



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

20 JUN 2024

MR. HILARIO S. GALANG

Lot 2 Block 10, Laborada Drive
Vermont Royale, Antipolo City

Dear **Mr. Galang:**


We are pleased to inform you that the Contract for the Project, "Engagement of a Highly Technical Consultant on Data Architecture (DA) for the Integrated Financial Management Information System (IFMIS)," is hereby awarded to you in the amount of One Million Two Hundred Thousand Pesos (P1,200,000.00).

Thank you and God Bless.

Very truly yours,


AMEMAR F. PANGANDAMAN
Secretary

Received by:


HILARIO S. GALANG
27 June 2024



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

JUL 11 2024

MR. HILARIO S. GALANG

Lot 2 Block 10, Laborada Drive
Vermont Royale, Antipolo City

Dear **Mr. Galang:**

This is to inform that the performance of the obligations specified in the attached Contract for the Project, "Engagement of a Highly Technical Consultant on Data Architecture (DA) for the Integrated Financial Management Information System (IFMIS)," shall commence upon receipt of this Notice to Proceed in accordance with Sections IV(L) and V(D)(7)(b)(iii) of Annex "H" of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.


Thank you and God Bless.

Very truly yours,


AMENA F. PANGANDAMAN
Secretary

I acknowledge receipt and acceptance of this Notice on 16 July 2024.

Name of Authorized Representative: HILARIO S. GALANG

Signature: 

CONTRACT NO. 2024-HTC003

ENGAGEMENT OF A HIGHLY TECHNICAL CONSULTANT ON DATA ARCHITECTURE (DA) FOR THE INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM (IFMIS)

This CONTRACT made and entered into by and between the following:

DEPARTMENT OF BUDGET AND MANAGEMENT, a government agency created by virtue of the laws of the Republic of the Philippines, with principal office address at General Solano St., San Miguel, Manila, represented herein by its **SECRETARY, AMENAH F. PANGANDAMAN**, hereinafter called the "**DBM**";

- and -

HILARIO S. GALANG, of legal age, Filipino, with residence address at Lot 2 Block 10, Laborada Drive Vermont Royale, Antipolo City, hereinafter called the "**Consultant**";

Collectively, the "**PARTIES**";

WITNESSETH:

WHEREAS, the Department of Budget and Management-Bids and Awards Committee (DBM-BAC) conducted a Negotiated Procurement (NP) – Highly Technical Consultant for the Project, "Engagement of a Highly Technical Consultant on Data Architecture (DA) for the Integrated Financial Management Information System (IFMIS)," with an Approved Budget for the Contract (ABC) of One Million Two Hundred Pesos (P1,200,000.00) for FY 2024, through the Continuing Appropriations, FY 2023 General Appropriations Act (GAA), as reflected in the Supplemental Annual Procurement Plan No. 3, CY 2024;

WHEREAS, the DBM intended to engage the services of a Highly Technical Consultant on Data Architecture to: (i) achieve a systematic, qualitative, and executable roadmap for digital transformation and technology modernization in the implementation of the digital transformation of the DBM systems and the Integrated Financial Management Information Systems (IFMIS); (ii) design, create, deploy and manage an organization's data architecture; and (iii) develop the architectural design and strategy on how the data will be stored, consumed, integrated and managed by different data entities and IT systems, as well as any applications using or processing that data;

WHEREAS, under Section 53.7 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, NP-Highly Technical Consultants may be resorted to in the case of individual consultants engaged to do work that is: (i) highly technical or proprietary; or (ii) primarily confidential and policy determining, where trust and confidence are the primary considerations for the hiring of the consultant;

WHEREAS, in accordance with Section IV (F) and Appendix A of Annex "H" of the 2016 Revised IRR of RA No. 9184,¹ the DBM-BAC issued a Letter to the Consultant dated May 2, 2024, requesting for the submission of the mandatory documentary

¹ Documentary Requirement – Alternative Methods of Procurement

requirements, namely: (i) Bureau of Internal Revenue (BIR) Certificate of Registration in lieu of Department of Trade and Industry (DTI) Registration and Mayor's Permit; (ii) Professional Licenses, if any; (iii) Updated Curriculum Vitae; (iv) Philippine Government Electronic Procurement System (PhilGEPS) Registration Number; and (v) Work Plan proposal in accordance with the Scope of Work outlined in the Terms of Reference for the Project;

WHEREAS, on May 4, 2024, the Consultant submitted the mandatory documentary requirements;

WHEREAS, in accordance with Section V(D)(7)(b) of Annex "H" of the 2016 Revised IRR of RA No. 9184, the DBM-BAC conducted a negotiation meeting with the Consultant on May 28, 2024 to discuss and clarify the project's Terms of Reference, including the documentary requirements, deliverables, timelines, and payment terms;

WHEREAS, the DBM-BAC, after the negotiation, and careful review and evaluation of the relevant documents, found the Consultant as legally, technically, and financially capable to undertake and fulfill the consultancy work based on the Terms of Reference;

WHEREAS, accordingly, the contract for the Project, "Engagement of a Highly Technical Consultant on Data Architecture (DA) for the Integrated Financial Management Information System (IFMIS)," in the amount of P1,200,000.00, was awarded to the Consultant in accordance with Sections IV(L) and V(D)(7)(b)(iii) of Annex "H" of the 2016 Revised IRR of RA No. 9184;

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby mutually stipulate and agree as follows:

1. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the Terms of Reference referred to in Annex "A."
2. The following documents shall form and be read and construed as part of this Contract:

Annex	A	-	Terms of Reference
	B	-	Notice of Award

3. In consideration of the payments to be made by the DBM to the Consultant, the Consultant hereby covenants with the DBM to provide the consultancy services and the corresponding deliverables defined in the attached Terms of Reference.
4. The Consultant undertakes to perform the services with the highest standards of professional and ethical competence and integrity.
5. The Consultant shall not assign this Contract or subcontract any portion of it without the DBM's prior written consent.
6. The DBM hereby covenants to pay the Consultant, in consideration of the provision of the consultancy services and the corresponding deliverables the amount of One Million Two Hundred Thousand Pesos (P1,200,000.00) at the time and in the manner prescribed in the attached Terms of Reference.

7. The Consultant shall be engaged by the DBM for a period of six (6) months. The period for the performance of the obligations under this Contract shall not go beyond the validity of the appropriation for this Project.
8. Entire Agreement. All parties agree that this Contract, including the attached Annexes, contains their full agreement and supersedes all previous agreements, either written or oral, if there are any. No agreements, understandings, commitments, discussions, warranty, representations or other covenants, whether oral or written, between the parties are included in this Contract, including the attached Annexes, except as set forth herein.

IN WITNESS WHEREOF, the parties hereto have signed this Contract on this ____ day of JUL 12 2024 2024 at General Solano St., San Miguel, Manila, Philippines.

FOR THE DBM:


AMENAH F. PANGANDAMAN
Secretary

FOR THE CONSULTANT:


HILARIO S. GALANG
Consultant

SIGNED IN THE PRESENCE OF


MARIA FRANCESCA M. DEL ROSARIO
Undersecretary


CHRISEN JOHN ABRAHAM D. GALANG

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
C I T Y O F **CITY OF MANILA** S.S.

BEFORE ME, a Notary Public for and in the City of **CITY OF MANILA**, Philippines on this _____ day of **JUL 12 2024** 2024 personally appeared the following:


NAME	VALID ID	VALID UNTIL
AMENAH F. PANGANDAMAN	DBM ID No. <u>4136</u>	<u>12/2024</u>
HILARIO S. GALANG	<u>SSS ID NO. 03-8140567-4</u>	<u>-</u>

known to me to be the same persons who executed the foregoing Contract and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they respectively represent.

This CONTRACT for the Engagement of a Highly Technical Consultant on Data Architecture (DA) for the Integrated Financial Management Information System (IFMIS) was signed by the parties, and their material witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL this _____ day of **JUL 12 2024**, 2024.

Doc. No 226 ;
Page No 47 ;
Book No 2 ;
Series of 2024.


TENEESSEE ANNE L. MENGULLO
Notary Public - Manila
Commission Serial No.: 2023-158 (Until Dec. 31, 2024)
Roll No. 79527 IBP OR No.: 381943 / 12-30-23 / Pasig
PTR No.: 1545942 / 1-10-24 / Manila
Department of Budget and Management
General Solano St., San Miguel, Manila
MCE Compliance NO. VIII-0007268

TERMS OF REFERENCE

Engagement of a Highly Technical Consultant (HTC) on the Data Architecture (DA) for Integrated Financial Management Information System (IFMIS)

I. BACKGROUND AND RATIONALE

The digital transformation roadmap in the Government of the Philippines will be pursued to enable the alignment with the current administration's strategic direction to instill bureaucratic efficiency as provided in its 8-point socioeconomic agenda which aims to capitalize on digitalization solutions to enable efficient and effective public service.

The role of a Data Architect Consultant (DAC) is a practitioner of data architecture, and data management discipline concerned with designing, creating, deploying and managing an organization's data architecture. The DAC develops the architectural design and strategy on how the data will be stored, consumed, integrated and managed by different data entities and IT systems, as well as any applications using or processing that data in some way¹. Thus, the engagement of a DAC is an essential resource to enable the foregoing objectives.

II. PROJECT OBJECTIVES

The implementation of the digital transformation of the DBM systems and the integrated financial management information systems (IFMIS) requires a systematic, qualitative, and executable roadmap for digital transformation and technology modernization to achieve the following objectives:

- A. Quantification of the service value chains and service artifacts of the Department as a foundation to transform the DBM from the current bureaucratic conventions into a service-driven and service-oriented organization;
- B. Harmonize the policy environment to identify policy artifacts that would need to be clarified, amended, repealed, and retired to clear obstructions that work against transformation;

¹ "Definition of Data Architect". Techopedia.

- C. Harmonize the data environment, data quality management practices, business intelligence and data science foundations of the Department; and
- D. Define an executable implementation plan and the detailed technical specifications to pilot Public Financial Management projects within the targeted period.

Thus, the engagement of a Data Architect is an essential resource to enable the foregoing objectives.

III. SCOPE OF WORK of DATA ARCHITECT CONSULTANT (DAC)

The consulting services engagement for the Data Architect Consultant (DAC) involves a series of phases and activities aimed at helping the DBM design, implement, and optimize data architecture in support of their digital transformation and technology modernization and meet the IFMIS requirements (as stated in item II).

The consulting service requires close collaboration between the DAC, key assigned staff from the ICT Group/Solution Delivery Division hereto referred to as the Working Team (WT), and the client's key stakeholders with a commitment to delivering data solutions that support digital transformation and business goals. The DAC shall adapt best practice, and recommend best of breed solutions suited for the DBM IT ecosystem and include the following scope of work:

1. Initial Assessment and Discovery:

Client Needs Analysis: The consulting engagement begins with series of due diligence meetings with the Solutions Delivery Division and the Working Team (WT) to gain common understanding of the client's business objectives, data-related challenges, and specific requirements.

Current State Assessment: Assesses the organization's existing data infrastructure, including databases, data sources, tools, and data governance practices.

Gap Analysis: Identify gaps and areas where data architecture and management can be improved to align with the client's goals.

2. Strategy and Planning:

Data Strategy Development: Based on the assessment, conduct design thinking workshop with the WT, and collaborate with the clients and stakeholders to develop a data strategy that outlines the roadmap for achieving their data-related objectives.

Architecture Design: Create a high-level data architecture design that outlines the components, technologies, and data flows needed to support the strategy.

Resource Planning: Determine the resources, including personnel, tools, and technologies, required for implementing the data architecture including transition strategies and plans.

3. Resource Acquisition and/or Procurement:

Request for Information (RFI): Depending on the results of the Architectural Design and Resource Plan, the DAC and the Working Team may invite technology principals to RFI and get the latest data technology, trends, specifications and costs. As necessary, engage technology vendors to conduct Proof of Concept to evaluate and test performance of new data solutions/service vis-à-vis DBM customer requirements specifications.

Prototype Project: As part of solutions evaluation and transition strategy, setup pilot project to model, and evaluate performance of end-state architecture on selected smaller scale high impact data transformation services or business requirements.

Acquisition/Procurement: As necessary, the DBM team will acquire, or purchase required technology or services in compliance with existing government procurement/bidding laws and implementing rules and regulations to meet the project resource requirements.

4. Project Implementation:

Database Design: As necessary, design and implement the database structures, including schemas, tables, and relationships, in alignment with the architecture plan.

ETL (Extract, Transform, Load) Development: Create ETL plan, processes and data pipelines to move/migrate, transform, and load data from various sources into the target database or data warehouse or data management platform (Data Fabric).

Data Integration: Implement data integration solutions to ensure seamless data flow between systems.

Data Governance: Establish data governance practices, including data quality rules, access controls, and data stewardship responsibilities.

5. Testing, Quality Assurance and Risk Management:

Data Quality Testing: Validate data accuracy, completeness, and consistency through testing and quality assurance processes.

Performance Testing: Ensure that the data architecture can handle the expected data volumes and query loads efficiently.

Security Testing: Verify data security measures, including encryption, access controls, and compliance with regulations.

6. Risk Management:

Conduct risk assessment and mitigation, identify known risks and mitigation plan as well as potential fallback plan for unknown risks. Regularly conduct risk assessment exercises for every major project milestone and update risks register as necessary.

7. Deployment and Monitoring:

Deployment: Deploy the data architecture and associated solutions into the production environment.

Monitoring and Optimization: Implement monitoring tools and practices to continuously assess the performance and health of the data architecture. Make adjustments and optimizations as needed.

8. Audit Review and Evaluation:

Periodic Review: Conduct regular reviews of the data architecture to ensure it continues to align with the client's evolving business needs.

Performance Evaluation: Evaluate the performance of the data architecture against key performance indicators (KPIs) and make recommendations for improvements.

Continuous Service Improvement: Conduct periodic continuous service improvement sessions to proactively validate the quality, consistency, accessibility, and security of the database across the stakeholders and identify actionable improvement areas.

9. Scaling and Expansion:

Scalability Planning: As data volumes and requirements grow, work with the client to plan for scaling the data architecture.

New Initiatives: Support the client in implementing new data initiatives and projects as needed.

10. Data and Project Governance:

Data Governance Oversight: Setup on-going monitoring and enforcement of data governance policies and data quality standards.

Provide Project Oversight to ongoing data projects: Review and validate the Project Manager and Management team's project plan and performance ensure adherence to project KPI/KRA metrics.

Handover to On-going Support. Provide post-implementation guidance on post implementation support plans, vendors in/out of warranty maintenance contracts, on-going operations support including regular and continuous system performance monitoring, proactive and reactive support, version updates, quality standards etc.

11. Capability development plan and Knowledge Transfer

Capability development plan: Conduct of capability building sessions and training needs analysis related to the solution's common elements such as context, structure, behavior, system allocations and components.

Knowledge Transfer: Train the client's personnel on data architecture best practices, maintenance procedures, and data management principles. Hand off documentation, best practices, and ongoing support responsibilities to the client's internal team.

The above consulting scope of work could be iterative, flexible and ongoing, with a focus on adapting the data architecture that meets the changing needs of the DBM organization and continuously improving data management practices.

IV. PROJECT DELIVERABLES

The Data Architect Consultant shall submit the following outputs/deliverables:

Consulting Phase	Milestone	Deliverables	Timelines
1. Assessment and Discovery	1. Organizational introductions, Onboarding, Team Roles and functions etc. a. Due Diligence Sessions b. Detailed discussions and understanding the 4-point project objectives c. Deep dive into existing infrastructure 2. Client Needs Analysis a. Gap Analysis b. Conduct validation/alignment of the CRD with external stakeholders	1. Assessment and Discovery Report: <ul style="list-style-type: none"> • Customer Requirements Definition (CRD-high level) based on the project objectives • Description, review and validation of existing Data Infrastructure, value chains, policies, artifacts, data architecture and/or environment (current state) • Gap Analysis and Data Challenges 2. Data Glossary and Dictionary (baseline)	Month 1
2. Strategy Development and Planning	1. Design Thinking Workshop to develop the understanding of the client's business requirements;	1. Business Process Management Report for the Overall Data 2. High-level data architecture design 3. Technology Roadmap (high level)	Month 1- Month 2

Consulting Phase	Milestone	Deliverables	Timelines
	<p>a. Mapping of the client's ICT and functional requirements and the operational environment covered by the data architecture</p> <ul style="list-style-type: none"> ● Performs business process management, and recommends re-engineering, if necessary; ● Conduct of an evaluation of the data architecture for validation with project management and IT development teams for possible improvements in terms of the solutions; ● Detailed assessment of the client's needs and existing data architecture to enable the selection of the appropriate technology for the envisioned data architecture; ● Performs business process management, and recommends re-engineering, if 	<p>4. Resource Plan/Recommendations</p>	

Consulting Phase	Milestone	Deliverables	Timelines
	<ul style="list-style-type: none"> necessary; b. Data Strategy Development c. Architectural Design d. Select and recommend high impact Pilot (Public Financial Management (PFM) Project e. Resource Planning 		
<p>3. Customer Requirement Specifications (CRS), Resource Acquisition, Procurement Plan</p>	<ul style="list-style-type: none"> a. Evaluation of the applicability of emerging technologies to the existing architecture and the solution architecture and CRD; b. Lead a team and communicate with key IT stakeholders and to fine tune technology roadmap. c. Conduct RFI/PoC with principal data vendors to obtain emerging data technology and trends. d. Define detailed CRS for a Pilot Project e. Acquisition/ Procurement Plan f. Prerequisite for the above will be 	<ul style="list-style-type: none"> 1. Detailed Functional and Technical Customer Requirements Specifications for the Data Architecture <ul style="list-style-type: none"> a. Technical Details b. Performance criteria c. Acceptance Criteria d. Relevant Standards e. Request for budget/bid etc. f. Award Winning Vendor 	<p>Month 3- Month 6</p>

Consulting Phase	Milestone	Deliverables	Timelines
	the results of the Resource Planning milestone and Risk Assessment.		
4. Project Risk Assessment	a. Conduct of risk assessment on the client's existing systems and new system architecture.	1. Risk Assessment Report	Month 3

V. QUALIFICATIONS OF THE CONSULTANT

The HTC shall provide rate cards of resources to augment and improve Client processes and applications based on the following qualifications:

- A. At least five (5) years of experience in the IT industry
- B. At least three (3) years of proven experience in architecting and implementing Business Intelligence and data warehouse platforms, Master Data Management, data integration and OLTP database solutions;
- C. Experience in providing data architecture solutions (Public/Private Industry).
- D. Must have IT related training within the last five (5) years. IT related training would pertain to: IT Infrastructure Trainings, Programming and Database Trainings, Enterprise Business Applications Trainings, Desktop Applications Trainings, or Cyber Security Trainings, Software or Application Trainings, Data management/structure trainings based on the certified true copy of recent training certificates
- E. Must be able to provide solutions to Public Sector Industry
- F. Resource Count: one (1)

VI. WORKING AND REPORTING ARRANGEMENTS

- A. The CONSULTANT shall conform strictly with the terms and conditions of this Terms of Reference and report directly to the Office of the Functional Group Head of the ICT Group / Chief Information Officer (OCIO) of DBM.
- B. The CONSULTANT shall submit a Project Management Plan to provide a framework for project planning, communications, reporting, procedural and contractual activities. Weekly status reports shall be submitted accordingly.
- C. Deployment of resources should be done onsite.

- D. Equipment, such as laptops and other peripherals should be provided by the CONSULTANT.
- E. The CONSULTANT will provide a counterpart detailed work plan detailing the tasks to be undertaken to deliver the specified outputs on or before the delivery date. CONSULTANT should comply with the deliverables issued weekly, monthly and quarterly activity plans.
- F. The CONSULTANT shall comply with weekly, monthly or quarterly activity plans and shall provide a detailed work plan detailing the details of tasks to be delivered.

VII. DURATION AND COST OF THE PROJECT

The consultant shall be engaged by the DBM to undertake the activities under this project for a period of six (6) months.

The consultant shall be paid a total amount not to exceed One Million Two Hundred Thousand Pesos (Php 1,200,000.00), inclusive of applicable taxes pursuant to existing Philippine tax laws.

The consultant shall be paid in accordance with the following schedule:

Schedule of Payment	Amount to be paid to Consultant	Milestones	Period of Implementation
First Tranche of Payment	20% of total project cost	Upon acceptance of the Project's Inception Report which shall be submitted to the DBM	Month 1
Second Tranche of Payment	35% of total project cost	Upon acceptance of the reports	Month 2
Third Tranche of Payment	35% of total project cost	Upon acceptance of the reports and reports that may be required Report to the DBM as regards any development in the implementation of the project and submit other	Month 3 - Month 5

		outputs as may be required by the same.	
Fourth Tranche of Payment	10% of total project cost	Upon acceptance of the Capability Building Plan and Knowledge Transfer Documentation	Month 6

VIII. PERFORMANCE EXPECTATIONS FROM THE CONSULTANT

The consultant to be engaged for this reform effort shall undertake/conduct the task/activities in this project with the highest standard of professional and ethical competence and integrity.

To avoid any undue misgivings and speculations that may arise once the studies are inadvertently disclosed, the work of said consultant is highly technical/proprietary, primarily confidential and policy determining in nature. Hence, trust and confidence are the primary considerations for the hiring of said consultant.

In addition, subject consultant is expected to observe the following:

- He shall not engage in any activity or any action or make any kind of public and media pronouncement which may adversely affect the implementation of the project; and
- He shall not disclose to another party any confidential information relating to his engagement in this project and the project as a whole without the prior consent of the DBM even after the termination of his contract and completion of the project.
- In the event of violation of any of the above expectations, the DBM reserves the right to take appropriate action, which may include termination of the consulting agreement, withholding of payment, or pursuing legal remedies as necessary.

Moreover, the ownership of the deliverables/outputs, reports and other materials produced by said consultant shall be vested exclusively with the DBM. Copies of such materials could be retained but the consultant shall seek permission from the DBM should he wish to use/reproduce these materials in parts or in their entirety.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

20 JUN 2024

MR. HILARIO S. GALANG

Lot 2 Block 10, Laborada Drive
Vermont Royale, Antipolo City

Dear **Mr. Galang:**


We are pleased to inform you that the Contract for the Project, "Engagement of a Highly Technical Consultant on Data Architecture (DA) for the Integrated Financial Management Information System (IFMIS)," is hereby awarded to you in the amount of One Million Two Hundred Thousand Pesos (P1,200,000.00).

Thank you and God Bless.

Very truly yours,


AMEMAR F. PANGANDAMAN
Secretary

Received by:


HILARIO S. GALANG
27 June 2024