



Houston, 08/30/2021

## MARKET SURVEY NOTICE

Selection of economic operators to be invited to tender for amounts below the European Community threshold (Euro 214.0000,00) to be carried out pursuant to:

- art. 36, paragraph 2, lett. b) of Legislative Decree No. 50/2016, and subsequent amendments and additions
- article 7 and 10 of Ministerial Decree no. 199 of 21 November 2017

### **for the “Service of Temporary Employment Agency – employee payrolling services” in favor of the Italian Trade Agency of Houston**

Pursuant to art. 36, paragraph 2, lett. b) of Legislative Decree 50/2016 and subsequent amendments and additions, art. 10 of Ministerial Decree no. 199 of 21 November 2017, along with Guidelines No. 4, issued by ANAC, as stated by Legislative Decree 18 April 2016, n. 50, entitled "Procedures for the awarding of public contracts for amounts below EU thresholds, market surveys and training and management of lists of vendors" (Resolution No. 1097 of 26 October 2016), and with regard to Legislative Decree 19 April 2017, n.56, it is announced that ITA Houston intends to initiate a negotiated procedure for the acquisition of the service in question, proceeding with the preliminary identification of economic operators – based in the US - interested in participating to the procedure that are in possession of the general requirements and professional skills, as per articles 80 and 83 of Legislative Decree 50/2016.

### **CONTENT OF THE REQUESTED SERVICES**

The Italian Trade Agency (ITA) invites Temporary Employment Agency to submit a bid for the hourly fee (“Mark-up rate” in % per hour) for the **“Service of Temporary Employment Agency – employee payrolling services”**.

The Italian Trade Agency (ITA) will also require from the Payroll Agency the selection service for new personnel and background check.

### **DURATION OF SERVICES**

The duration of the agreement is two (2) years from December 1<sup>st</sup>, 2021 once the contract has been signed and the participation requirements have been verified.

### **PRESENTATION OF APPLICATIONS FOR PARTICIPATION**

This notice will remain published on the website of this office (contracting authority) for a period of 30 days, starting from the day following the date of publication.

## BUDGET

Considering the amount spent by ITA Houston for services of temporary employment agency in the last 12 months, the total estimated amount for the above services during the life of the contract (2 years) will be **\$200,000.00 (Euro 178,094.00)**. This amount includes pay rates and mark up rates.

Our company is not bound to guarantee the level of expenditure indicated herein, which is a mere estimate because the services needed by our Office are subject to various factors that make it impossible to set a specific amount. Therefore, the actual level of expenditure may be higher or lower than the above amount, based on needs and available budget.

Thus, there will be no monetary adjustments if the annual expenditure for services is below the amount set forth herein.

Given that these are estimates, ITA reserves the right to increase or decrease the contract amount by 20% max as needed, without any further obligation toward the awarded Contractor.

## AWARD CRITERIA

The contract will be awarded based on the lowest Mark-up Rate % per hour, pursuant to art. 11 of DM 192/2017.

Requests for participation for economic operators interested in the selection procedure in question must be signed by the legal representative of the company or his delegate and sent to the email address [houston@ice.it](mailto:houston@ice.it) no later than **4:00pm on Friday October 1<sup>st</sup>, 2021** clearly indicating in the subject of the email the following statement

**“Service of Temporary Employment Agency – employee payrolling services”**

and must include the enclosed **Application form “A”** – duly fully completed, dated and signed by the legal representative or its delegate with power of representation.

Additionally, we require that you **register as a vendor** (even if you have already done so in the past) by following the instructions at the following link:

<https://www.ice.it/en/index.php/markets/usa/houston/vendor-registration-procedure>

Applications for participation received after the above deadline will not be considered.

The request for participation does not lead to the Administration having any specific obligation regarding the continuation of the negotiation.

## REQUIREMENTS FOR PARTICIPATION IN THE TENDERING PROCEDURE

In implementation of the principles of transparency, publicity, impartiality pursuant to art. 4 of Legislative Decree 50/2016, amended by Legislative Decree 56/2017, the ITA will proceed to invite to the tender procedure a number not less than five operators, if applicable that have properly applied for participation. If the minimum number of candidates that meet the selection criteria is not reached ITA will proceed pursuant to art. 91, c. 2 of Legislative Decree 50/2016 and subsequent amendments and additions also in the presence of a number of candidates lower than the above-mentioned minimum

Companies which will be invited to participate in the negotiated procedure to be carried out will be required to meet the requirements to be registered as vendor for ITA Houston Office.

The detailed procedures for evaluating offers will be indicated in the letter of invitation.

The letter of invitation and the documents necessary for the participation on the tender in question will be sent - to the selected operators - to the email address indicated in the application form A.

Under Italian Law (D.Lgs. 50/2016, commonly referred to as "Codice Appalti"), ITA may require the awarded agency to post a bond to ensure the correct performance of the obligations under the contract.

This notice constitutes exclusively a call for expressions of interest to be invited to the tender that will be carried out and therefore does not imply any obligation for the ITA toward the interested parties.

The Office of reference for the selection procedure is the ITA-Houston Office (email: [houston@ice.it](mailto:houston@ice.it)).

The only subject in charge of the proceeding (Chief Procurement Officer/Responsabile Unico del Procedimento) is **Mr Fabrizio Giustarini – The Italian Trade Agency – Houston, Italian Trade Commissioner.**

Signed by

Fabrizio Giustarini  
Italian Trade Commissioner  
Houston Office

*Signed in original*