

# CONSULTANCY PLAN

NATIONAL SOCIAL SECURITY & WELFARE CORPORATION (NASSCORP)  
PROCUREMENT PLAN (Core budget) CONSULTANCY  
Source of Funding: NASSCORP Internal Revenue

Fiscal Year: 2017/2018

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
BASIC DATA							REQUEST FOR EXPRESSION OF INTEREST, if applicable												
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	No. of FIRMS/RE RSDNS	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	SELECTION METHOD	PREP. OF TORs PC APPROVAL	PUBLICATION OF REOI	REOI 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	PC APPROVAL- COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMPLETE (FINAL REP AND PAYM
ANNED 1	RFP NO. NASSCORP /DCBS/00	Public Relations Consulting Services	1 Firm	M-7020	\$ 115,250.00	DCBS	7/1/2017	7/15/2017	8/8/2017	8/22/2017	8/30/2017	9/15/2017	9/22/2017	9/23/2017	10/14/2017	10/28/2017	11/7/2017	12/6/2017	6/30/20
POATE																			
CTUAL																			
ANNED 2	RFP NO. NASSCORP /CDS/001	Editorial Consulting Services	1 Firm	N-8219	\$ 100,000.00	CDS	7/1/2017	7/15/2017	8/8/2017	8/22/2017	8/30/2017	9/15/2017	9/22/2017	9/23/2017	10/14/2017	10/28/2017	11/7/2017	12/6/2017	6/30/20
POATE																			
CTUAL																			
ANNED 3	RFP NO. NASSCORP /CDS/002	Performance Review Analysis	1	M-7020	\$ 24,999.99	CDS	7/1/2017	N/A	N/A	N/A	N/A	7/15/2017	7/22/2017	7/23/2017	8/14/2017	8/28/2017	9/7/2017	9/21/2017	6/30/20
POATE																			
CTUAL																			
ANNED 4	RFP NO. NASSCORP /DCBS/00	Strategic Plan Development	1 Firm	M-7020	\$ 75,000.00	DCBS	7/1/2017	7/15/2017	8/8/2017	8/22/2017	8/30/2017	9/15/2017	9/22/2017	9/23/2017	10/14/2017	10/28/2017	11/7/2017	12/6/2017	6/30/20
POATE																			
CTUAL																			
SUB TOTAL					US \$ 315,249.99														

Prepared by:   
Barron L. George  
Coordinator, General Services

Approved by:   
Mya D. Iweren, Jr.  
Acting Director General

Date: 08/30/17





NATIONAL SOCIAL SECURITY & WELFARE CORPORATION (NASSCORP)  
PROCUREMENT PLAN (Core budget) CONSULTANCY  
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Fiscal year: 2017/2018

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
BASIC DATA							IMPLEMENTATION DATES													
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	No. of FIRMS/PE RSONS	BUSINESS ACTIVITY CODE	ESTIMATED COST (USD)	SELECTION METHOD	REQUEST FOR EXPRESSION OF INTEREST, if applicable					REQUEST FOR PROPOSALS AND APPROVAL OF AWARD								
							PREP. OF TOR/ PC APPROVAL	PUBLICATION OF REDI	REDI 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	PC APPROVAL- COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	COMP (FINAL) AND P.	
UNANNED	5	RFP NO. NASSCORP/DCB S/003/17/18	Legal Services	1 Firm	M-7020	\$ 81,996.96	DCBS	7/1/2017	7/15/2017	8/8/2017	8/22/2017	8/30/2017	9/15/2017	9/22/2017	9/23/2017	10/14/2017	10/28/2017	11/7/2017	12/6/2017	6/30
UPDATE																				
ACTUAL																				
UNANNED	6	RFP NO. NASSCORP/DCB S/004/17/18	Audit Services	1 Firm	N-8219	\$ 130,000.00	DCBS	7/1/2017	7/15/2017	8/8/2017	8/22/2017	8/30/2017	9/15/2017	9/22/2017	9/23/2017	10/14/2017	10/28/2017	11/7/2017	12/6/2017	6/30
UPDATE																				
ACTUAL																				
UNANNED	7	RFP NO. NASSCORP/L CS/001/17/18	Fire Safety Consultancy	1 Firm		\$ 25,000.00	LCS	7/1/2017	7/15/2017	8/8/2017	8/22/2017	8/30/2017	9/15/2017	9/22/2017	9/23/2017	10/14/2017	10/28/2017	11/7/2017	12/6/2017	6/30
UPDATE																				
ACTUAL																				
SUB TOTAL: US\$						US \$ 211,996.96														
CONSULTANCY GRAND TOTAL:						US\$ 525,246.92														

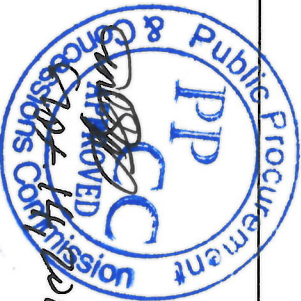
Prepared by: \_\_\_\_\_

Bartoun C. George  
Coordinator, General Services

Approved by: \_\_\_\_\_

Nya D. Twagira, Jr.  
Acting Director General

Date: 08/30/17



2017

National Social Security & Welfare Corporation
General Services Department
Notes to Procurement Plan, FY2017/2018

Contract Package Code		Contract Package	Description of Contract Package		Qty	P. Plan Type	Source	Budget
1	RFP NO. NASSCORP/QCBS/001/17/18	Public Relations Consulting Services	Public relation activities designed to enhance corporate image through socialization of of the various schemes and activities. The objective is to rebrand or position the Corporation as a people centered entity aiming to improve the socioeconomic situations of Liberians.		1	Item 1 of Consultancy Procurement Plan, Deaggregated from Consultancy, Item 11, pg 3 of the budget and item 11 of the cash plan. US\$65,200.00.	Item 11, page 3 of budget. Labelled as Consultancy.	
2	RFP NO. NASSCORP/QCS/001/17/18	Editorial Consulting Services	Hiring of professional expertise to edit in-house publication (NASSCORP Newsletter); drafting of proposed legislations, the welfare policy, reform policy, and other documents requiring expert knowledge.		1	Item 2 of Consultancy Procurement Plan, US\$100,000.00. Deaggregated from Consultancy, Item 11, pg 3 of the budget and item 11 of the cash plan.	Page 3, item 11 of budget. Labelled as consultancy.	





3	RFP NO. NASSCORP/QCS/002/17/18	Performance Review Analysis	This contract package seeks to hire the services of a firm to identify systemic gaps in order to redesign business processes for smoother organizational efficiency and effectiveness.	1	Item 3 of Consultancy Procurement Plan. Deaggregated from Consultancy, Item 11, pg 3 of the budget and item 11 of the cash plan. US\$ 75,000.00	Decomposed from Item 11 (Consultancy), page 3 of budget.
4	RFP NO. NASSCORP/QCBS/002/17/18	Strategic Plan Development	Five year (2018-22) Strategic Plan to chart goals, objectives and critical interventions as regards the the reliability, regularity, coverage, promptness and sustainability of benefit payments.	1	Item 4 of Consultancy Procurement Plan. Decomposed from page ix of budget under Extraordinary Expenditure-Special Projects.	Decomposed from item 4, page xi of the budget entitled Special Projects under Extraordinary Expenditures.
5	RFP NO. NASSCORP/QCBS/003/17/18	Legal Services	This package is intended to provide funding to underwrite the cost for legal case assignment as the arise over the fiscal period .	1	Item 5 of the Consultancy Plan @ US 81,996.96.	Item 27, page 3 of the Budget entitled Legal Case Assignment.
6	RFP NO. NASSCORP/QCBS/004/17/18	Audit Services	Package is intended to provide funding to underwrite the cost of securing independent audit services for the Corporation.	1	Item 6 of the Consultancy Plan @ US\$ 130,000.00.	Item 13 of the budget entitled Audit and Professional Services.
7	RFP NO.NASSCORP/LCS/001/17/18	Fire Safety Consultation	In view of the Corporation's impending move to its newly constructed modern "state of the arts" headquarters, this package is intended to secure the service of a firm to conduct comprehensive fire safety training before the move and quarterly refreshers thereafter.	1	Item 7 on the consultancy plan . Item 30 on the cash plan US\$ 25,000.00	Decomposed from Item 6 contractual and other services on page 3 of

Gartoun C. George  
Head, Procurement Unit

August 2017



NATIONAL SOCIAL SECURITY AND WELFARE CORPORATION  
 ADDITIONAL BUDGET EXPLANATORY BREAKDOWN  
 FISCAL 2017 / 2018

NO	BUDGET ITEM	AMOUNT	SUB ITEMS	AMOUNT	REMARKS
	1 Headquarters Dedication	\$ 120,000.00	a. Food and Catering	\$ 10,000.00	
			b. P. A System Rental	\$ 5,000.00	
			c. Artistic Performance	\$ 15,000.00	
			d. Building System Testing and Training	\$ 27,005.68	
			e. Beautification and Decoration	\$ 15,000.00	
			f. Relocation Logistics	\$ 47,994.32	
2	Consultancy Service	\$ 240,249.96	a. Editorial Service	\$ 100,000.00	
			b. Public Relations	\$ 115,250.00	
			c. Performance Review	\$ 24,999.96	
3	Contractual and other Services	\$ 114,699.66	a. Drinking Water	\$ 9,600.00	
			b. Furnigation	\$ 13,200.00	
			c. Janitorial Service	\$ 60,300.00	
			d. Fire Safety Consultancy	\$ 25,000.00	
			e. Hygiene and Safety Products	\$ 6,599.66	
4	Extraordinary Expenditures	\$ 1,955,000.00	a. Reform Expenditures	\$ 515,000.00	
			b. Biometric Equipment	\$ 600,000.00	
			c. Special Project	\$ 210,000.00	
			d. Discount Facility	\$ 330,000.00	
			e. Investment Expense	\$ 300,000.00	

# CASH PLAN