



## AMENDMENT 001 TO THE REQUEST FOR PROPOSALS

Solicitation Number 1000017659

### Quebec Justice Process Servers – Quebec Region

To all Bidders

The purpose of Amendment 001 of the Request for Proposals is to give effect to the following:

#### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

Bidders are advised to **DELETE Section 1.1 Technical Evaluation** in its entirety and **REPLACE** with the following:

##### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

##### Mandatory Technical Criteria (MT)

For the purpose of the mandatory technical criteria specified below, the experience of the Bidder\* will be considered.

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

Number	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Proposal
MT1	<p><b>Company and all personnel proposed</b></p> <p>The Bidder and all process servers employed by it must have a valid license to practice the profession of a Quebec Justice Process Server and must appear on the list of process servers appearing on the Web site of the <a href="https://www.huissiersquebec.qc.ca/Recherche-huissiers">Chambre des huissiers de justice du Québec (https://www.huissiersquebec.qc.ca/Recherche-huissiers)</a>. The Bidder must provide with its proposal a copy of the certificate of proposed resources as well as its own.</p>			
MT2	<p><b>Company experience</b></p> <p>The Bidder must show in its proposal that it has a minimum of five (5) years' experience in providing Quebec justice process server services to at least three (3) different clients over the past three years.</p>			



	<p>The Bidder must provide the following information for a minimum of three (3) clients over the past three (3) years who can confirm the services offered.</p> <p>To support this experience, the following information must be provided:</p> <ul style="list-style-type: none"> <li>a. the name of the client organization;</li> <li>b. the name, title and telephone number of the contact person;</li> <li>c. a brief description of the services provided; and</li> <li>d. the start and end dates of the work.</li> </ul>			
<b>MT3</b>	<p><b>Experience of personnel</b></p> <p>The Bidder must demonstrate that he has a minimum of ten (10) Quebec Justice Process Servers with a minimum of two (2) years' experience in providing justice process server services in Quebec</p> <p>The list for EACH proposed personnel member must include the following information:</p> <ul style="list-style-type: none"> <li>a. the name of the process server;</li> <li>b. the date of the process server's admission to the profession;</li> </ul>			
<b>MT4</b>	<p><b>Offeror quality assurance</b></p> <p>The Bidder must show in its proposal details on hiring practices for Quebec justice process server by outlining the selection process, i.e. qualifications and:</p> <ul style="list-style-type: none"> <li>a. how work is assigned;</li> <li>b. how work is monitored; and</li> <li>c. how issues/problems are solved.</li> </ul>			

**1.1.2 Point Rated Technical Criteria**

Each Technical Bid that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria table(s). Each point rated technical criterion should be addressed separately.

**A score of zero will be awarded for each technical criterion that has not been completed by the bidder.**

The following rating scale will be used to evaluate the rated technical criteria for all bids.

<b>MANDATORY RATED (TC)</b>					
<p>For the purpose of the mandatory technical criteria specified below, the experience of the Bidder* will be considered.</p> <p>"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.</p>					
<b>Number</b>	<b>Point Rated Technical Criterion</b>	<b>Bid Preparation Instructions</b>	<b>Weighting (Points)</b>	<b>Cross Reference to Proposal</b>	<b>Number</b>



<p><b>RT1</b></p>	<p><b>Company experience</b></p> <p>Beyond the mandatory MT2 criteria, the Bidder must show in its proposal that it has more than five (5) years' experience (5 years minimum) in providing Quebec justice process server services.</p> <p>To support this experience, the following information must be provided:</p> <p>a. the name of the client organization;</p> <p>b. the name, title and telephone number of the contact person;</p> <p>c. a brief description of the services provided; and;</p> <p>d. the start and end dates of the work.</p>	<p>a. has more than 5 years' experience (10 points);</p> <p>b. has more than 10 years' experience (20 points).</p> <p>c. has more than 15 years' experience (30 points).</p> <p>d. has more than 20 years' experience (40 points).</p> <p>e. has more than 25 years' experience (50 points).</p>	<p>50 points</p>		
<p><b>RT2</b></p>	<p><b>Experience of personnel</b></p> <p>Beyond the mandatory MT3 criteria, the Bidder must show in its proposal that it has a minimum of ten (10) proposed process servers have a minimum of two (2) years' experience in providing Quebec justice process server services.</p> <p>The list for each proposed personnel member must include the following information:</p> <p>a. the name of the process server;</p> <p>b. the date of the process server's admission to the profession.</p>	<p>a. has 11 to 15 process servers with at least two (2) years' experience (15 points);</p> <p>b. has 16 to 20 process servers with at least two (2) years' experience (30 points);</p> <p>c. has more than 20 process servers with at least two (2) years' experience (50 points)</p>	<p>50 points</p>		

**END OF AMENDMENT 001  
REQUEST N° 1000017659**