

**REQUEST FOR STANDING OFFER (RFSO)**

**JUS-RFSO-PRSRV-2023-001-A**

**FOR THE REQUIREMENT OF  
PROCESS SERVERS FOR THE DEPARTMENT OF JUSTICE  
CANADA (JUS) ONTARIO REGIONAL OFFICE (ORO)**

**FOR THE  
DEPARTMENT OF JUSTICE CANADA**

**AMENDMENT 001**

**Standing Offer Authority:**

**Nancy Racine**

**Email: [nancy.racine@justice.gc.ca](mailto:nancy.racine@justice.gc.ca)**

## PART 1 : QUESTIONS AND ANSWERS

<b>QUESTION 1A</b>	<p>With regards to the financial offer, the response preparation templates found on pages 18 – 27 are a bit confusing. The definitions all make perfect sense, but the price per service section seems to suggest a uniform rate for most services and filings regardless of distance or venue. For example, section/item A gives us three rows for the following tasks:</p> <ul style="list-style-type: none"><li>(i) serve legal document,</li><li>(ii) serve and file legal document, and</li><li>(iii) file legal document.</li></ul> <p>The template doesn't specify where each task would occur (i.e. Toronto, Peel, Halton, etc.), or allow for variances in price depending on factors such distance travelled for serves. I'm not sure how to complete this section when the cost of filing a document in Toronto (which I assume is the default) is different than Milton, Brampton, or any of the other jurisdictions mentioned in the document.</p>
<b>ANSWER 1A</b>	<p><b>Please see PART 1 General Information – 1.2 Summary</b></p> <p>The majority of the work will be undertaken in the Greater Toronto Area (GTA) which is defined by the City of Toronto and the following four (4) regions: Halton, Peel, York and Durham. No travel and living expenses are to be charged for work that occurs within the GTA. For locations outside the GTA, directly serviced by the Contractor, travel and living expenses will be paid based on the Treasury Board Travel Directive.</p> <p>For the Work that will be undertaken in locations outside the GTA, not serviced directly by the Contractor, it is the responsibility of the Contractor to make arrangements with Process Service subcontractors in that area, to have documents served and/or filed. For these requirements, the Contractor will have to make arrangements to have these legal documents delivered, by a courier, to the Process Serving subcontractors, who will in turn serve and/or file these legal documents, which may require out-of-province service. There will be no travel and living expenses reimbursed.</p>

Additional Information

**Greater Toronto Area**



**QUESTION 1B**

Moreover, the cost of service typically varies depending on both urgency and mileage. For example, a serve in Orangeville would cost more than one in downtown Toronto as the latter can often be completed on foot and would not require a driver. Is it the expectation of the ORO that offerors propose a uniform flat rate for service anywhere in the GTA?

**ANSWER 1B**

Please see ATTACHMENT 2 TO PART 4 – FINANCIAL EVALUATION – PRICING SCHEDULE – Section B – ON AN “AS AND WHEN REQUESTED” BASIS. Urgent services rates should be reflected in the table.

party appearing in the proceeding		Price Per Service (\$)			H=E+F+G TOTAL
Item No.	Service Requirement	E INITIAL PERIOD (Date of Issuance To March 31, 2025)	F OPTION #1 (April 1, 2025 To March 31, 2026)	G OPTION #2 (April 1, 2026 To March 31, 2027)	
→ a) <b>Regular Individual Service: Completion within 6 hours from request of service:</b>					
i.	Serve legal document	\$ _____	\$ _____	\$ _____	\$ _____
ii.	Serve and file legal document	\$ _____	\$ _____	\$ _____	\$ _____
iii.	File legal document	\$ _____	\$ _____	\$ _____	\$ _____
→ b) <b>Rush Individual Service: Completion within 4 hours from request of service:</b>					
i.	Serve legal document	\$ _____	\$ _____	\$ _____	\$ _____
ii.	Serve and file legal document	\$ _____	\$ _____	\$ _____	\$ _____
iii.	File legal document	\$ _____	\$ _____	\$ _____	\$ _____
→ c) <b>Urgent Individual Service: Completion within 2 hours from request of service:</b>					
i.	Serve legal document	\$ _____	\$ _____	\$ _____	\$ _____

H1  
H2  
H3  
H4  
H5  
H6  
H7

## PART 2 : AMENDEMENT TO RFSO

Amend the following within the RFSO JUS-RFSO-PRSRV-2023-001-A

DELETE :

<b>Solicitation Closes</b> <b>L'invitation prend fin</b>		<b>Time Zone</b> <b>Fuseau horaire</b>
<b>at – à</b>	2 :00 PM	Eastern Daylight Time (EDT)
<b>on – le</b>	December 11, 2023	

AND REPLACE WITH

<b>Solicitation Closes</b> <b>L'invitation prend fin</b>		<b>Time Zone</b> <b>Fuseau horaire</b>
<b>at – à</b>	2 :00 PM	Eastern Daylight Time (EDT)
<b>on – le</b>	December 15, 2023	

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**