

MEMORANDUM

June 10, 2024

To : Mr. Bodger Scott Johnson  
Executive Director/Chief Executive Officer  
Public Procurement and Concession Commission

Thru : Mr. Himmie E. Langford  
Director, Compliance & Monitoring

From : Mr. Kelvin P. Paye  
Compliance Manager

*Theophilus Kollie  
June 10, 2024  
Time: 1:58pm*

Subject: Approval of Core and SBA Procurement Plan ( M.C.S.S) FY 2024

Having reviewed the entity Core and SBA procurement plan of the **Monrovia Consolidated School System (M.C.S.S)** for FY 2024 which include Core and SBA procurement plan and National budget for fiscal 2024 from the Ministry of Finance and Development Planning. it was observed that the plans are in Compliance with the requirements of section 40 of the PPCA which requires procuring entities to prepared annual procurement plan and submit same for approval by the Commission in line with its budget.

A careful review of the entity **Core and SBA Procurement plans** and document named above has shown that the documents is in intact and that the **Monrovia Consolidated School System (M.C.S.S)** is in line with the procurement laws of Liberia, particularly section 40 of the PPCA , 2010.

Recommendation

Therefore, the entity Core and SBA Procurement Plans for the FY 2024 be approved.

Best regards,



# MONROVIA CONSOLIDATED SCHOOL SYSTEM



12<sup>th</sup> Street, Sinkor, P. O. Box 1545, Monrovia, Liberia

[www.mcssliberia.org](http://www.mcssliberia.org)

Office of the Superintendent

May 30, 2024

Hon. Bodger Scott Johnson

**Chief Executive Officer**

Public Procurement & Concession Commission (PPCC)

Executive Mansion Ground, Capitol Hill

Monrovia, Liberia

Dear Hon Johnson:

Ref: **Request for Approval of Core and SBA Procurement Plan 2024 fiscal year**

We present our compliments and write to submit copy of our core and SBA budget procurement plan and cash plan for current fiscal period (January-December 2024), for your review and approval.

Given the above, we kindly seek your approval to enable our entity commence the procurement processes for the fiscal period under review.

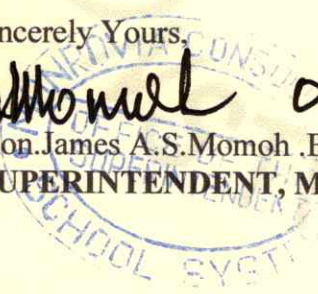
Attached are the list of staff from the procurement unit, members of the procurement committee.

Thanks for your understanding.

Sincerely Yours,

*James A. S. Momoh* 05/30/2024

Hon. James A. S. Momoh .B.Sc.MPH.PHD.Cand  
SUPERINTENDENT, MCSS



*Received:  
Theophilus B. Kollie  
May 30, 2024  
Time: 4:41 pm*

### **Members of the procurement committee MCSS**

<b><u>Name</u></b>	<b><u>Contact</u></b>	<b><u>Position/Emails</u></b>
1. Hon. James A.S. Momoh <a href="mailto:Jamesmomoh74@yahoo.com">Jamesmomoh74@yahoo.com</a>	0772609177	Committee Chairman
2. Felicia P. Wollor <a href="mailto:1975feliciawollo@gmail.com">1975feliciawollo@gmail.com</a>	0886759860	Comptroller/Member
3. Sonita Dangan	0770141168	Director of Curriculum
4. Norwu Yorgbor <a href="mailto:norwuyorgbor5@gmail.com">norwuyorgbor5@gmail.com</a>	0886965670	Pro. Director/Secretary
5. Augustus G. Gogoe Manager/Member	0775681621	Warehouse

### **Procurement Unit Staff**

<b><u>Name</u></b>	<b><u>Contact</u></b>	<b><u>Position/Email</u></b>
1. Norwu Yorgbor <a href="mailto:norwuyorgbor5@gmail.com">norwuyorgbor5@gmail.com</a>	0886965670	Procurement Director
2. Annette M. Horrace Director	0770170709	Assistant Procurement



# 303 MONROVIA CONSOLIDATED SCHOOL SYSTEM

## Mission:

The Monrovia Consolidated School System was created by a legislative enactment on December 24, 1964 to ensure a proper and efficient conduct of schools in Monrovia and its environs in consonance with policies and regulations of the Ministry of Education.

## Achievements (FY2023):

Adjusted Hundred teachers' salaries upward; Salaries were paid as per the budget year; We had a successful school year with huge support from the Parent's Teacher Association; Professional development training for principals, administrators and teachers; school administrators; repair and maintenance of four (4) schools.☐

## Objectives (FY2024):

- Professional development training for principals, administrators and teachers, school readiness, repair and maintenance of our schools.☐

	FY2022 Sp. Bud. Actual	FY2023 Budget	FY2023 Est Outturn	FY2024 Budget	FY2025 Projection	FY2026 Projection
Authorized Number of Positions - FTE	-	-	-	1,244	1,244	1,244

## Summary by Major Object of Expenditure

ECONOMIC CLASSIFICATION	FY2022 Bud. Actual	FY2023 Budget	FY2023 Est Outturn	FY2024 Budget	FY2025 Projection	FY2026 Projection
21 COMPENSATION OF EMPLOYEES	3,713,619	3,929,417	3,933,590	3,929,417	3,929,417	3,929,417
22 USE OF GOODS AND SERVICES	182,438	155,676	78,861	300,000	177,402	230,685
31 NON-FINANCIAL ASSETS	0	0	49,999	0	0	0
<b>Total</b>	<b>3,896,057</b>	<b>4,085,093</b>	<b>4,062,450</b>	<b>4,229,417</b>	<b>4,106,819</b>	<b>4,160,102</b>

## Summary by Policy Area/Department

POLICY AREA/DEPARTMENT	FY2022 Bud. Actual	FY2023 Budget	FY2023 Est Outturn	FY2024 Budget	FY2025 Projection	FY2026 Projection
100 Administration and Management	3,896,057	4,085,093	4,062,450	4,229,417	4,229,417	4,229,417
<b>Total</b>	<b>3,896,057</b>	<b>4,085,093</b>	<b>4,062,450</b>	<b>4,229,417</b>	<b>4,106,819</b>	<b>4,160,102</b>

## Summary of PSIP (Non-financial Assets) by Funding Source

### Summary of Detailed Line Items

OBJECTS OF EXPENDITURE	FY2022 Bud. Actual	FY2023 Budget	FY2023 Est Outturn	FY2024 Budget	FY2025 Projection	FY2026 Projection
<b>21 COMPENSATION OF EMPLOYEES</b>	<b>3,713,619</b>	<b>3,929,417</b>	<b>3,933,590</b>	<b>3,929,417</b>	<b>3,929,417</b>	<b>3,929,417</b>
211101 Basic Salary - Civil Service	3,713,619	3,929,417	3,933,590	3,929,417	3,929,417	3,929,417
<b>22 USE OF GOODS AND SERVICES</b>	<b>182,438</b>	<b>155,676</b>	<b>78,861</b>	<b>300,000</b>	<b>177,402</b>	<b>230,685</b>
221203 Telecommunications, Internet, Postage & Courier	2,000	0	0	5,000	2,957	3,845
221208 Internet Provider Services	0	4,575	2,500	0	0	0
221401 Fuel and Lubricants - Vehicles	5,000	1,830	1,000	2,000	1,183	1,538
221402 Fuel and Lubricants - Generator	5,000	1,830	1,000	2,000	1,183	1,538
221501 Repair and Maintenance - Civil	32,000	39,721	20,361	70,000	41,394	53,826
221502 Repairs and Maintenance - Vehicles	3,000	2,320	1,000	3,000	1,774	2,307
221601 Cleaning Materials and Services	40,000	15,000	7,500	15,000	8,870	11,534
221602 Stationery	40,438	35,000	17,500	40,000	23,654	30,758
221603 Printing, Binding and Publications Services	20,000	10,000	5,000	10,000	5,913	7,689

Monrovia 05/30/2024



# 303 MONROVIA CONSOLIDATED SCHOOL SYSTEM

OBJECTS OF EXPENDITURE	FY2022	FY2023	FY2023	FY2024	FY2025	FY2026
	Bud. Actual	Budget	Est Outturn	Budget	Projection	Projection
221901 Educational Materials and Supplies	30,000	40,000	20,000	147,000	86,927	113,035
222102 Workshops, Conferences, Symposia and Seminars	2,000	3,600	2,000	4,000	2,365	3,076
223106 Vehicle Insurance	3,000	1,800	1,000	2,000	1,183	1,538
<b>31 NON-FINANCIAL ASSETS</b>	<b>0</b>	<b>0</b>	<b>49,999</b>	<b>0</b>	<b>0</b>	<b>0</b>
312101 Non-Residential Buildings	0	0	49,999	0	0	0
<b>Total</b>	<b>3,896,057</b>	<b>4,085,093</b>	<b>4,062,450</b>	<b>4,229,417</b>	<b>4,106,819</b>	<b>4,160,102</b>

## 1.5 Allocations by County

Code	County	FY2022	FY2023	FY2023	FY2024	FY2025	FY2026
		Bud. Actual	Budget	Est Outturn	Budget	Projection	Projection
00	NATIONWIDE	3,894,057	4,085,093	4,062,450	3,929,417	3,929,417	3,929,417
11	MONTERRADO	2,000	0	0	300,000	177,402	230,685
	<b>Total</b>	<b>3,896,057</b>	<b>4,085,093</b>	<b>4,062,450</b>	<b>4,229,417</b>	<b>4,106,819</b>	<b>4,160,102</b>

## Section 2: Department and Sub Department Expenditures and Budget Projections (GoL)

### Summary of Allocations by Department and Economic Classification

ECONOMIC CLASSIFICATION	FY2022	FY2023	FY2023	FY2024	FY2025	FY2026
	Bud. Actual	Budget	Est Outturn	Budget	Projection	Projection
<b>0100 Administration and Management</b>	<b>3,896,057</b>	<b>4,085,093</b>	<b>4,062,450</b>	<b>4,229,417</b>	<b>4,106,819</b>	<b>4,160,102</b>
21 COMPENSATION OF EMPLOYEES	3,713,619	3,929,417	3,933,590	3,929,417	3,929,417	3,929,417
22 USE OF GOODS AND SERVICES	182,438	155,676	78,861	300,000	177,402	230,685
31 NON-FINANCIAL ASSETS	0	0	49,999	0	0	0
<b>Total</b>	<b>3,896,057</b>	<b>4,085,093</b>	<b>4,062,450</b>	<b>4,229,417</b>	<b>4,106,819</b>	<b>4,160,102</b>

OBJECT OF EXPENDITURE	FY2022	FY2023	FY2023	FY2024	FY2025	FY2026
	Bud. Actual	Budget	Est Outturn	Budget	Projection	Projection
<b>0100 ADMINISTRATION AND MANAGEMENT</b>	<b>3,896,057</b>	<b>4,085,093</b>	<b>4,062,450</b>	<b>4,229,417</b>	<b>4,106,819</b>	<b>4,160,102</b>
<b>21 COMPENSATION OF EMPLOYEES</b>	<b>3,713,619</b>	<b>3,929,417</b>	<b>3,933,590</b>	<b>3,929,417</b>	<b>3,929,417</b>	<b>3,929,417</b>
211101 Basic Salary - Civil Service	3,713,619	3,929,417	3,933,590	3,929,417	3,929,417	3,929,417
<b>22 USE OF GOODS AND SERVICES</b>	<b>182,438</b>	<b>155,676</b>	<b>78,861</b>	<b>300,000</b>	<b>177,402</b>	<b>230,685</b>
221203 Telecommunications, Internet, Postage & Courier	2,000	0	0	5,000	2,957	3,845
221208 Internet Provider Services	0	4,575	2,500	0	0	0
221401 Fuel and Lubricants - Vehicles	5,000	1,830	1,000	2,000	1,183	1,538
221402 Fuel and Lubricants - Generator	5,000	1,830	1,000	2,000	1,183	1,538
221501 Repair and Maintenance-Civil	32,000	39,721	20,361	70,000	41,394	53,826
221502 Repairs and Maintenance - Vehicles	3,000	2,320	1,000	3,000	1,774	2,307
221601 Cleaning Materials and Services	40,000	15,000	7,500	15,000	8,870	11,534
221602 Stationery	40,438	35,000	17,500	40,000	23,654	30,758

**303 MONROVIA CONSOLIDATED SCHOOL SYSTEM**

OBJECT OF EXPENDITURE	FY2022	FY2023	FY2023	FY2024	FY2025	FY2026
	Bud. Actual	Budget	Est Outturn	Budget	Projection	Projection
221603 Printing, Binding and Publications Services	20,000	10,000	5,000	10,000	5,913	7,689
221901 Educational Materials and Supplies	30,000	40,000	20,000	147,000	86,927	113,035
222102 Workshops, Conferences, Symposia and Seminars	2,000	3,600	2,000	4,000	2,365	3,076
223106 Vehicle Insurance	3,000	1,800	1,000	2,000	1,183	1,538
<b>31 NON-FINANCIAL ASSETS</b>	<b>0</b>	<b>0</b>	<b>49,999</b>	<b>0</b>	<b>0</b>	<b>0</b>
312101 Non-Residential Buildings	0	0	49,999	0	0	0
<b>Total</b>	<b>3,896,057</b>	<b>4,085,093</b>	<b>4,062,450</b>	<b>4,229,417</b>	<b>4,106,819</b>	<b>4,160,102</b>