



# *Procurement Pain Relief*

Find out more about our products and services online at [RFPSOLUTIONS.ca](http://RFPSOLUTIONS.ca), or send us an email at [info@RFPSOLUTIONS.ca](mailto:info@RFPSOLUTIONS.ca)

Find out about our  SETASIDE SOLUTIONS Aboriginal Joint-Venture @ [RFPSOLUTIONS.ca](http://RFPSOLUTIONS.ca)

# RFP's That Deliver Results!

RFP Solutions is a company of Request-for-Proposal (RFP) and government contracting specialists. We develop RFP's for government clients with complex and/or high-\$-value requirements in areas such as:

Communication Services

HR Services

Consulting Services

IT Professional Services

Training Services

Financial Services

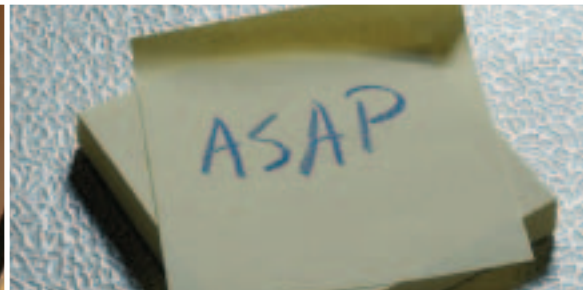
Software & Systems

Research Services

Outsourcing

In developing RFP's, we work directly for government contracting groups, as well as for their internal clients within the Program areas of the departments, agencies, ministries and crown corporations of government.

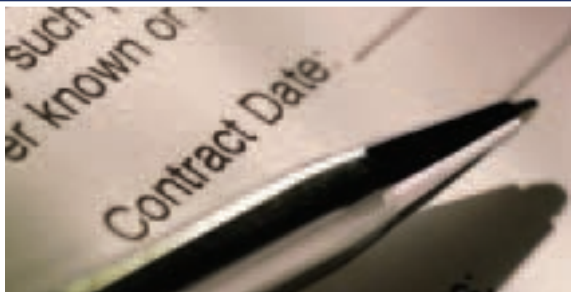
Our mission is to help our government clients execute a *timely, fair* and *compliant* contracting process, and to develop RFP's that deliver results!



# Our Focus

At RFP Solutions, we are focussed on helping our government clients reduce the risks, delays and complexity typically associated with the RFP process.

- We *reduce the risks* of cost over-runs, bid challenges and project failure through our expertise in defining precise and easily understood Statements-of-Work and Technical Specifications, in addition to Bid Evaluation Criteria that are objective, easily measured and meaningful.
- We *speed-up the RFP process* by quickly deploying teams of specialists who work closely with the client's internal contracting group to offset heavy workloads, meet tight deadlines, or to expedite urgent requirements.
- We *provide the knowledge and expertise* needed to handle complex RFP requirements, based on the extensive skills and experience of our team in the field of government contracting.



# Our Services and Approach

We know that no two RFP requirements are exactly the same. Depending upon their specific needs, some government clients prefer that we develop the RFP, participate in bid evaluation, assist in contract award and provide post-contract management services. At the same time, other clients make use of our services in a more limited manner to provide them with advice and technical assistance in writing an RFP document. In all cases, we offer our clients as little or as much of our involvement as they wish, based on the following menu of services:

## 1. Planning the RFP

- RFP Planning Templates
- Develop Procurement Strategy and Plan
- Compliance with authorities and policies
- Organizing RFP Bidders' Conferences

## 2. Developing the RFP

- Statements-of-Work (SOW) and/or Specifications
- Bid Evaluation Criteria
- Developing other RFP components and appendices
- RFP translation, distribution and/or posting on MERX™



### 3. Bid Evaluation

- Bid Evaluation **BOOT CAMP**™
- Bid Evaluation *Pre-Screen Services*
- Develop Bid Evaluation Guides
- Assist in Bid Evaluation process
- Act as Fairness Monitor
- Produce final report of Bid Evaluation outcomes
- Provide evidence to C.I.T.T. if required

### 4. Contract Award

- Assist in awarding the Contract
- Assist in negotiating terms with selected contractors
- Assist in debrief unsuccessful bidders

### 5. Post-Contract Award

- Administering Contracts/Standing Offers
- Developing Contract Administration guidebooks for managers
- Contract Management **BOOT CAMP**™ and/or advisory services
- Evaluations of contractor performance and/or deliverables
- Providing third-party Dispute Resolution services



# Our Tools and Templates

RFP Solutions utilizes a variety of automated tools and templates in the development and management of RFP's, including:

RFP Planning Templates

Sample RFP's

Bid Evaluation Guides

Bid Evaluation Software Tool

Sample Contracting Guidebook  
for Managers

Sample Procurement Plan

Sample LOI's

Sample Fairness Monitor Report

Sample Agenda for Bidders' Conference

Guidelines for Debriefing Unsuccessful  
Bidders

All of the tools and templates which we use can be found in our Reference Library, which is located on our website at: [www.rfpsolutions.ca](http://www.rfpsolutions.ca)



# Our Clients

- Indian and Northern Affairs Canada
- Royal Canadian Mounted Police
- Canadian Heritage
- Transport Canada
- Canada Revenue Agency
- Infrastructure Canada
- Transportation Safety Board of Canada
- Fisheries & Oceans/Canadian Coast Guard
- Department of Foreign Affairs and International Trade
- Parks Canada Agency
- Correctional Service Canada
- Canada Border Services Agency
- Library of Parliament
- Bank of Canada
- Treasury Board Secretariat
- Department of National Defence
- Public Works & Government Services Canada
- Department of Justice Canada
- Industry Canada
- Health Canada
- National Library & Archives Canada
- Office of the Auditor General for Canada
- Natural Resources Canada
- Environment Canada
- Veterans Affairs Canada
- Public Safety Canada
- Statistics Canada
- The Senate of Canada
- Canadian Heritage
- Yukon Government



# Our History

Formerly known as the Cartier Consulting Group, RFP Solutions has been in business since 1992 developing RFP's and providing procurement and contracting related consulting services on behalf of our public sector clients. RFP Solutions is a Canadian-owned and operated company based in Ottawa, incorporated under the laws of the Province of Ontario.

# Our Corporate Ethics Policy

In keeping with the ethical standards of the procurement and contracting profession to which we belong, RFP Solutions operates in full compliance with the codes of ethics and conduct for purchasing practitioners established by both the MMI and PMAC.

In addition, we:

- maintain absolute confidentiality concerning all client and bidder information related to RFP's
- divulge nothing to outside parties before, during or after the RFP process
- maintain valid government security clearances
- exempt ourselves as bidders from all RFP's to which we have contributed
- are an independent firm. We work only for government clients, and we have no affiliations with any other businesses (government suppliers or otherwise)





# Our Founder

David Swift founded RFP Solutions Inc. in 1992 and served as the firm's Managing Director for over eighteen years, until his passing in early January 2010. David was one of the leading specialists in the field of public sector contracting in Canada, and was very active within the professional community, serving on the:

- Board of Directors for the Canadian Institute for Procurement and Materiel Management (CIPMM)
- Editorial Board for SUMMIT - Canada's magazine on public sector purchasing
- Algonquin College e-Business Supply Chain Management Advisory Committee

During his career, David had written numerous articles in professional journals on the subject of public sector contracting, including:

- *Parliament Reviews Competition in the Award of Federal Contracts*
- *Implementing the Procurement Strategy for Aboriginal Business*
- *The Internet's Impact on Procurement*
- *Public Perceptions Influence Procurement Decisions in Canada's Red Chamber*

Over the course of his distinguished career, David Swift accumulated over two decades of Procurement Advisory experience, providing Statement of Work and Evaluation Criteria document development services for Professional Services and Goods Contracts within the Federal Government. It is through David's extensive legacy that RFP Solutions Inc. has contributed to well over 400 individual projects on behalf of roughly 60 Federal Government departments and agencies, positioning the firm on the leading edge of federal government procurement, with the ability to draw on past and current experience, taking into account a government-wide view of procurement.

*David Swift*

Founder

**RFPSOLUTIONS INC.**

May 10, 1966 ~ January 4, 2010



 **RFPSOLUTIONS™**  
*Procurement Strategies for Government*



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