



ITALIAN TRADE AGENCY

Los Angeles Office.

Los Angeles, 04.15.2021
P. 0042712/21

MARKET SURVEY NOTICE

“Service of Temporary Employment Agency – Payrolling service”, pursuant to art. 7 paragraph 2 letter. a) of Ministerial Decree 192/2017

1. INTRODUCTION

ITA - Italian Trade Agency (<https://www.ice.it/en/>) is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy. ITA is headquartered in Rome and operates with a net of offices worldwide linked to Italian Embassies and Consulates and works closely with local authorities and businesses. In the US, ITA is present in the following cities: New York, Chicago, Los Angeles, Houston and Miami.

2. AWARDING ENTITY

The Italian Trade Agency ("ITA") – Los Angeles Office,
1900 Avenue of the Stars, Suite 350, 90067, Los Angeles, CA,
Website: <https://www.ice.it/en/markets/usa/los-angeles>
Ms. Alessandra Rainaldi, Trade Commissioner of the Italian Trade Agency - Los Angeles Office
E-mail: losangeles@ice.it, Tel (323) 879.0950- Fax (310) 203.8335

3. SERVICES REQUESTED

ITA Los Angeles Office is launching a request of quotation for the **“Service of Temporary Employment Agency – Employee Payrolling service”** to be assigned by direct negotiation pursuant to art. 7 paragraph 2 letter. a) of Ministerial Decree 192/2017.

The content of the service is detailed at following point 4 “Service’s Technical Specifications”.

4. SERVICE’S TECHNICAL SPECIFICATIONS

The service requested shall refer only to the **Employee Payrolling service for the following Temporary positions:**

- A) Temporary Market Analyst
- B) Temporary Junior Market Analyst.
- C) Temporary Administrative Assistant

The employees will be selected by ITA Los Angeles Office according to the following jobs description:

Market Analyst - Job description

- Plan and organize of all the activities and events related to the promotion of made in Italy in the USA market, such as trade shows pavilions, conferences, business trips and advertisement campaigns.
- Conduct market analysis and research projects for various industries, such as data collection and processing, report editing, drafting PPT presentation.
- Identify and establish direct contact with USA importers, agents, suppliers, interested in relating with Italian counterparts and update the office's marketing database.
- Implement basic and customized services to Italian companies interested in entering the US market, as well as to US companies interested in Italian market.
- Prepare news and social media communication on a regular basis and support to media campaign.
- Perform administrative tasks related to the above activities such as: request of quotations, preparation of purchase orders with vendors/suppliers, budget reports, etc.)
- Travelling domestically within the US and internationally.

Junior Market Analyst - Job description

- Assist in the organization of all the activities and events related to the promotion of made in Italy in the USA market, such as trade shows pavilions, conferences, business trips and advertisement campaigns.
- Assist in the preparation of market analysis and research projects for various industries, such as data collection and processing, report editing, drafting PPT presentation and client surveys on behalf of Italian companies.
- Researching, gathering, and analyzing market activities and preparation and updating of US marketing database
- Support in the implementation of basic and customized services to Italian companies interested in entering the US market, as well as to US companies interested in Italian market.
- Support the preparation of news and social media communication on a regular basis and support to media campaign.
- Administrative assistance in daily activities such as: request of quotations, preparation of purchase orders with vendors/suppliers, budget reports, etc.)
- Travelling domestically within the US and internationally
- All other tasks assigned by the Trade Commissioner.

Administrative Assistant - Job description

- Manage and organize secretarial and logistic tasks.
- Organize correspondence and documents' filing.
- Provide secretarial work: typing, registering and answering correspondence, keeping files. In addition to normal secretarial duties, acts as an interpreter/translator, when required.
- Assist with all administrative activities of the office.
- Schedule the activities of the Assistant to the Trade Commissioner

ITA Los Angeles will provide the awarded Agency with the names and contacts of the selected employees for the enrollment procedure to be carried out accordingly to the following conditions:

POSITION	GROSS HOURLY SALARY RATE offered by ITA	OVERALL HOURS WORKED
N. 1 Temporary Market Analyst	24.29 USD/hour (\$3,400.00/month)	7h/day (*), 5 days/week x 4 weeks/month x 6 months = 24 weeks/ 840 hours
N. 1 Temporary Junior Market Analyst	21.43 USD/hour (\$3,000.00/month)	7h/day (*), 5 days/week x 4 weeks/month x 3 months = 12 weeks/ 420 hours
N. 1 Temporary Administrative Assistant	20.00 USD/hour (\$2,800.00/month)	7h/day (*), 5 days/week x 4 weeks/month x 2 months = 8 weeks/ 280 hours

(*) Actual working hours excluding lunch break (1 hour).

The Gross Salary/hour for each above positions shall include:

- Federal Income Tax Withhold
- California State Income Tax
- Medicare
- Social Security and Retirement (OASDI)
- CASDI CA State Disability Insurance

Therefore, the employees will receive the gross hourly salary net of the above items.

5. BUDGET

The maximum total amount available for the required services will not exceed USD 47,000.00 (forty seven thousand dollars) during the life of the contract, including:

- the total gross hourly salary for the three positions: USD 35,000.00
- the Mark-up for the Agency's Payrolling service for the three positions.

6. HOW TO SUBMIT

To present the Economic Offer, your company is requested to quote - in percentage – only one Mark-Up /Hour Rate for the three positions, put on top of the Gross Hourly Salary.

Under penalty of exclusion, the Economic offer must be:

- completed in accordance with the attached **Annex 1**;
- expressed clearly in numbers and letters and dated and signed by the legal representative of the company, with a photocopy of the signer's valid ID (State issued driver's license or ID or Passport);
- delivered to ITA Los Angeles office to the email address losangeles@ice.it within April 22th, 2021, 12:00pm, (PST)

7. AWARD CRITERIA

The contract will be awarded based on the lowest price, pursuant to art. 11 of DM 192/2017. ITA Los Angeles Office will proceed to award the contract for the staff payrolling service in favor of the company that will have presented the lowest hourly price in terms of Mark-up Rate % / Hour on top of the Gross Hourly Salary.

8. CONTRACT SIGNATURE

ITA will pay the awarded Agency the gross hourly wage for each position and for the time periods indicated plus the mark-up's Agency related to payroll service only.

The contract will have a duration of six months (24 weeks), from the date of its entry into force.

IMPORTANT: in case your company is chosen to provide the service, it will be required to register in the ITA's Vendor list (see more details at the following link [Business Vendor Registration](#)) and to send the document "Requirements for Direct Negotiation Under the European Union Threshold of Euro 40,000.00" (Documento Unico), attached (Annex 2) duly filled in, dated, signed and notarized along with a photocopy of the signer's valid ID (State issued driver's license or ID or Passport).

It is expressly forbidden to resort to subcontracts, in consideration of the specific nature of the services, which need a trustworthy interlocutor.

The ITA Los Angeles Chief Procurement Officer (CPO)/ *Responsabile Unico del Procedimento* (the acronym is RUP in Italian) is **Alessandra Rainaldi**, the ITA Los Angeles Trade Commissioner.

9. PARTIES'S OBLIGATIONS

Agency's obligations

The Agency is required to carry out the service with the maximum care and diligence, in accordance with the provisions of these specifications and in accordance with the procedures described below. The contracted Agency undertakes to:

- a) designate at least one agent working to meet ITA's needs and perform the services requested by ITA, whose name shall be communicated to ITA in writing;
- b) meet the requests from ITA as quickly as possible;
- c) make the worker available to ITA within the terms indicated by ITA and in any case in good time for the performance of the service requested by ITA;
- d) to pay in a punctual and integral manner the remuneration due to worker on the basis of these specifications, including all the items specified therein;
- e) to send ITA a copy of the employment contract duly signed by the worker;
- g) to deliver to the worker, at the time of stipulation of the employment contract, a copy of the Code of Conduct adopted by ITA (which ITA shall deliver to the Agency), which the worker shall sign for acceptance; a copy of the signed document shall be forwarded to ITA for inspection;

h) sending ITA a copy of the workers' pay slips and any other suitable documentation for the purpose of ascertaining the regularity of the remuneration;

The Agency will provide payrolling services, using its own technical equipment and software and without charging ITA for additional costs in connection with the purchase, rental and maintenance of the devices used for the payrolling service.

The Agency will ensure accurate on time payroll.

ITA's obligations

ITA undertakes to:

- select the employees and communicate the names to the Agency. The Agency will not be involved in the selection process.
- pay the Agency, the agreed compensations, according to the agreed rates, which is therefore understood to be fixed and invariable for the entire duration of the contract.
- assign the workers to the tasks indicated in the request for supply, ensuring the same, as far as it is not the responsibility of the Agency, information and training on safety at work;

10 . TERMS OF PAYMENT

Payments will be made by ITA in USD, once the service has been rendered, within 30 days of receipt of an invoice made payable to: ITA - Italian Trade Agency - Los Angeles Office 1900 Avenue of the Stars, Suite 350 Los Angeles, CA 90067, issued by the winning service provider.

ITA – Los Angeles Office make payments via ACH. The awarding Agency will be required to provide their ACH Routing number and account number so that our payments can be properly credited.

11. RULES OF CONDUCT OF THE AGENCY AND/OR STAFF OF THE AGENCY

In the execution of the contract, the awarded Agency undertakes to fully respect the Code of Conduct adopted by ITA with respect to the provisions of Presidential Decree 62/2013 approved by the Board of Director by resolution no. 402/17 on 24 January 2017.

The Code of Conduct is available on the website <https://www.ice.it/it> at the section "Amministrazione Trasparente" (Transparent Administration) — "Disposizioni generali" (General provisions) — "Atti generali" (Acts of general application) "Code of Conduct".

For any breach of obligations under the code, if the same is considered serious, ITA will have the option to terminate the contract.

By signing you agree to the terms outlined in this document and, to the best of your knowledge, affirm that you have not retained or engaged professionally anyone who has ceased his or her employment with the Italian Trade Agency within the last three years and whom had occupied a management role in said organization or had been delegated management powers to execute contracts or other commercial transactions on behalf of the said organization.

12. REFERRAL RULES

For all other terms and conditions not regulated herein, please refer to the provisions of Ministerial Decree 192/2017; the civil law governing the conclusion of the contract and the execution phase shall be determined in accordance with the applicable rules of private international law.

13. COMPETENT JURISDICTION

In case of dispute between the Italian Trade Agency and the Appointed Contractor, the Court of Law of California will be the competent jurisdiction.

14. PRIVACY

The awarded Agency is invited to read the Information on the processing of personal data pursuant to Regulation (EU) 2016/679 ("RGPD"), available on the institutional website of ITA-Agency at <https://www.ice.it/it/privacy>.

Access to tender documents is governed by Law no. 241 of August 7, 1990.

15. WHISTLEBLOWING

By accessing the website www.ice.it - section "Whistleblowing", available at the following link: <https://ice.whistleblowing.it/#/> it is possible to report in complete confidentiality any "unlawful conduct" found within the contractual relationship, pursuant to Article 54-bis, paragraph 2 of Legislative Decree 165/2001 (as amended by Law no. 179/2017).

16. CONTACT PERSON

If you have any questions regarding this market survey notice, please contact: Olga Gravela - Deputy Trade Commissioner at Italian Trade Agency – Los Angeles Office - Email: losangeles@ice.it

Cordially.

Alessandra Rainaldi
Trade Commissioner
Italian Trade Agency – Los Angeles Office

