



February xx, 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.

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**Question 1:**

Part 4 – Evaluation Procedures and Basis of Selection  
Criterion M.1 – Page 9 – 10, article e)

In reference to item e) *“the number of resources provided”* can you please elaborate what is meant by this statement and if possible provide examples and/or definitions of what is meant by resources?

**Answer 1:**

A resource is: the manpower (individuals) required to accomplish a task.

**Question 2:**

Annex B – Basis of Payment  
Page 32-33

This is further to the questions and your answer dated January 29, 2014. The answer indicated C.1 administration fees for the process server can be claimed for their disbursement as required. However our question now is that there is no indication of fees that the process server can charge for the filing of documents in the court office for his or her services rendered.

**Answer 2:**

This questions as been addressed in the questions and answers document dated February 14, 2014 and clarifications were made to the basis of payment. Please view Addendum 2.

**Anik Devlin**

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