



New York, January 18th, 2023

REQUEST FOR PROPOSAL

ADMINISTRATIVE ASSISTANCE SERVICES

The Italian Trade Agency, New York Office (hereinafter "ITA"), pursuing the goal of increasing the number of companies interested in joining its vendor list, is looking for the captioned services with the following specifications, terms and conditions.

Scope of work

The services shall include: research, analysis and interpretation of US laws and regulations to comply with them, namely in the areas of procurement and labor law and always in compliance with applicable Italian regulations (particularly Italian Procurement Code and Ministerial Decree 192/2017).

Date or Period

February-December 2023

Budget limit

Estimated budget for the requested services would not exceed **US\$ 25,000.00**

Vendors' selection criteria

Services will be assigned to the law firm licensed in New York who will submit the offer with the lowest **hourly rate** offer.

Vendors' general requirements

Interested firms should also be already qualified in the ITA's Vendors List. If not, they should apply to the **ITA's Vendors Registration Portal** at the following web link:

<https://www.ice.it/en/markets/usa/new-york/vendor-registration-portal> Please pay attention to the registration instructions and to the documents to be submitted.

Professional requirements

Perfect knowledge of Italian language and Italian laws including the Italian public procurement laws and regulations, Federal USA, and New York State laws; being able to write memos and documents by using the appropriate legal and administrative terms in Italian and American language. Previous similar experience with Italian Government Entities in the USA in the last three years (2020 - 2022) is requested.

Proposal submission deadline

Kindly provide ITA your offer expressed with **hourly rate** by **February 3rd, 2023**
Please send Your offer by email to: newyork@ice.it

IMPORTANT DISCLAIMER!

This Request for Proposal does not lead ITA having any specific obligation regarding the continuation of the negotiation and the stipulation of a contract.

Framework Contract and Purchasing Orders

ITA's may submit a Framework Contract to the selected law firm only if the received proposal meets all requirements needed, including Italian ministerial decree 192/2017 and Procurement Law Requirements pursuant to Art. 80 and Art. 83 of the Legislative Decree no. 50/2016. Dm 192/2017.

Once stipulated, the Framework Contract will regulate the services provided, upon request, by the selected law firm to ITA for the timeframe above mentioned for an estimated contract value.

The Framework Contract will not bind ITA to request any service.

Each service will be upon request. ITA will entrust selected law firm through single Purchasing Orders (P.O.) for each specific service requested along the duration of the Framework Contract. Each single PO will specify the services needed, as well the time frame of the service and the related cost.



In any case the submission of a Framework Contract by ITA to the selected law firm as well as the stipulation of the contract remain subject to the approval of the budget by ITA's HQs in Rome.

Payment

Payment will be settled after completion of each single service confirmed through ACH bank transfer upon presentation of the related invoice.

For any additional information please contact:
Giovanni Mafodda - Email: g.mafodda@ice.it

Best regards,

Antonino Laspina
Trade Commissioner

