



CARIBBEAN PUBLIC-PRIVATE SECTOR SOLUTIONS LIMITED

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Intelligence, Efficiency, Productivity, Profits

1. Who and why we are

Caribbean Public-Private Sector Solutions Limited comprises a formidable team of experienced individuals with qualifications and expertise in many areas. Given the state of economies today, and the challenges faced by both public and private organizations, the need for efficiency and intelligent management of scarce resources is of paramount importance. We at CPPSSL possess a range of invaluable skill sets, gained over the past five decades, from both public and private enterprises - these we bring to the table.

Today, business organizations are forced to align their operations with strategic goals and objectives that are profitable. The advent of Covid 19 Coronavirus has damaged, if not crippled, many business organizations. As businesses grapple with the impact of the pandemic on their bottom line, the need for a company to help businesses transition from pre-Covid to mid and post-Covid, is mandatory. The Managing Director of CPPSSL – Mr. Paul Duncan, having spent more than three decades working in both public and private enterprise, assures delivery of efficient business services.

As governments struggle to keep economies afloat, businesses continue to haemorrhage financially, due to inefficiencies and poor business processes. CPPSSL is designed to help these enterprises reassess, restore and rebuild their business operations resulting in guaranteed efficiency, productivity, overall performance and ultimately, higher profit margins.

CPPSSL is a “grassroots” company, largely comprising persons with humble beginnings. We are very passionate about assisting in the development of entrepreneurs, irrespective of business size, age or category. CPPSSL can help you achieve your goals. **We will meet you where you are and take you where you need to be!**

Mission Statement

We are a consultancy company designed to help public and private enterprises achieve operational efficiency and increased profitability. We diagnose, report, prescribe and administer the right solutions to ensure organizational health. Our aim is to work to develop and align the right people with processes and strategic goals towards improving the quality of life for all Caribbean people.

Vision Statement

We strive to be the premier solutions company, throughout the Caribbean. We aim to be the preferred consultancy company providing solutions and preventing pitfalls through our numerous services to business organizations, in the Caribbean.

Core Principles

Our core principles are deeply rooted in our mission and vision and in the commitment and assurance, that we are ready to accept the responsibility to work in partnership with Caribbean public and private enterprises to improve the lives of the people therein.

. Our Core principles are:

- Accountability
- Confidentiality
- Responsibility
- Good Governance
- Transparency
- Integrity
- Honesty
- Value for Money
- Teamwork



Services

The services we offer are geared to help public and private firms improve in their efficiency, productivity and profitability.

Cleaning & Sanitization

Cleaning and Sanitization today, is more of an art and science as the world battle with one pandemic after another. Janitorial companies and cleaning professionals must continually do research to equip themselves with the knowledge to ensure the health and safety of people and the preservation of green earth. CPPSSL's janitorial technicians are highly trained and certified professionals. The Managing Director has been certified by the International Janitorial Cleaning Services Association (<http://www.ijcsa.org>) in the following areas:

- Janitorial Cleaning Certificate
- Masters Janitorial Certificate
- Chemical Hazard Certificate
- Bio-hazard Cleaning Certificate
- Carpet Cleaning Certificate
- Blood Borne Certificate
- Customer Services Certificate
- Green Cleaning Certificate
- Green Cleaning Masters Certificate
- Residential Cleaning Specialist Certificate
- Medical Cleaning Certificate
- Mold Inspection and Cleaning Certificate

We offer the following Janitorial Services:

- In-depth cleaning & sanitization of residential spaces
- In-depth cleaning & sanitization of commercial spaces
- In-depth cleaning & sanitization of crime scenes
- In-depth cleaning and sanitization of medical spaces
- In-depth cleaning and sanitization of public transportation (air, land & sea)
- In-depth cleaning and sanitization of public washrooms
- In-depth cleaning and sanitization of schools
- In-depth cleaning and sanitization of high-traffic, high-risk spaces
- In-depth carpet cleaning and floor restoration
- Cleaning and restoration of external surfaces
- Power-washing and sanitizing of external spaces

Procurement Services

- ✚ *We structure the Procurement Office* so that public bodies can procure in accordance with the provisions set out in the Public Procurement and Disposal of Public Property Act 2015 (PPADPPA) (as amended).
- ✚ *We formulate procurement policies*, produce procurement desk manuals and handbooks to guide procurement activities.
- ✚ *We provide training and development workshops* for procurement managers, supervisors and officers.
- ✚ *We provide procurement services* for organizations desiring to outsource their procurement functions.
- ✚ *We organize and manage your Pre-qualification* depository of eligible contractors /suppliers. We also provide adequate training to procurement professionals to

adequately maintain same congruent with the standards and requirements of the Public Procurement and Disposal of Public Property Act, 2015 (as amended).

- ✦ ***We assist contractors in*** preparing winning tender documents.
- ✦ ***We source and procure items, on behalf of organizations,*** negotiate and have it delivered to you in record time.
- ✦ ***We conduct complex tender evaluations*** and generate evaluation reports for both public and private sector. Whatever procurement services you need. Just ask us, we are the experts in the field.
- ✦ ***We conduct Procurement Audits.*** Auditing your procurement system is a very important exercise to ensure your organization is not leaking money and that your procurement framework complies with international best practices.

Strategic Management Services

Organizations requiring strategic management services can depend on CPPSSL to help develop their overall corporate level strategy. We collect data, conduct environmental scanning, industry analysis, internal scanning, strategy formulation strategy implementation and final reports.

Corporate Governance

Corporate governance is the system by which companies are directed and controlled. Boards of Directors are responsible for the governance of their companies. Over the years we have witnessed a total breakdown in the three pillars of corporate governance, i.e. transparency, accountability and security. Boards have in many ways abandoned their duties and have allowed top and middle managers to ruin companies. CCPPSSL has recognized this corporate governance as amongst the most important to organizations which play a key role in providing services to the general public. In this regard CPPSSL provide the following corporate governance services:

- a. Formulation of Executive Corporate Governance Rules
- b. Perform Corporate Governance Audits:
- c. Conduct Corporate Governance Training.

Employee Recruitment

Employing the right persons for your organization might be the most important part of your business venture. An effective recruitment and selection process reduces turnover. These processes match up the right persons with the right job skills. Interviews and background checks ensures the recruitment of candidates that are reliable, responsible, result driven, intelligent and collaborative. In this regard CPPSSL provides the following professional recruitment services:

a. Staffing and Recruitment

Maximize your company's Return on Employee with improved recruitment strategies. We can identify key performance indicators and assess your current and future labour needs. Recruitment Process Outsourcing is our specialty.

b. Employee Relations & Performance Reviews

Mitigating risk when it comes to employee relations is crucial. We will implement processes that increase employee satisfaction and productivity, while minimizing your liability. Custom designed KPI, and structured reviews are available as well.

c. Management and Supervisory Coaching

We customize a variety of supervisory training programs for both new and experienced managers as well as supervisors, with a view of providing them with the education and resources to be successful. As a result, they will be more effective in their roles in meeting the company's overall objectives for performance and profitability.

d. Disciplinary Actions & Termination

We will guide you through a risk assessment, help you develop a plan of action (including talking points) and even sit with you while you deliver the news. Learn how to handle the toughest conversations, reduce anxiety and improve outcomes.

e. Policy Development and Implementation

Whether you are in need of a full employee handbook or simply looking for a basic review of existing policies and procedures, we can help. Communicating your company values and expectations in a clear, consistent, legally-compliant manner is our forte!

f. Human Resource (HR) Audits

There are many different types of HR audits. Audits can be broad, incorporating business operations and reviewing efficiencies. Additionally, they can identify potential problems and lead to timely corrective measures. Whatever the need, CPPSSL will streamline the process for you.

g. Workplace Investigations

Investigating workplace complaint, especially a very serious one, can be tricky business. Emotions can run high which may result in botching the process or failing to uncover the truth. CPPSSL will provide a solution.

Change Management

The goal of a **change management** process is to ensure standardized methods and procedures are used for efficient and prompt handling of all changes within organizations. Change management is necessary to minimize the impact of **change**-related incidents upon service quality, and consequently improve the day-to-day operations of an organization.

We often take for granted the impact of changes that constitute organizational transitions. For a workforce, who have grown accustomed to functioning in a particular way for most of their lives, change can be psychological. Such a workforce needs to be prepared for change. Organizations within the last ten years have realized the importance of

implementing change management strategies to help organizations cope with the effects of change. In this regard CPPSSL will assist organizations in the following:

- a. Readiness Assessment
- b. Communication planning
- c. Change management roadmaps
- d. Training
- e. Resistance Management
- f. Manager Coaching
- g. Data Collection and feedback analysis
- h. Corrective action planning
- i. Change recognition

Asset Management and Disposal

Asset management and disposal are a colossal nightmare in most public and some private enterprises. Very little data has been collated on the acquisition of such items and managing the disposal of these unserviceable assets can be overwhelming. CPPSSL helps organizations to create an active asset registry. We put together a comprehensive list of assets, appropriately coded and identified by departments. Our system allows you to track movements, calculate depreciations over a period and provide a value at the end of the asset's useful life via the following:

- a. Stores management training
- b. Asset Registry
- c. Disposal of unserviceable assets
- d. Asset Coding
- e. Asset evaluation
- f. Auction

Inventory Management

Inventory management is a systematic approach to obtaining, storing, and profiting from non-capital assets (raw materials and finished goods). *The right stock, at the right levels, in the right place, at the right time, and at the right cost.*

As part of Supply Chain Management (SCM), inventory management includes aspects such as controlling and overseeing purchases — from suppliers as well as customers — maintaining the storage of inventory, controlling the amount of product for sale, and order fulfilment. The services offered are as follows:

- a. Warehouse organization
- b. Warehouse manual
- c. Stocktaking
- d. Inventory Training for Managers, Supervisors and Warehouse staff

Audits

- a. Financial Audit
- b. Procurement system Audit
- c. Process Audit
- d. System Compliance Audit
- e. Information System Audit
- f. Strategic Audit
- g. Operational Efficiency Audit
- h. Staff Competency Audit
- i. System alignment Audit
- j. Security System Audit
- k. Public Programme Effectiveness Audit
- l. Public Service delivery Audit
- m. Customer Service Relationship Audit
- n. Customer Services representation Audit

Workshops

- a. Customer Service
- b. Customer Relationship management
- c. Procurement
- d. Financial Management
- e. Contractor management
- f. Effective Communication
- g. Change Management
- h. Disposal of Public Property
- i. Strategic alignment
- j. Corporate Governance
- k. Effective Supervision
- l. Entrepreneurship
- m. Leadership
- n. Effective Warehousing

We Also Provide Recommendations on Software Solutions in these areas:

- a. Fleet Management
- b. Human Resources Information Management
- c. Procurement & Accounting
- d. Contracts Management
- e. Inventory Management
- f. Asset Tracking
- g. Electronic Records Management
- h. Enterprise Resource Planning

Venture Capital Management Services

Venture capital is a form of private equity and a type of financing that investors provide to start-up companies and small businesses that are believed to have long-term growth potential. Most young entrepreneurs that access venture capital fail because they lack the expertise to successfully manage their businesses from the seed stage, early stage, and growth stage. Some SMEs require support at the seed stage and develop the expertise during the early and growth stages. Some SMEs retain outside support at all three (3) stages. CPPSSL provides support to SMEs to ensure they have a successful start-up. We guide businesses through the various processes to ensure proper management and the implementation of lean processes at the seed stage. The services we provide are, but is not limited to the following:

- a. Research and development
- b. Business planning, Market research & analysis
- c. Team building
- d. Market, Advertising & Sales
- e. Supervisory training
- f. Recruitment
- g. Procurement
- h. Negotiations
- i. Inventory Controls
- j. Bookkeeping
- k. Filing
- l. Business Communication
- m. Social Media

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