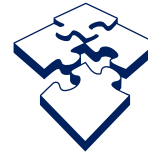


Our Services



Planning and Strategy Development

Detailed Requirements Definition, background research, market analysis, and identification of industry standards and capacity for transaction-specific and organizational procurement strategies.



Solicitation Document Development

Project specific Statements of Work or Requirements (SOW/SORs), Evaluation Criteria, Bases of Payment (BOP) and financial components as well as supporting Terms & Conditions for RFPs, RFQs, RFX, etc.



Procurement Tools

Notice of Proposed Procurement (NPP), Advance Contract Award Notice (ACAN), Request for Information (RFI), Letter of Intent (LOI), Expression or Solicitation of Interest (EOI/SOI), Market Assessment / Analysis and Support.



Bid Evaluation Support Services

Customized Evaluation Grids and matrices, advisory and Recording Services, Committee Orientation, Recording Support, Report of Outcomes, Fairness Monitor, Commissioner, Advisory and Audit Services. Facilitation and Attestation, Debriefing and Contract Negotiation Support.



Procurement Reviews and Support

Procurement / Supply Chain / Organizational and Management Reviews, Audits, Project Management Support, Policy and Delegation of Authorities Instruments. Policy / Tools / Templates / Procedures Development.



Procurement Training

We offer training to procurement and non-procurement personnel, on a wide variety of topics tailored to meet our Clients' needs

We are Setaside Solutions



We are **Procurement Strategists**. Assisting Clients in developing effective transaction-specific and organizational procurement strategies. We also conduct Procurement and Supply Chain Management Reviews and Audits, Policy and Organizational assessments.



We are **Procurement Navigators**. Our team is experienced in navigating trade agreements, policies, and contract vehicles, and reducing risks and typical procurement delays. We help lead procurement officials, operational managers and executives through complex, high-risk contracting processes.



We are **RFP Experts**. Our team has developed hundreds of RFX documents including RFPs, RFSA's, RFSOs, SOWs, SORs, LOIs, ACANs, Evaluation Criteria, Bases of Payment, Terms, Conditions and Bid Instructions. We use our **RFP Library** to help our Clients develop effective RFPs.



We are **Procurement Tacticians**. Our team understand RFPs and how to make each component work together. We help our Clients improve the fine mechanics needed for sound and effective procurement, and resulting contracts that deliver results.



We are **Fairness Professionals**. Our team operates as independent professionals, committed to the fairness, openness, transparency, integrity, and success of our Clients' procurements. Our mission is to help our Clients execute a timely, fair and compliant contracting process.



SETASIDE SOLUTIONS



613-728-1335
SetasideSolutions.ca

 SETASIDE SOLUTIONS

RFP SOLUTIONS™ *Aboriginal Joint-Venture*

Why Setaside Solutions?



Setaside Solutions (4336615 Canada Inc.) is a Canadian Aboriginal Company founded in 2005, providing Procurement-related Advisory and Consulting services exclusively to Public Sector Clients. We are specialists in the application of the federal Procurement Strategy for Aboriginal Business (PSAB) and implementation of procurement measures under **Canadian Comprehensive Land Claims Agreements (CLCAs)**.

In 2005 Setaside Solutions formed a **Joint-Venture** with **RFPSOLUTIONS (SSJV)**. **RFPSOLUTIONS** has been in business since 1992, providing public sector organizations with trusted Request -for-Proposal (RFP) development and evaluation support services, expert advisory services, consulting, and training. Setaside Solutions is the lead of this Aboriginal Joint-Venture. **For over 10 years, Setaside Solutions and SSJV** have provided professional Procurement Services **exclusively** to the Public Sector.

We are responsible for the design, development, and delivery of **Setaside Solutions' C5 Expert® System**, a Government-wide shared-software -as-a-service-system which assists all federal departments/agencies and crown corporations in identifying procurement obligations under CLCAs applicable to their specific procurement actions. As such, SSJV is on the leading edge of public sector aboriginal procurement and is able to draw on past and current experience, taking into account a public sector-wide view of procurement.

We support the full procurement process life-cycle from procurement planning through to contract management. Compliance & Assurance is built into all of the services we provide – one of the key reasons that our Clients contract with us.

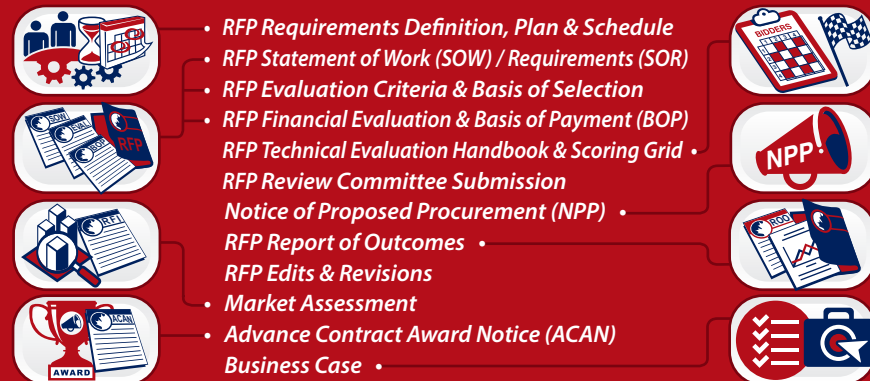
We support a thorough definition of client requirements, and develop a variety of effective solicitation documents. We support evaluation of responses to solicitations, provide Evaluation Committee Training, Fairness Advisory Services, as well as Market Assessment tools and services. We support procurement audits and studies aimed at improving Client operations, as well as provide training related to all aspects of procurement, contracting, and materiel management.



RFP Development Services

RFPExpress® is "**Procurement Pain Relief**" for public sector managers... the **fast-track solution** for developing customized and compliant RFx documents (SO, SA, RFQ, RFT, EOI, etc.) ("RFP").

The following **RFPExpress®** Deliverables are available to both Public Sector Procurement Specialists and Program Managers, designed to allow for quick and accurate definition of requirements, efficient development of customized, and compliant RFPs, while at the same time significantly reducing contracting risks to their organization.



Procurement Consulting & Training Services

RFPAdvisor® is the solution for public sector managers struggling to deliver their programs, with clear answers and compliant procurement strategies.

The following **RFPAdvisor®** Deliverables and Services are available to both Public Sector Procurement Specialists and Program Managers to obtain as-needed expertise required to enhance public sector procurement capacity and knowledge.



CLCA Procurement



In addition to our services, one of our proudest accomplishments as an Aboriginal Joint-Venture is the development of the **C5 Expert® Systems** which supports Aboriginal Affairs and Northern Development, and more broadly, the Government of Canada in meeting the requirements of **Canadian Comprehensive Land Claims Agreements (CLCAs)**.



C5Expert® is an expert system designed to help public sector officials determine their organization's compliance obligations when issuing contracts that may involve delivery locations within one or more CLCA settlement areas. The C5Expert® system asks a series of questions in a web-based interview format about a future contracting requirement and uses internal programming to provide an output document that links the procurement activities with the obligations of the identified CLCAs.



The C5Expert® **QuickSearch Map™** tool provides a quick and easy method to assess whether the locations of work or delivery for an anticipated contract requirement fall within one (1) or more CLCA areas. This process supports the early identification of any contracting obligations arising from each CLCA found to apply to the anticipated activity.

If you are an official of the public sector and you would like to learn more about **C5Expert®**, or if you are interested in receiving a **C5Expert® CLCA Contracting Compliance Checklist** document, please email us at: questions@setasidesolutions.ca

Contact Us



Peter Elias, Setaside Solutions Director
Telephone: 778-997-7393
E-mail: Peter@SetasideSolutions.ca

Steve Johnston, RFPSOLUTIONS Managing Director
Telephone: 613-728-1335 ext. 242
E-mail: Steve@RFPSOLUTIONS.ca

Emily Johnston, Client Relationship Associate
Telephone: 613-728-1335 ext. 226
E-mail: Emily@SetasideSolutions.ca

Cathryn Kallwitz, Director, Operations
Telephone: 613-728-1335 ext. 225
E-mail: Cathryn@SetasideSolutions.ca

Chrissanthi Pahinis, Director, Administration
Telephone: 613-728-1335 ext. 231
E-mail: Chris@SetasideSolutions.ca

Call Peter to discuss anything regarding Setaside Solutions.
Call Steve regarding RFPSOLUTIONS, or our SSJV.

Call Emily for general inquiries, contract administration, client satisfaction, project scheduling, communications or business development.

Call Cathryn to discuss the technical contents of our deliverables, to review documents or to discuss on-going projects.

Call Chris to discuss invoicing.