

Los Angeles Office
Rif. n.0007662/21

MARKET SURVEY NOTICE
(Published on January 22, 2021)

Selection of economic operators to be invited to tender for amounts below the European Community threshold (Euro 214.000,00) to be carried out pursuant to:

- art. 36, paragraph 2, lett. b) of Legislative Decree No. 50/2016, and subsequent amendments and additions;
- articles 7 and 10 of Ministerial Decree no. 192 of 21 November 2017;

for the “SERVICE OF TEMPORARY EMPLOYMENT AGENCY- EMPLOYEE PAYROLLING SERVICES, 2021 AND 2022”.

Pursuant to art. 36, paragraph 2, letter b) of Legislative Decree 50/2016 and subsequent amendments and additions, art. 7 and art. 10 of Ministerial Decree no. 192 of 21 November 2017 in conjunction with Guidelines no. 4, issued by the ANAC in implementation of Legislative Decree 18 April 2016, no. 50, containing "Procedures for the awarding of public contracts for amounts below the thresholds of Community relevance, market surveys and training and management of lists of economic operators" (Resolution No. 1097 of 26 October 2016), and as regards Legislative Decree 19 April 2017, no. 56, it is announced that the Italian Trade Agency - Los Angeles Office (hereinafter ITA - Los Angeles Office) intends to initiate a negotiated procedure for the acquisition of the service in question, proceeding with the preliminary identification of economic operators - **Located in the United State** - interested in participating in the procedure that. are in possession of the general requirements and professional competence, as per articles 80 and 83 of Legislative Decree 50/2016.

CONTENT OF THE REQUESTED SERVICES

The ITA - Los Angeles Office invites Temporary Employment Agency to submit their expression of interest in participating to a bid for the "**Service of Temporary Employment Agency – Employee Payrolling Services, for the period 2021 - 2022**"

DURATION OF SERVICES

The services will be regulated by a framework contract whose **duration will be two (2) years**. The framework contract is to be started approximately from February 15th, 2021, once the participation requirements have been verified and bidding procedures finalized.

BUDGET

There is a tentative maximum budget of **200,000.00 USD** possibly **allocated for this 2021 and 2022** services (Euro 164.501,74), which has to include pay rates for the temporary staff (all inclusive) and the mark-up fee for the agency.

ITA – Los Angeles Office is not bound to guarantee the level of expenditure indicated herein, which is a mere estimate, based on the provisional projects to be implemented in 2021 and 2022.

The effective budget will be determined on single projects base during the years 2021 and 2022. For each project and position ITA will request to the awarded contractor specific services, through service orders which will comply with rates and conditions stated in the framework contract.

ITA reserves the right to increase or decrease the contractual amount by a maximum of 20% as needed, without any further obligation toward the awarded Contractor.

PRESENTATION OF APPLICATION

This notice will remain published on ITA – Los Angeles Office’s website for a period of 15 days, starting from the day following the date of publication

Requests for participation by economic operators interested in the bid procedure must be signed by the legal representative of the company, or his delegate, and **sent to the e-mail address losangeles@ice.it no later than 12:00PM on February 6th, 2021** clearly **indicating in the subject** of email the following statement:

“SERVICE OF TEMPORARY EMPLOYMENT AGENCY – EMPLOYEE PAYROLLING SERVICES, FOR THE PERIOD 2021 and 2022”.

And must include the following attachment:

- Enclosed **Application form “A”** – duly fully completed, dated and signed by the legal representative or its delegate with power of representation, herewith attached.

Additionally, we require - **within the deadline of February 6th, 2021, 12:00PM** - that you **register as a vendor** (even if you have already done so in the past) by following the instructions at the following link:

[Vendors Registration Procedure - VRP | Italian Trade Agency \(ice.it\)](#)

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

The request for participation does not lead to ITA – Los Angeles Office having any specific obligation regarding the continuation of the negotiation.

The bid procedure as well as the signing of the framework contract remain subject to the approval of the specific budget for the years 2021 and 2022 by the Italian Trade Agency's competent Departments in Rome's HQs.

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 Los Angeles Office.

The bid negotiated procedure for the mentioned services **will be awarded with the criteria of the lowest Mark-up % hourly price offer** pursuant to art. 11 of the Ministerial Decree no. 192 of the 31 November 2017.

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.

PROTECTION OF PRIVACY

Personal data processing in accordance with Regulation (EU) 679/2016. Your personal data are processed by automated means for institutional, administrative and accounting purposes. The Italian Trade Agency is the data controller. For further information regarding your personal data processing, please visit the following page on ITA website: <https://www.ice.it/en/privacy>.



ITALIAN TRADE AGENCY

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 - Los Angeles Office (email: losangeles@ice.it).

The only subject in charge of the proceeding (Chief Procurement Officer/Responsabile Unico del Procedimento) is **Ms. Alessandra Rainaldi, The Italian Trade Agency – Los Angeles Office, Italian Trade Commissioner.**

Signed by

Alessandra Rainaldi
Italian Trade Commissioner – Los Angeles Office

Signed in original

