement (A91626C) which is found as Annex F to the agreement. Please confirm whether signed copies of this document will be required to be submitted with our RFP response. (Page 21)

Answer 1:

As indicated in the Resulting Contract Clause Section 3.4, the non-disclosure agreement is to be provided to the identified Technical Authority at contract award before work can commence.

Question 2:

At page 7, Section II: Financial Bid; this section requires a Procurement Business Number. Can you please identify where one is to obtain such a number? Is this issued by the Public Prosecution Service of Canada Office?

Answer 2:

To obtain a Procurement Business Number (PBN) please follow the instructions found on the Buyandsell.gc.ca website at the following link:

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>

Question 3:

Annex B, Item C.2, refers to a fee for return of documents to a requesting office. Is there any particular time restriction to be applied to the return of these documents? (Page 33)

Answer 3:

As identified in Annex A – Statement of Work on page 29, documents must be returned to the requesting PPSC office the next business day.

Question 4:

Annex B – Basis of Payment, for Item A.1 and all of B, it is our understanding that this contract is for the provision of service of process on a transactional basis. Please explain how pricing for multiple transactions are to be provided on a per diem basis? Is this an error? (Page 32 – 33)

Answer 4:

Annex B – Basis of Payment of the tender document has been modified to identify provision on a transactional basis.

Question 5:

Annex B – Basis of Payment Section e, Pricing for services can vary based on the number of documents to be filed or served in the same location at the same time. In your pricing table in Annex B you do not distinguish between items to be priced for singular document filing or service vs. items to be priced for multiple filings or services. Can you please provide information with respect to how we are to price for these two very distinct service delivery models within the same pricing grid? (Page 34)

Answer 5:

Annex B – Basis of Payment of the tender document has been modified to reflect these two (2) types of services.

Question 6

In Annex B, Basis of Payment;

1. What is the intent of providing pricing in the “Other Areas” section?
2. Is this to be used exclusively for adding pricing only if the Bidder has opted in to providing services in Waterloo and/or London in accordance with Part 4 - section 1.1.2 Point Rated Technical Criteria, R1 – Location of Office?
3. If the Bidder is not offering services in the “Other Areas”, ie.: Waterloo and London, is it acknowledged that these sections within the Basis of Payment are to be left blank?

Answer 6:

1. Article B of the Basis of payment found at Annex B, requires the bidder to identify the prices for the required services for the office locations as identified in Annex G, that they wish to provide services to.
2. Yes, this relates to the Point Rated Technical Criteria R1.
3. The bidder is to fill in the sections for the areas they wish to perform services and leave the other sections blank.

Question 7

In Annex B - Basis of Payment, Item A.1 Regular Service; no where within the RFP does it define the timeframe for the completion of services for this category.

In Annex A – Statement of Work, section 3.1.A on page 27 of the RFP describes Regular Service pickup requirements for 8:30 and 14:00 daily, however, if documents are picked up at 8:30 or 14:00, how much time is provided to complete these tasks?

Answer 7:

As identified in Annex A, 4.1 Services Required at item 2, at the scheduled pick-up times, the Contractor will be required to sort and serve legal documents in accordance to the instructions from the Project Authority or Authorized Representative.

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