New York Office

**Prot. 0086098/21**

**21 July 2021**

**REQUEST FOR PROPOSAL**

**“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, New York, Houston and Miami.

1. **AWARDING ENTITY**

The Italian Trade Agency ("ITA") – New York Office,

33 East 67th St., New York, NY 10065

Website: [https://www.ice.it/en/](https://www.ice.it/en/markets/usa/los-angeles)

Mr. Antonino Laspina, Trade Commissioner of the Italian Trade Agency – New York Office

E-mail: newyork@ice.it

1. **SERVICES REQUESTED**

ITA New York 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”.

1. **SERVICE’S TECHNICAL SPECIFICATIONS**

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

1. **Temporary Administrative Assistant**

The employee will be selected by ITA New York Office according to the following jobs description:

**Administrative Assistant  *- Job description***

Administrative and accounting management of promotional initiatives as part of the Italian contractual obligations provided for by the ICE-Agency in compliance with the Italian government procurement as regulated by requirements of the Procurement Code (Code of public contracts for work, supplies and services) - Legislative Decree 50/2016

• Dialogue and interact with suppliers for the collection of the administrative documentation necessary for the respective assignment

• Market surveys for the acquisition of bid (tender) proposals

• Drafting and recording simplified ‘Determine’, bid (tender) award and contract

• Minutes

• Contract stipulation

• Acquisition of protocol numbers as required by the ICE-Agency registration and archiving system

• Correspondence with suppliers for invoice monitoring and acquisition as required by the respective contracts

• Preservation, filing and archiving of all related administrative and accounting documents

• Collection, cataloging and updating of authorization documents and distribution of expenses for promotional initiatives

• Budget control and monitoring of the closure of promotional initiatives

• Payment monitoring

• Certification of lawful execution and conclusion of the initiatives

• Check invoice accuracy (amounts and contents)

• Acquisition of documentation for payment of invoices

• Collaboration with the accounting department of the ICE-Agency office

ITA New York 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 Administrative Assistant**  | **38 USD/hour****($6,080.00/month)** | **8h/day (\*), 5 days/week****x 4 weeks/month x 5.5 months = 22 weeks/ 880 hours** |

 *(****\*****) Actual working hours including lunch break (1 hour).*

*The Gross Salary/hour for the above position shall include:*

* *Federal Income Tax Withhold*
* *Social Security*
* *New York State Income Tax*
* *New York State Disability Insurance*

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

1. **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 position: USD 33,440.00**
* **the Mark-up for the Agency’s Payrolling service for the position.**
1. **HOW TO SUBMIT**

**To present the Economic Offer** your company is requested to quote - **in percentage – only one Mark-Up /Hour Rate for the position, 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 (pg. 7);**
* 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 New York office to the email address **a.dinardo@ice.it**  **within August 5, 2021, 4:00pm,** **(PST)**
1. **AWARD CRITERIA**

The contract will be awarded based on the lowest price, pursuant to art. 11 of DM 192/2017.

ITA New York 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.**

1. **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 maximum 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** [**https://www.ice.it/en/markets/usa/new-york/vendor-registration-portal**](https://www.ice.it/en/markets/usa/new-york/vendor-registration-portal)) **and to send the document “Requirements for Direct Negotiation Under the European 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 New York **Chief Procurement Officer (**CPO)/ *Responsabile Unico del Procedimento* (the acronym is RUP in Italian) is **Antonino Laspina,** the ITA New York Trade Commissioner.

1. **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 - New York Office 33 East 67th Street, New York , NY 10065, issued by the winning service provider.

ITA – New York 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. Please note that our Office is part of the official Mission of Italy to the United States and is exempt from paying tax on purchases over USD.325.00.

1. **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 in 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.

1. **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.

1. **COMPETENT JURISDICTION**

In case of dispute between the Italian Trade Agency and the Appointed Contractor, the Court of Law of

the State of New York will be the competent jurisdiction.

1. **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.

1. **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).

1. **CONTACT PERSON**

If you have any questions regarding this market survey notice, please contact: Angela Di Nardo - Trade Analyst at Italian Trade Agency – New York Office - Email: a.dinardo@ice.it

Cordially,

Antonino Laspina

Trade Commissioner

Executive Director for the U.S.A.

[SIGNED IN ORIGINAL]

**ANNEX 1 (one page) To be sent by email to**

**a.dinardo@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)**

|  |  |
| --- | --- |
| **Mark-up in % / hour for staff payrolling service:*** **n. 1 Temporary Administrative Assistant**

**Only one Mark-Up for the position shall be applied on top of the Gross Salary, which shall include:*** **Federal Income Tax Withhold**
* **New York State Income Tax**
* **Social Security**
* **New York State Disability Insurance**
 | Numbers: % (…………….)Letters:% (…………......………………………) |

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*](https://www.ice.it/en/privacy)