



New York  
1/31/2023

**Subject: Request for proposal for Service temporary employment agency –Employee Payrolling Services for 1 - Junior Market Analyst.**

The Italian Trade Agency (ITA) is looking for a service of temporary employment agency for a **Junior Market Analyst** position from March to September 2023.

**Job Description**

*Junior Market Analyst: support in the organization of ITA events: collective participation in trade shows, b2b meetings, seminars, etc., creating mailing lists, and drafting administrative-related documents.*

As stated in the attached document:

- Services will be requested for a maximum of 1000 hours in the time frame March-September 2023
- Work location will be at ITA's office or remotely if necessary
- The budget limit is up to a maximum total of \$40.000,00 (gross salary plus service fees)
- Each bid offer will be evaluated based on the lowest hourly price expressed in terms of mark-up % per hour.

Service quotations are requested to be submitted to [p.guida@ice.it](mailto:p.guida@ice.it) by **February 8th, 2023 5.00 pm EST**

Sincerely,

Paola Guida  
Head of Fashion & Beauty Division  
(Firma in originale)



ITALIAN TRADE AGENCY

ANNEX 1 (one page)

To be sent by email to  
p.guida@ice.it

### ECONOMIC OFFER

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

- To be duly filled in (in number and letters), dated, signed by the legal representative of the company and send with a photocopy of the signer's valid ID (State issued driver's license or ID or Passport).
- Multiple offers will not be considered.

Enter your economic offer in the box below (in number and letters)

<p><b>Mark-up in % / hour for staff payrolling service:</b></p> <ul style="list-style-type: none"> <li>- n. 1 Temporary Junior Market Analyst</li> </ul> <p><b><u>Only one Mark-Up for the position shall be applied on top of the Gross Salary, which shall include:</u></b></p> <ul style="list-style-type: none"> <li>➤ Federal Income Tax Withhold</li> <li>➤ New York State Income Tax</li> <li>➤ Social Security</li> <li>➤ New York State Disability Insurance</li> </ul>	<p>Numbers: % (.....)</p> <p>Letters: % (.....)</p>
--	---

Signature \_\_\_\_\_

Company name \_\_\_\_\_

Name/Print \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**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>*