



OFFICE OF THE DEPUTY MINISTER  
FOR ADMINISTRATION

# REPUBLIC OF LIBERIA

## MINISTRY OF FINANCE & DEVELOPMENT PLANNING

P.O. BOX 10-9016  
1000 MONROVIA, 10 LIBERIA



GSA/MFDP-DMA/2-3/BMJ/ea/14139/'24  
February 29, 2024

Hon. Bodger Scott Johnson  
**Executive Director**  
Public Procurement & Concessions Commission  
Executive Mansion Grounds, Capitol Hill  
Monrovia, Liberia

Dear Hon. Johnson:

I wish to present my compliments and herewith inform you that the Ministry of Finance and Development Planning MFDP intends to extend the Budget Management System contract entered into Fiscal Period 2023 between **RoviaGate Technology, LLC** and **MFDP**.

The Ministry of Finance and Development Planning MFDP requests your "No Objection" to Sole Source **RoviaGate Technology LLC**, for the Provision of Configuration & Upgrade of Budget Management System to produce Budget Book for Budget Fiscal Year 2024 (January 01, 2024 - December 31, 2024).

No	Name of Firm	Description	Extended Contract Amount
1.	RoviaGate Technology, LLC	Configuration & Upgrade of Budget Management System to produce Budget Book for Budget Fiscal Year 2024 (January 01, 2024 - December 31, 2024)	US\$200,000.00

In accordance with the Amended and Restated Public Procurement and Concessions Act ref. section 55 subsection (3), use of Sole source procurement on any of the grounds referred to in subsection (1) of section 55 shall be subject to prior approval by the commission. When requesting approval of sole source procurement method, the procuring entity shall provide the commission with statements of facts and reasons justifying use of the requested method under the applicable provision of such subsection (1).

The Ministry of Finance and Development Planning wishes to state the following fact and reason for the use of Sole Source procurement method to extend contract with the above mentioned firm.

*Received:  
Theophilus Kollie  
March 1, 2024  
Time: 1:22 pm*

STATEMENT OF FACTS:

1. The Ministry of Finance and Development Planning awarded contract to the same firm for the Fiscal Year (2023) for the Provision of Update, Support and Maintenance Services for the Budget Management System (BMS) Fiscal Year Budget (January 1, 2023 – December 31, 2023).

The Amended and Restated Public Procurement and Concession Act, ref section 55 subsection 1(b) read as follows:

For additional deliveries of goods by the original supplier which are intended either as replacement parts for existing goods, services or installations or as the extension of existing goods, services or installations where a change of supplier would compel the Procuring Entity to procure equipment or services not meeting requirements of interchangeability with already existing equipment or services.

REASON:

1. The conduct of another competitive procurement process for the Configuration & Upgrade of Budget Management System to produce Budget Book for Budget Fiscal Year 2024 (January 01, 2024 - December 31, 2024) will delay the budget preparation timetable and cost the Ministry additional funds to go through the procurement process.

Consequently, the Ministry of Finance and Development Planning recommends the sole source method with **RoviaGate Technology, LLC** for the extension of contract.

Thanks for your cooperation and please accept the assurances of my highest esteem.

Please see attached copies of the detailed 'Scope of Work' (SOW) and all supporting documents for your perusal and kind consideration.

Best regards,

  
03-01-24  
Bill McGill Jones

**Deputy Minister for Administration**

Email: [bjones@mfdp.gov.lr](mailto:bjones@mfdp.gov.lr) /cell#:+231-886-498774

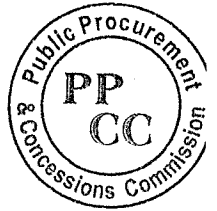


REPUBLIC OF LIBERIA

**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

WEBSITE: www.ppcc.gov.lr EMAIL: info@ppcc.gov.lr PHONE SHORT CODE: 4357 Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Ref. **PPCC/RL/CEO/047/24'**

March 6, 2024

Hon. Bill McGill Jones  
**DEPUTY MINISTER FOR ADMINISTRATION**  
Ministry of Finance and Development Planning  
Broad and Mechlin Streets  
Monrovia, Liberia

Dear Hon. Jones:

Subj: **APPROVAL OF SPECIAL PROJECT PROCUREMENT PLAN TO EXTEND CONTRACT WITH ROVIA GATE TECHNOLOGY FOR THE PROVISION OF CONFIGURATION AND UPGRADE OF BUDGET MANAGEMENT SYSTEM TO PRODUCE BUDGET BOOK FOR FISCAL YEAR 2024.**


We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Ministry of Finance and Development Planning Special Project Procurement Plan to extend contract with RoviaGate Technology for the provision of configuration and upgrade of Budget Management Book for Fiscal Year 2024 at the estimated cost of **US\$ 200,000.00 (Two Hundred Thousand United States Dollars)**. Following thorough review, the Commission hereby approves the MFDP's special project procurement plan for fiscal year 2024 in accordance with **Section 40 (3)** of the PPCA, 2010, and informs the Ministry that the procurement plan will be duly forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved procurement plan.

The Commission counsels that you observe **Section 40 (5) of the PPCA, 2010**, which states "each Procuring Entity, shall, on a quarterly basis and whenever it becomes necessary, review and update its procurement plans and notify the Commission in writing and the Minister of Finance of any material changes in its plan. However, an updated procurement plan shall accompany said notice to the Commission."

Please note that an approval of a method on the procurement plan is deemed as the Commission's full approval and as such, a Procuring Entity will not be required to again request the use of said approved method.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain primarily in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.


Sincerely yours,

  
Chief Executive Officer  
Public Procurement & Concessions Commission

Regulating Procurement Compliance for National Development


**Ministry of Finance and Development Planning (MFDP)**  
**Addendum Special Project Procurement Plan Final Consultancy Services**  
**Government of Liberia National Budget**  
**Fiscal Year: 2023**

ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activities Code	No. of FIRMS /PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR& PC APPROVAL	PUBLICATION OF REOI	REQUEST FOR EXPRESSION OF INTEREST if applicable			IMPLEMENTATION DATES						
									REOI CLOSING/ OPENING	SUBMITTED OF EVALUATION REPORT	IN ATTACHED IN FINAL REPORT	EVALUATION & SUBMISSION OF FINAL TOR/ RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL-COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	
1	MFDP/ss/001/2022	Upgrade of the Budget Management Software (BMS)	J - 6201 J - 6202 J - 6209	1 Firm	180,000.00	QCBS	10/17/2022	N/A	N/A	N/A	N/A	11/1/2023	11/12/2023	11/19/2023	12/10/2023	12/17/2023	12/20/2023	12/23/2023
<b>GRAND TOTAL</b>					180,000.00													

Signature: 

Eric B. Arkoi  
Procurement Director

Date: 10/17/2022

Approved:  10/17/2022

Hon. Rebecca Younger McGill  
Designated Chairperson - Procurement Committee

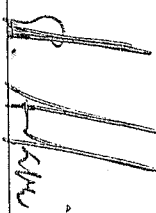
# Ministry of Finance and Development Planning (MFDP)

Addendum Special Project Procurement Plan - Non Consultancy Services

Government of Liberia National Budget

Fiscal Year: 2023

No.	Package Code	Description	Explanatory note
1	IFB No. MFDP/SS/001/2022	Upgrade of the Budget Management System (BMS)	Refers to cost of sole sourcing Roviagate Technology to configure, upgrade and maintenance of the Budget Management System (BMS) to produce new Fiscal Year Budget (January 1, 2023 – December 31, 2023) and to configure FTE table by budget summary, Sector, Ministry & Department; to configure new forms / tables by Ministry, Policy Area & Department to capture policy notes; Configuration of forms / tables for new agencies / departments; configure tables for subsidy Recipient ; Provide 24/7 customer service at time of data entry to production of final approved budget; Generate the Draft and Final for the New Fiscal Year Budget (January 1, 2023 – December 31, 2023) National Budget Book; Generate an abridges (Summary) of the National Budget Book (January 1, 2023 - December 31, 2023); General the Approved version of the National Budget Book (January 1, 2023 - December 31, 2023); Secured Hosting; and Unlimited Concurrent Users. The decision to sole source Roviagate Technology is in conformance with Section 55 subsection 1 (b & c) of the PPC Act as restated in 2010; Roviagate Technology, LLC was sole sourced during the last fiscal year to upgrade the Budget Management Software (BMS).

Signed: 

Procurement Director

Date: 10/17/2022

**Ministry of Finance and Development Planning (MFDP)**  
**Addendum Special Project Procurement Plan-Non Consultancy Services**  
**Government of Liberia National Budget**  
 Fiscal Year: 2023

1	2	3	4	5	6	7	8	9	10	11	12	IMPLEMENTATION DATES						
												REQUEST FOR EXPRESSION OF INTEREST, if applicable			REQUEST FOR PROPOSALS AND APPROVAL OF AWARD			
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Activities Code	No. of FIRMS /PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR& PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL - FINAL TOR/ RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL- COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING
1																		
PLANNED																		
UPDATE	1	JFS No. W/FDT/s/DOJ/2022	Upgrade of the Budget Management Software (BMS)	J - 6201 J - 6202 J - 6209	1 Firm	180,000.00	Direct	10/17/2022	N/A	N/A	N/A	11/5/2023	11/12/2023	11/19/2023	12/10/2023	12/17/2023	12/20/2023	12/23/2023
ACTUAL																		
<b>GRAND TOTAL</b>					180,000.00													

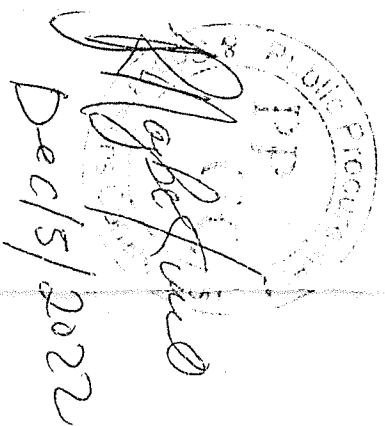
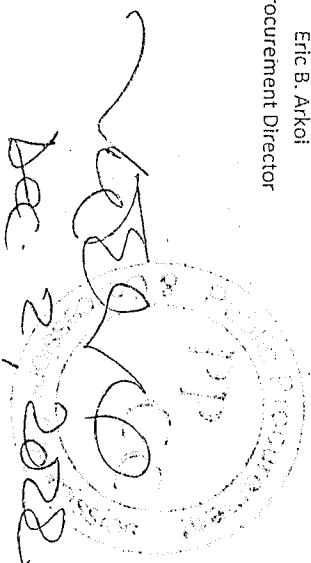
Signature: *[Signature]*

Eric B. Arkoi  
Procurement Director

Date: *10/17/2022*

Approved: *[Signature]* *10/17/2022*

Hon. Rebecca Younger McGill  
Designated Chairperson - Procurement Committee



*Nov 16, 2022*  
*[Signature]*

# Ministry of Finance and Development Planning (MFDP)

Addendum Special Project Procurement Plan - Non Consultancy Services

Government of Liberia National Budget

Fiscal Year: 2023

No	Package Code	Description	Explanatory note
1	IFB No. MFDP/SS/001/2022	Upgrade of the Budget Management System (BMS)	<p>Refers to cost of sole sourcing Roviagate Technology to configure, upgrade and maintenance of the Budget Management System (BMS) to produce new Fiscal Year Budget (January 1, 2023 – December 31, 2023) and to configure FTE table by budget summary, Sector, Ministry &amp; Department; to configure new forms / tables by Ministry, Policy Area &amp; Department to capture policy notes; Configuration of forms / tables for new agencies / departments; configure tables for subsidy Recipient ; Provide 24/7 customer service at time of data entry to production of final approved budget; Generate the Draft and Final for the New Fiscal Year Budget (January 1, 2023 – December 31, 2023) National Budget Book; Generate an abridges (Summary) of the National Budget Book (January 1, 2023 - December 31, 2023); General the Approved version of the National Budget Book (January 1, 2023 - December 31, 2023); Secured Hosting; and Unlimited Concurrent Users. The decision to sole source Roviagate Technology is in consonance with Section 55 subsection 1 (b &amp; c) of the PPC Act as restated in 2010; Roviagate Technology, LLC was sole sourced during the last fiscal year to upgrade the Budget Management Software (BMS).</p>

Signed:

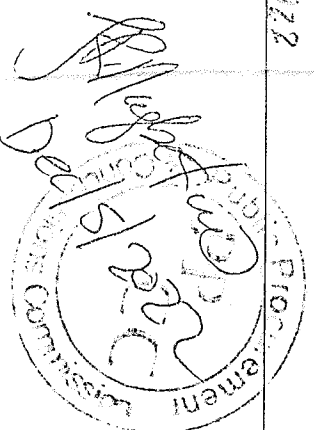
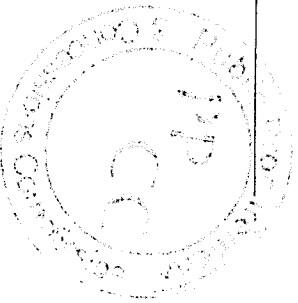


Procurement Director

Date:

10/17/2022

*Handwritten signature and date*  
Dec-2, 2022



# Ministry of Finance and Development Planning

Addendum Special Project Procurement Plan-Non Consultancy Services

Government of Liberia National Budget

Fiscal Year: 2024

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
<b>BASIC DATA</b>																		
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	Business Acty Code	No. of FIRMS/PERSONS	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TOR& PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL- EVALUATION REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL- FINAL TOR/RFP DOCUMENT	REQUEST FOR PROPOSALS AND APPROVAL DATES	PROPOSAL SUBMISSION & OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL- COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING
1	MFDP/SS/001/2023	Upgrade of the Budget Management Software (BMS)	J-6201	1 Firm	200,000.00	SS	12/4/2023	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	12/12/2023
<b>GRAND TOTAL</b>					<b>200,000.00</b>													
UPDATE ACTUAL																		

Signature: 

ERIC B. ARKOI

Director of Procurement


Date: March 1, 2024

Approved: 

HEAD OF ENTITY

Hon. Bill McGill Jones

Designated Chairperson-Procurement Committee

  
Mar. 8, 2024





**Ministry of Finance and Development Planning**  
 Addendum Special Project Procurement Plan-Non Consultancy Services  
 Government of Liberia National Budget

Fiscal Year: 2024

No	Contract Package	Description	Explanatory note
1	RFP No. MFDP/SS/001/2023	Upgrade of the Budget Management Software (BMS)	<p>refers to cost of sole sourcing RoviaGate Technology to configure, upgrade and maintenance of the Budget Management Software (BMS) to produce new fiscal year budget (January 1, 2024-December 31, 2024) and to configure FTE table by budget summary, Sector, Ministry &amp; Departments; to configure new forms / tables by Ministry, Policy Area &amp; Department to capture policy notes; configuration of forms / tables for new agencies / Departments; configure tables for subsidy Recipients; provide 24/7 customer service at time of data entry to production of final approved budget; generate the Draft and Final for the New Fiscal Year Budget (January 1, 2024-December 31, 2024; secured Hosting; and Unlimited Concurrent Users. The decision to sole source RoviaGate Technology is in consonance with Section 55 subsection 1 (b &amp; c) of the PPC Act as restated in 2010; RoviaGate Technology, LLC was sole sourced during the last Fiscal Year to Upgrade the budget Management Software (BMS).</p>

Signed: \_\_\_\_\_

*[Handwritten Signature]*

**Director of Procurement**

*[Handwritten Signature]*  
 Mar. 06, 2024

Date: \_\_\_\_\_

*3/1/2024*

