

Notice of Proposed Procurement (NPP)
PROCESS SERVERS FOR THE DEPARTMENT OF JUSTICE CANADA
(JUS) ONTARIO REGIONAL OFFICE (ORO)

GSIN: R199 – Other Admin Services, UNSPSC # 80121904 Process server service

Reference Number: JUS-RFSO-PRSRV-2023-001			
Solicitation Number: JUS-RFSO-PRSRV-2023-001			
Organization Name:	Department of Justice Canada		
Solicitation Date:	August 16, 2023	Closing Date:	September 25, 2023
Anticipated Start Date:	October 02, 2023		
Standing Offer Duration:	The initial standing offer period will be from Standing Offer Issuance to March 31, 2025 with two (2) one (1) year Option Periods.		
Solicitation Method:	Competitive, Open RFSO		
Comprehensive Land Claim Applies:	No	Number of Standing Offers:	Up to 2 Standing Offer Agreements may be awarded

Applicable Trade Agreements:

- Canada Free Trade Agreement (CFTA)
- Canada Korea Free Trade Agreement (CKFTA)
- Canada-United States-Mexico Agreement (CUSMA)
- Canada-Chile Free Trade Agreement (CCFTA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
- Canada-Columbia Free Trade Agreement (CCoIFTA)
- Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- Canada-Honduras Free Trade Agreement (CHFTA)
- Canada-Peru Free Trade Agreement (CPFTA)
- Canada-Panama Free Trade Agreement (CPanFTA)
- Canada Ukraine Free Trade Agreement (CUFTA)
- World Trade Organization Agreement on Government Procurement (WTO-AGP)

Requirement Details

Tendering Procedure: Open RFSO

Description of Work:

The Ontario Regional Office (ORO) engages in a diverse array of litigation, appearing at all levels of court from the Provincial Court to the Supreme Court of Canada, as well as the Federal Courts, Tax Court and various administrative tribunals.

During the course of litigation, the ORO may need to give legal notice to a party, serve such party, be it an individual, a legal representative or a corporation with legal documents, and file said documents with a Court or Tribunal. As a result, the ORO is seeking the services of Process Servers to pick-up, sort, issue, serve and file various types of legal documents within the Province of Ontario, in accordance with the applicable legislation and Rules of Court in the area of service.

These services are expected to be performed on a “firm daily” basis, and on an “as and when requested” basis. The most common requests are for the following Courts and Tribunals: the Tax Court of Canada, the Federal Courts, Ontario Courts and the Immigration and Refugee Board

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. 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

As a result of this Request for Standing Offer (RFSO), it is anticipated that the Department of Justice Canada will issue up to two (2) Standing Offers on a Right of First Refusal Basis.

The period for making call-ups and providing services against the Standing Offer(s) is from Date of Issuance to March 31, 2025 inclusive. If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year periods.

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

Standing Offer Authority

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