

Los Angeles Office

"INVITATION FOR BID (IFB) FOR THE "SERVICE OF TEMPORARY EMPLOYMENT AGENCY - EMPLOYEE PAYROLLING SERVICES, YEARS 2021-2022" FOR THE ITALIAN TRADE AGENCY (ITA) – LOS ANGELES OFFICE –

CIG: 8606277C71

FREQUENTLY ASKED QUESTIONS

Question n. 1: Could you please tell me what factors will go into the selection process? Will the agency with the lowest markup (and completed documents) automatically be selected? Or are there other criteria that will be used to determine which Agency gets selected, other than markup?

Answer: As stated in the IFB, see point no.11 "CRITERIA FOR THE AWARD OF THE TENDER AND ANOMALY OF THE OFFER", page. 6: "...The awarded Agency will be selected by ITA — Los Angeles Office on the basis of "lowest hourly price offer" (Mark- up % / Hour).

All information relating to the submission of the bids and the awarding process is clearly stated in the tender documentation, please carefully read all the points of the IFB.

Question n. 2: ANNEX 3- It is requested a Notary Public of the State of California, but our President is here in Italy. Can we indicate State of Italy, County of Verona and in the last sentence of the page change State of California with State of Italy?

Answer: It is possible to notarize in Italy the document "Requirements for procurement procedures under the European Union threshold" - Annex 3.

Question n. 3: ANNEX 2- It is requested to complete the Attorney Registry no. May you kindly explain me what it exactly means?

Answer: Regarding the information " Attorney register no.____", contained in Annex 2, you can leave it blank or write "NA" (non-applicable).

Question n. 4: Affidavit 2 – Does this require a notary or may that be waived due to the pandemic?

Answer: The Annex 2 " Affidavit" must be notarized.

We also specify that Annex 3 "Requirements for procurement procedures under the European Union threshold" must be notarized (see IFB, point no. 7 "Requirements for the submission of proposals and deadline", page 5).

Question n. 5: Submission of proposal – May the proposal be submitted electronically via email due to the pandemic?

Answer: The Main Envelope, containing all the parts of the offer, must be sealed and send only by express courier (see IFB, point no.7 "Requirements for the submission of proposals and deadline", page 3).

Question n. 6: Security Deposit - Is the security deposit mandatory or are there alternative solutions such as sharing (financial statements, bank records, account information) etc...?

If not, when would we receive the security deposit back?

Answer: The security deposit is mandatory.

As stated in the IFB, point no. 8 " Security deposit", page 5 "...Under Italian Law (D.Lgs. 50/2016, commonly referred to as "Codice Appalti), the winner of the bid must submit a performance surety bond or a non-transferable cashier's check that amounts to 10% of the estimate amount of the bid (USD 20,000.00) before signing the contract..."

The security deposit will be kept by ITA and returned upon termination of the framework contract and ITA satisfaction of Agency's performance.

Question n. 7: Technical Specifications of Offer - Where is states that "gross margin shall include (Federal, State, Medicare, OASDI, CASDI) taxes, is it referring to the employee or employer related portion.

Answer: The taxes (including Federal Income Tax Withhold, California State Income Tax, Medicare, Social Security and Retirement (OASDI), CASDI CA State Disability Insurance) are referred to the employee related portion.

The awarded Agency should quote is mark-up on top of the gross hourly salary rate.

ITA will pay to the Agency the gross hourly salary rate plus the mark-up.

For details, carefully read the information in the following documents:

- "Technical specification of the service", page 1
- Annex 4 " Economic Offer".