

Los Angeles Office – May 18th, 2023

**VRP - VENDORS REGISTRATION PROCEDURE
ITALIAN TRADE AGENCY (ICE) - USA
LOS ANGELES OFFICE**

Section 1 (Scope)

These Rules and Regulations (“Vendor Registration Procedure” or “VRP”) determine and establish the formation and management of one or more registers (the “Register”) for the registration of vendors and suppliers (“Vendors”) that intend to sell goods and services to the offices of the Italian Trade Agency (“ICE” or “ITA”) in the United States of America. The VRP also sets the terms and conditions Vendors must comply with in order to register and/or maintain their registration in good standing.

The VRP intends to select a number of Vendors deemed suitable to offer goods and services to ICE so that ICE offices are able to reach their operational goals and institutional mission. To be registered, Vendors must meet certain requirements, among which being in possession of specific professional skills and qualifications, while maintaining high ethical correctness and general order referred to in articles 80 and 83 of the Italian Legislative Decree no. 50/2016.

Section 2 (Definitions)

For purpose of this VPR, Vendor means any natural person resident in the United States and/or any entity formed under US law acting as sole proprietorship, partnership, LLC, corporation that intends to offer goods and/or services to ICE and that meet the requirements established under this VPR.

For tax purposes, ICE will treat each Vendor as an Independent Contractor. No Vendor can be considered employed with or by ICE.

Section 3 (Register Formation and Communication)

ICE may form one or more Registers.

ICE maintains complete discretion, control, and supervision in the formation, management, and cancellation of one or more Registers. The Registers are organized exclusively by ICE. The Registers can be formed of any means.

ICE may invite to be part of its Register in different ways, among which:

- Through regular e-mail and/or directly to a group of potential vendors
- Trough direct notice to a single vendor

Without solicitation, Vendors may submit their application through ITA's Vendor Registration Form.

Section 4 (Vendor Registration Requirements)

Vendors shall meet and maintain the requirements stated in this VRP either at the time of the application registration submission and for the entire duration goods and services are provided to ICE. Certain requirements must be certified if necessary.

With the application (Vendor Registration Form), vendors must submit the following documents/requirements:

- Form W-9;
- Application for Vendor Registration, @VendorRegistrationForm
- Declaration of good standing

ICE registers Vendors at the end of the VRP, once application documents and requirements are verified.

ICE may not release a certification or confirmation that a Vendor is duly registered.

The registration of a Vendor within a Register does not imply that the Vendor has matured a right to be continuously registered or to maintain registration.

Section 5 (Verification of information and documentation)

Vendor must update the information and requirements when needed: Vendor failure to update information and requirements determines the automatic cancellation unless it is cured within the terms established by ICE.

Section 6 (Review of Vendor Registration)

ICE will carry out random checks to verify the existence of all the requirements that Vendor claims to possess.

A vendor who does not meet the minimum requirements will be deleted from the Register.

Vendors that lose any registration requirement will be cancelled from the Register.

Vendors will be required to submit updated documentation annually.

Section 7 (Evaluation of Vendor)

To ensure highest quality standards, ICE will conduct a general assessment of performance for each type or supply made by a Vendor.

The evaluation is assessed upon a score from 1 to (1 very poor, 2 inadequate, 3 adequate, 4 good, 5 excellent) considering the overall level of the performance, including delivery time, problem solving, product/service conformity to requirements, disruption.

If the assessment of performance is deemed to be below ICE's required standards, the Vendor will be notified by written notice of suspension for a period to be determined by ICE and/or cancellation from the Vendor Register.

Section 8 (Rotation of Vendors)

For the purposes ensuring impartiality in the selection of vendors, ICE operates a policy of Vendor rotation based on criteria including, but not limited to, the number of Vendor Registration for each category of supply, the evaluation assessments of previous supplies, the contract currently being performed, the technical, economic, financial, and professional capabilities, and the previous history of supply tenders.

Section 9 (Data Protection)

Vendor information management will be following applicable federal and state privacy laws.

Alessandra Rainaldi
Trade Commissioner

