



February 14, 2014

Public Prosecution Service of Canada File No. RFP: PPSC – 10000114425

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.

Addendum 2

Delete: 1st page, Solicitation Closes

Insert:

Solicitation Closes at 2:00 PM on February 25, 2014

At PART 2 – SECTION 2 - SUBMISSION OF BIDS

Delete: In its entirety.

Insert:

Bids must be submitted only to the Public Prosecution Service of Canada (PPSC) Acquisition Management Division by **Tuesday, February 25, 2014 at 2:00 pm Eastern Standard Time (EST)** by email at PPSC-SPPC.Acquisitions@ppsc-sppc.gc.ca.

Due to the nature of the bid solicitation, bids transmitted by facsimile to the PPSC will not be accepted.

At ANNEX B – BASIS OF PAYMENT

Delete: In its entirety.

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1. Professional Services

FOR SERVICES **WITHIN** THE GREATER TORONTO AREA (includes the City of Toronto and the cities and towns in the following regional municipalities: Halton, Peel, York and Durham).

FOR SERVICES **OUTSIDE** THE GREATER TORONTO AREA, for any destinations, directly served, by the Contractor, Treasury Board Travel and Living Expenses are applicable.

The Contractor will be paid the following firm all-inclusive per diem rates for work performed pursuant to this Contract, in accordance with Annex A, during the Contract period. Applicable Taxes are extra.

Canada's total liability to the Contractor under the Contract shall not exceed an aggregate value of **\$ 120,000.00 including all options, travel expenses and applicable taxes.**

Contracts will be issued on a highest ranked basis such that the Contractor with the highest combined rating of technical merit and price will receive the largest predetermined portion of the work. The remaining portion of the work, if any, will be awarded to the responsive bidder(s) by rank as to cover all areas of services required.

Item No.	TYPES OF SERVICES REQUIRED	A Year 1 Contract Award to yyyy-mm-dd	B Option Year 1 yyyy-mm-dd to yyyy-mm-dd	C Option Year 2 yyyy-mm-dd to yyyy-mm-dd
A	REGULAR SERVICE – TWO (2) FIRM “DAILY PICK-UPS”			
A.1	INDIVIDUAL SERVICE <i>Pricing for serving and/or filing document(s) or subpoena(s) to identified individuals, legal representatives, corporations and/or Tribunals, as per “Memo”. When filing is requested, it must be completed by close of each respective Court’s business hours:</i>			
A.1a	Regular Service (Same Day) – Pick-up at 08:30 hours – Serve and/or file document within same day as pick-up.	(\$ Per Service	(\$ Per Service	(\$ Per Service
	i. Serve document	\$ _____	\$ _____	\$ _____
	ii. Serve and file document	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____
A.1b	Regular Service (Next Day) – Pick-up at 14:00 hours – Serve and/or file document by next business day.			
	i. Serve document	\$ _____	\$ _____	\$ _____
	ii. Serve and file document	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____
((The total price for Rates A.1a & b for Year 1, Option Year 1 and Option 2) / 9)		\$ _____ (= Subtotal 1)		
A.2	*BULK SERVICE <i>When multiple documents, which were picked-up on the same day and time, are served and/or filed to a same location, charges are only incurred once. When filing is requested, it must be completed by close of each respective Court’s business hours:</i>			

A.2a	Regular Service (Same Day) – Pick-up at 08:30 hours – Serve and/or file document(s) within same day as pick-up.	(\$) Firm Lot Price	(\$) Firm Lot Price	(\$) Firm Lot Price
	i. Serve document(s)	\$ _____	\$ _____	\$ _____
	ii. Serve and file document(s)	\$ _____	\$ _____	\$ _____
	iii. File document(s)	\$ _____	\$ _____	\$ _____
A.2b	Regular Service (Next Day) – Pick-up at 14:00 hours – Serve and/or file document(s) by next business day.			
	i. Serve document(s)	\$ _____	\$ _____	\$ _____
	ii. Serve and file document(s)	\$ _____	\$ _____	\$ _____
	iii. File document(s)	\$ _____	\$ _____	\$ _____
((The total price for Rates A.2a & b for Year 1, Option Year 1 and Option 2) / 9)		\$ _____ (= Subtotal 2)		
The total price for all services listed in A for Year 1, Option Year 1 and Option 2 is:		\$ _____ (= Subtotal 1 +Subtotal 2)		

**Where additional/multiple parties or additional documents are being served in the same or separate files, at the same time and address, a firm unit cost must be submitted to include all parties and documents served. The lower of Bulk Service rate and regular Individual Service shall apply. For clarity, the Bulk Service rate shall only apply where it results in a lower cost than cumulative Individual Service.*

Item No.	TYPES OF SERVICES REQUIRED	A Year 1 Contract Award to yyyy-mm-dd	B Option Year 1 yyyy-mm-dd to yyyy-mm-dd	C Option Year 2 yyyy-mm-dd to yyyy-mm-dd
B	ON AN “AS AND WHEN REQUESTED” BASIS			
B.1	INDIVIDUAL SERVICE <i>Pricing for serving and/or filing document(s) or subpoena(s) to identified individuals, legal representatives, corporations and/or Tribunals, as per “Memo”. When filing is requested, it must be completed by close of each respective Court’s business hours:</i>			
B.1a	Regular Service: Completion within 6 hours from request of service.	(\$) Per Service	(\$) Per Service	(\$) Per Service
	GTA			
	i. Serve document	\$ _____	\$ _____	\$ _____
	ii. Serve and file document	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____
	OTHER AREAS			
	i. Serve document	\$ _____	\$ _____	\$ _____

	ii. Serve and file document	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____
B.1b	Rush Service: Completion within 4 hours from request of service			
	GTA			
	i. Serve document	\$ _____	\$ _____	\$ _____
	ii. Serve and file document	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____
	OTHER AREAS			
	i. Serve document	\$ _____	\$ _____	\$ _____
	ii. Serve and file document	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____
B.1c	Urgent Service: Completion within 2 hours from request of service			
	GTA			
	i. Serve document	\$ _____	\$ _____	\$ _____
	ii. Serve and file document	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____
	OTHER AREAS			
	i. Serve document	\$ _____	\$ _____	\$ _____
	ii. Serve and file document	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____
((The total price for Rates B.1a, b & C for Year 1, Option Year 1 and Option 2) / 9)		\$ _____ (= Subtotal 3)		
B.2	*BULK SERVICE			
	<i>When multiple documents, which were picked-up on the same day and time, are served and/or filed to a same location, charges are only incurred once. When filing is requested, it must be completed by close of each respective Court's business hours:</i>			
B.2a	Regular Service: Completion within 6 hours from request of service.	(\$) Firm Lot Price	(\$) Firm Lot Price	(\$) Firm Lot Price
	GTA			
	i. Serve document	\$ _____	\$ _____	\$ _____
	ii. Serve and file document	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____
	OTHER AREAS			

	i. Serve document	\$ _____	\$ _____	\$ _____
	ii. Serve and file document	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____
B.2b	Rush Service: Completion within 4 hours from request of service			
	GTA			
	i. Serve document	\$ _____	\$ _____	\$ _____
	ii. Serve and file document	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____
	OTHER AREAS			
	i. Serve document	\$ _____	\$ _____	\$ _____
	ii. Serve and file document	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____
B.2c	Urgent Service: Completion within 2 hours from request of service			
	GTA			
	i. Serve document	\$ _____	\$ _____	\$ _____
	ii. Serve and file document	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____
	OTHER AREAS			
	i. Serve document	\$ _____	\$ _____	\$ _____
	ii. Serve and file document	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____
((The total price for Rates B.2a, b & c for Year 1, Option Year 1 and Option 2) / 9)		\$ _____ (= Subtotal 4)		
The total price for all services listed in B for Year 1, Option Year 1 and Option 2 is:		\$ _____ (= Subtotal 3 +Subtotal 4)		

* Where additional/multiple parties or additional documents are being served in the same or separate files, at the same time and address, a firm unit cost must be submitted to include all parties and documents served. The lower of Bulk Service rate and regular Individual Service shall apply. For clarity, the Bulk Service rate shall only apply where it results in a lower cost than cumulative Individual Service.

Item No.	ADDITIONAL SERVICES/FEES	A Year 1 Contract Award to yyyy-mm-dd	B Option Year 1 yyyy-mm-dd to yyyy-mm-dd	C Option Year 2 yyyy-mm-dd to yyyy-mm-dd
C.1	Additional Attempt(s) (including Affidavit of Attempted Service) Additional attempts for services stated in A and B above. Up to a total of 2 attempts will be made unless instructed otherwise in the Memo. (2 attempts does not include the original serve.)	\$ Per Attempt	\$ Per Attempt	\$ Per Attempt
	i. 2st Attempt:	\$ _____	\$ _____	\$ _____
	ii. 3rd Attempt:	\$ _____	\$ _____	\$ _____
	iii. 4 or more Attempts must be authorized by the Project Authority or Authorized Representative.	\$ _____	\$ _____	\$ _____
C.2	Administration Fees An administration fee per transaction for disbursements made by cheque by the Contractor on behalf of the PPSC for Court filing fees, for conduct money made payable to witness that must accompany a served subpoena, for transcript fees and other services.	\$ _____/ per transaction	\$ _____/ per transaction	\$ _____/ per transaction
C.3	Return of Documents to requesting office	\$ _____/ per service	\$ _____/ per service	\$ _____/ per service
C.4	Transfer Fees: Contractor's transfer fees for making arrangements with other Process Serving Companies, to provide services outside the GTA.	\$ _____/ per transfer	\$ _____/ per transfer	\$ _____/ per transfer
C.5	Miscellaneous Services: Ex. Issuing originating documents, obtaining a signature on Court Orders, obtaining information and/or obtaining copies of documents from Court.	\$ _____/ per hour	\$ _____/ per hour	\$ _____/ per hour
The total price for all services listed in C for Year 1, Option Year 1 and Option Year 2 is:		\$ _____ (Sum of Rates C.1, C.2, C.3, C.4 & C.5) (Subtotal 5)		

TOTAL EVALUATED COST: The total price for all services listed in A, B and C for Year 1, Option Year 1 and Option Year 2 is:	\$ _____ (Subtotal 1+2+3+4+5)
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The prices or rates specified above, when quoted by the Bidder, are all inclusive and may include any of the following expenses that may be incurred to satisfy the terms of any contract that may result from its bid:

- a. All travel and living expenses for work performed within the Greater Toronto Area (GTA). The GTA is defined in Annex G – Office Location.
- b. Any travel expenses for travel between the Contractor’s place of business and the GTA.
- c. Any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
- d. Pricing for serving “and/or” filing document(s) or subpoena(s) to identified individuals, legal representatives, corporations and/or Tribunals, as per “Memo”.
- e. Multiple documents, which were picked-up on the same day and time, served and/or filed to a same location.

2. Travel and Living expenses Outside of the GTA only

PROCESS SERVER SERVICES OUTSIDE THE GTA PROVIDED BY THE CONTRACTOR

There is no travel and living allowance payable to the Contractor within the GTA, which includes the City of Toronto and the cities and towns in the following regional municipalities: Halton, Peel, York and Durham.

However, should travel be required outside the GTA, the Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B and C of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority or Authorized Representative. All payments are subject to government audit.

3. Other Direct Costs Related to Process Serving Expenses outside the GTA only:

PROCESS SERVER SERVICES OUTSIDE THE GTA PROVIDED BY A SUB-CONTRACTOR

For destinations, requested and authorized by the Project Authority or Authorized Representative, **outside** the GTA, not served directly by the Contractor, it is the Contractor’s responsibility to make arrangements with Process Serving firms to serve and/or file legal documents to an individual(s), legal representatives and/or corporations on an “as and when” requested basis.

For these requirements, the Contractor will have to make arrangements to have these legal documents delivered, by a courier, to the Process Serving firms, who will in turn serve and/or file these legal documents.

Any costs invoiced, for the service described below, will be reimbursed at cost provided support documentation (original receipts) are included with the invoices. No allowance for overhead or profit will be permitted. Charges may include the following:

- i. Process Servers fees for serving;
- ii. Courier charges to deliver the documents, if applicable;
- iii. Phone charges, if applicable;
- iv. Filing legal document fees, if applicable;
- v. Photocopies; and
- vi. Facsimile Services.

Anik Devlin

Acquisition Officer

Finance and Acquisition Directorate

Public Prosecution Service of Canada