



Request solicitation number 1000023905, Question and Answer

Q1. My question is “Firm Daily Pick ups” – if we pick up something at 10a.m. and it is “urgent within 2 hours” does that mean the serve that is required to be completed will be in the same City?

A1. Normally it’s in the same city.

Q2. Normally a successful serve is when the person is home and we serve it, having a 2 hour or 4 hour window or even 6 hour window may not allow for the person to be home? Or is the “service” court filing that is required to be done and not “serves”?

A2. A complete service is considered both serving and filing at the courts but some service requests may be just to file or just to serve.

Q3. If we pick up at 10 a.m. how many documents are we picking up generally?

A3. It’s not possible to say how many as it fluctuates.

Q4. If we serve something on Thursday evening, you have requested that the affidavit of service must be completed and handed in within 24 hours but that would take us to Friday evening? So I presume Monday is sufficient?

A4. No. Request will be made during business hours.

Q5. In addition, under “Basis of Payment” you indicate that there is a regular service amount “Per diem and additional attempts “per diem” I presume that means you have someone available to you all day?

A5. Yes, during business hours.

Q6. Annex A - Section 3.1a defines 2 locations (130 King Street West, Toronto and 7685 Hurontario Street, Brampton) as the regular pick up locations with firm pick up times of 10:00 and 14:00. Are these 2 locations not part of the “As and When” required stipulation, meaning that there will be no pick-ups at these 2 locations outside of the 2 pick-up times?

A6. These two locations may be part of the “as and when” but will always be firm pick up.



Q7. There are no service level requirements (regular/rush/urgent) attached to these 2 locations. Is there an expected turnaround time for completion of services in these cases?

A7. For firm pick-ups, the service level may be flagged/outlined when picked up by the Contractor and will adhere to the three levels of service outlined in the contract. Return document(s) must be returned to the requesting PPSC office the next business day with the exception of 130 King Street West, Suite 3400 which need to be returned no later than 10:00 am the next business day.

Q8. Annex A - Section 3.1b defines 4 locations for “As and When” pick-ups. Our understanding is that a GTA-only service provider would omit any pick-ups from Kitchener and London?

A8. As outlined in Annex A section 9 , “For locations, outside the GTA excluding Waterloo and London, as per Annex G – Office Locations, 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, if applicable.” Also outlined in section 4, “The contractor must deliver... Make arrangements with Process Service Providers to serve and/or file documents outside the GTA.”

Q9. Annex B, Basis of Payment – the pricing form lists prices on a “per diem” basis. Should these be listed on a “per transaction” basis”?

A9. As outlined in Annex B - 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. Administration fees, returning of documents to requesting office, transfer fees, and miscellaneous services are paid differently as outlined in the RFP Annex B items C.1 – C.4

Q10. You have requested a single price quote for regular service, though these regular services constitute multiple types transactions. These include serving, filing or serving and filing documents. Can you advise whether the price structure outlined in the RFP is correct?

A10. It is up to the contractor to decide how to structure the pricing, but it must consist of the following as outlined in Annex A section 3.1a “The Contractor is required to pick-up, sort, issue, serve and file various legal documents, on a “firm daily” basis.”



Q11. If we have already undergone this process and have been certified in accordance with the Protected B level. Is it sufficient to attach the letter instead of completing the various forms contained in Annex C?

A11. The aforementioned forms in annex C is the already completed SRCL, which outlines the security requirements the contractor would need to fulfil. If Bidders do fulfil these requirements, then yes proof would indeed be required.

Q12. Closing date for submission of electronic bids. Title page indicates 2:00pm on October 18th, however, Part 2 – Bidder Instructions paragraph 2. Submission of Bids indicates Monday October 16th.

A12. As indicated on Buy and Sale site at the first page of the request 1000023905 at date's section, the closing date is 2017-11-01 at 14:00 Eastern Daylight time.

Q13. In order to prepare an accurate per diem financial submission, is it possible to provide an approximate amount of services (all types) that will be required as per items listed in Annex B, Basis of Payment? Is there an approximate average mileage per day that is to be expected?

A13. As indicated in the Annex B, Bases of Payment, this is an "As and when requested" services, PPSC can't determine a daily average mileage.

Q14. When is the contract expected to start?

A14. As soon as the evaluation will be done after the RFP closing date November 1, 2017.

Q15. I am inquiring as to the volume of court filings and process serving from recent years, and what the forecast volumes are for this upcoming contract.

A15. We do not keep track of the volume of requests from previous years, so we cannot provide a forecast of the volume of this upcoming contract as it varies from day-to-day, and year-to-year. It is up to the supplier to be able to keep up with the demand of all of our offices/locations.

Q16. A.1 is asking for pricing on regular service, even though A2a and A2b are also asking for the pricing for regular same day and next day service (in more detail). Is this an oversight from the previous pricing model or is there an expectation for pricing in A.1? Can you please elaborate?

A16. No, A1 is firm daily pickup (2 pickups at 10:00am and 2:00pm), A2A and A2B are priced individually for pickups that are outside of the 2 firm pick-up times. All prices should be provided.



Q17. The RFP states that return document(s) must be returned to the requesting PPSC office the next business day with the exception of 130 King Street West, Suite 3400 which needs to be returned no later than 10:00 am the next business day. Does this mean there will be no request for urgent/same day return of documents? If a request for the same day return of documents is possible, can a separate pricing line be added to C.2 in order for us to distinguish between regular and rush returns?

A17. No, there may be some additional pick-ups required at all sites. The contractor may include a separate pricing line but it must be clear on what is meant by it and how it is different.

Q18. For firm pickups, the RFP mentions 10 am pickups while the pricing sheet indicates 8.30 am pickups. We understand that the 10 am pickup is correct – can this be confirmed please?

A18. Yes, 10:00am is correct.

Q19. The formula for getting to the total evaluated cost is incorrect - the subtotals in A and B require the adding up all 4 of the option years while the total evaluated cost refers to just the first 2 option years.

A19. Correct, the formula should include all options, as indicated on the original RFP Annex B.

Q20. The total evaluated cost of the bid also references adding up A1, A2 and B1 but ignores the numbers in B2, 3, 4 and C. Is this correct?

A20. No, as stated above in question 4, it should include all.

Q21. Our understanding is that based on 1.1.2 we need to bid on only 1 of the 3 areas (GTA, London, Waterloo) to meet the minimum 10 points required. If this is the case, can any pricing section in B.1 – B.3 that is not relevant to our bid be marked as N/A?

A21. No, it is in the bidder's best interest to provide all information as you may be competing against other bidders, as outlined in section 2.1.7.

Q22. In Question 16 I had asked about the nature of the service being requested in A1. The response is not correct as the pricing requested in A2A and A2B are, in fact, regular pick up requests, so we would need some further detail on this please. See below please.

Q16. A.1 is asking for pricing on regular service, even though A2a and A2b are also asking for the pricing for regular same day and next day service (in more detail). Is this an oversight from the previous pricing model or is there an expectation for pricing in A.1? Can you please elaborate?

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Item No.	TYPES OF SERVICES REQUIRED	Year 1	Option Year 1	Option Year 2	Option Year 3	Option Year 4
		Contract Award to 2018-03-31	2018-04-01 to 2019-03-31	2019-04-01 to 2020-03-31	2020-04-01 to 2021-03-31	2021-04-01 to 2022-03-31
A	REGULAR SERVICE – TWO (2) FIRM “DAILY PICK-UPS”					
A.1	Regular Service	Firm Daily Lot Price (for 2 daily pick-ups) \$ _____	Firm Daily Lot Price (for 2 daily pick-ups) \$ _____	Firm Daily Lot Price (for 2 daily pick-ups) \$ _____	Firm Daily Lot Price (for 2 daily pick-ups) \$ _____	Firm Daily Lot Price (for 2 daily pick-ups) \$ _____
A.2	Pricing for serving and/or filing document(s) or subpoena(s) to identified individuals, legal representatives, corporations and/or Tribunals, as per “Memo”. 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:					
A.2a	Regular Service (Same Day) – Pick-up at 08:30 hours – Serve and/or file document within same day as pick-up.					
	i. Serve document	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	ii. Serve and file document	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	iii. File document	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
A.2b	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	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

A22. Please see new Basis of payment amendment 2 listed Buy and Sale, for modifications.

Q23. The formulae are incorrect as follows:

	Sum of Rates A.1	1	\$ _____ (= Subtotal 1)
	((Sum of Rates A2.a & b) / 9) + (Sum of Rates A2.c)	2	\$ _____ (= Subtotal 2)
	TOTAL EVALUATED COST: The total weighted price for all services listed in A.1, A.2 and B.1 for Year 1, Option Year 1 and Option 2 is:	3	\$ _____ (= Subtotal 1 + Subtotal 2)

#1 – The sum of rates required for A1 is for all 5 years

2 – The sum of rates here is divided by 9...if we are to add up all 5 years then the amount should be divided by 15?

3 – Only Option year 1 and 2 are mentioned (3 years total) but we are expected to add subtotal 1 and 2 on the right hand side (5 years)

A23. Please see new Basis of payment amendment 2 listed Buy and Sale, for modifications.



Q24. In Question 20, we have been advised to include B2, 3, 4 and C, but no formula has been provided.

We are concerned that not all submissions will apply the formula consistently, thereby providing an incorrect view of the true value of a particular bid. Is it at all possible to issue a new Annex B with new formulae so that all bids are using the exact same sheet? We realize that this is late in regards to the deadline but we have only received responses this morning and this contract also spans a potential 5 years; we feel it is important to ensure that all submissions and interested parties have clarity prior to submission. Please advise us ASAP if you are able to make any clarifications prior to the submission date.

A24. Please see new Basis of payment amendment 2 listed Buy and Sale, for modifications.

Q25. Finally, in item B, there is reference to 'Other Areas' which you have advised we should not ignore, even though they may be outside of our preferred service area. Does "Other Areas" refer to London and Kitchener or does it refer to any area that is not the GTA?

A25. Please refer to Annex G, Office locations on the RFP. All area not included in the Annex G are considered "Other Areas"