



REPUBLIC OF LIBERIA  
**PUBLIC PROCUREMENT & CONCESSIONS COMMISSION**

EXECUTIVE MANSION GROUNDS, CAPITOL HILL, MONROVIA, LIBERIA

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



Ref. **PPCC/CEO/0341/24'**

June 24, 2024

Hon. Josiah F. Joekai, Jr.  
**DIRECTOR GENERAL**  
Civil Service Agency  
Ministerial Complex, Congo Town  
Republic of Liberia

Dear Hon. Joekai:

Subj: **REQUEST FOR NO OBJECTION TO SINGLE SOURCE NEW TECHNOLOGY SOLUTION FOR THE HOSTING OF THE CSA WEB APPLICATION THE FISCAL YEAR 2024**

We present our compliments and wish to acknowledge receipt of your communication which sought the approval of the Commission for the Civil Service Agency's request for "**No Objection**" to single source **New Technology Solution** for the hosting of the CSA's Web Application at an estimated amount of **US\$ 24,300.00 (Twenty-Four Thousand Three Hundred United States Dollars)** for the fiscal year 2024.

The Commission upon thorough review of your request highlights the following:

- ❖ CSA did not submit a procurement plan for the Web Application Service as required by **Section 40** of the PPCA.
- ❖ CSA did not submit a budget to support the Web Application Service procurement package as required by **Section 72** of the PPCA of 2010.
- ❖ The legal qualification documents (tax clearance and business registration) submitted by New Technology Solution are invalid.

From the above-mentioned, the Commission **Cannot grant** the Entity's request for "**No Objection**" to single source **New Technology Solution** for the hosting of the CSA's Web Application service at an estimated amount of **US\$ 24,300.00 (Twenty-Four Thousand Three Hundred United States Dollars)** for the fiscal year 2024. Therefore, the Commission requests that the CSA address the query by resubmitting the indicated documents.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain 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,

Rodger Scott Johnson (Hon).  
**CHIEF EXECUTIVE OFFICER**

MEMORANDUM

June 20, 2024

**To:** Bodger Scott Johnson (Hon.)  
Executive Director

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

**From:** Barsay M. Dowah  
Compliance Manager

**Subject:** Civic Service Agency (CSA) Request for the Use of Sole Source for CSA Dedicated Web Applications Hosting

The Civic Service Agency (CSA), consistent with Section 55 of the Public Procurement and Concessions Act 2010, has submitted a request for "NO Objection" to Sole Source New Technology Solution for the Hosting of the CSA Web application.

Supporting Documents:

1. The transmittal letter;
2. New Technology Solution Qualification Documents

To ensure conformity with the PPCA of 2010 requirements for sole source procurement, a thorough review was conducted. Below are the findings:

- According to CSA Technology Solution has been hosting the Web application for the past three (3) years under the Public Sector Modernization Project (PSMP). However, due to the lack of budgetary support, the CSA intends to fund the line through the core budget.
- CSA did not submit a procurement plan for the Web application services consistent with Section 40 of the PPCA;
- The qualification documents (tax clearance and business registration) submitted by Technology Solution is invalid
- CSA did not provide a budget to support the Web application Services procurement package

In light of the foregoing, I recommend the following:

- That the Commission object to the Civil Service Agency (CSA) request to sole source New Technology Solution for the Web application hosting services.

Best Regards,

*Josephine Gelescia*  
*June 20, 2024*  
*3:23 PM*



Office of the  
Director- General

# Republic of Liberia CIVIL SERVICE AGENCY (CSA)

"Ensuring Merit and Efficiency in the Public Service"



Ref: CSA/JFJ/DG/tsy-po/352/2024

May 29, 2024

**Hon. Bodger Scott Johnson**

Executive Director  
Public procurement & Concession Commission (PPCC)  
Capitol Hill  
Monrovia, Liberia

Dear **Hon. Johnson**:

**Subject: Request for the Use of Sole Source for CSA Dedicated Web Applications Hosting**

We write to request for the use of sole source procurement Method for CSA Dedicated Web Application Hosting: E-Testing, One Employee One File and other Web applications.

In furtherance of section 55 (b) of the PPCC Restated and amended Act 2010, which require procuring entity to request PPCC for the use of sole Source procurement method for extension of service agreement or contract.

In view of the above mentioned, we write to seek your approval for the use of sole Source Procurement Method for the above-mentioned contract package.

The service provider had hosted our Web applications for the past three (3) years under the Public Sector Modernization Project (PSMP) but due to lack of budgetary support. we intend to fund it through the core budget for FY-2024.

Thanks for your usual cooperation as we all strive together to enhance the ARREST agenda.

Sincerely Yours,

Hon: Josiah F. Joekai Jr.  
**Director-General**

Received:  
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May 30, 2024  
Time: 12:48 PM

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