



**ITALIAN TRADE AGENCY**

Los Angeles Office  
Prot. 0009022/22  
Date: 01/26/2022

**MARKET SURVEY NOTICE**

**ADMINISTRATIVE ASSISTANCE SERVICES ON LABOUR AND PROCUREMENT ISSUES**  
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, Los Angeles, Houston and Miami.

**2. AWARDING ENTITY**

The Italian Trade Agency ("ITA") – Los Angeles Office,  
1900 Avenue of the Stars, Suite 350, 90067, Los Angeles, CA,  
Website: <https://www.ice.it/en/markets/usa/los-angeles>  
Ms. Alessandra Rainaldi, Trade Commissioner of The Italian Trade Agency in Los Angeles Office  
E-mail: [losangeles@ice.it](mailto:losangeles@ice.it), Tel (323) 879.0950- Fax (310) 203.8335

**3. SERVICES REQUESTED**

The services shall include:

- research, analysis and interpretation of laws and regulations in order to comply with them, particularly in the areas of procurement and labor;
- support ITA in drafting labor (employment contracts of various types) and administrative documents necessary to conduct its business in the United States.

**4. BUDGET**

The maximum available budget for the required services will not exceed **USD 8,500,00 (eight thousand five hundred dollars)** during the life of the contract.

**5. MINIMUM REQUIREMENTS FOR PARTICIPATION**

Interested law firms should meet the following requirements:

- A. Eligible and possess the necessary qualifications, in full compliance with local laws.
- B. Authorized and licensed to do business in the company's state of residence and in the State

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- of California.
- C. Located in the USA.
- D. **Professional requirements:** Perfect knowledge of Italian language and Italian laws; being able to write memos and documents by using the appropriate legal and administrative terms in Italian language.

**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 [Business Vendor Registration](#)) and to send the document "Requirements for Direct Negotiation Under the European Union 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).

If your company should fail to keep these requirements for the duration of the contract, ITA reserves the right to unilaterally cancel the contract.

#### 6. HOW TO SUBMIT AND DEADLINE

Please submit your Economic Offer ( **Annex 1**) on an exclusive all-inclusive hourly rate.

No additional fees or hidden costs will be accepted.

**Under penalty of exclusion, the Economic Offer must be:**

- Completed in accordance with the attached **Annex 1**;
- 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 Los Angeles Office by email to [losangeles@ice.it](mailto:losangeles@ice.it), within February 10<sup>th</sup>, 2022, at 12:00 pm (PST).

#### IMPORTANT DISCLAIMER

This Market survey notice does not lead ITA having any specific obligation regarding the continuation of the negotiation and the stipulation of a contract.

#### 7. AWARD CRITERIA

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

#### 8. CONTRACT DURATION AND SIGNATURE

The framework contract **will run from the effective date until December 31<sup>st</sup>, 2022** or at reaching amount of **\$8,500,00** whichever is earlier.

The contract will automatically terminate on its expiration date or upon reaching the amount specified above (**USD 8,500.00**), without any notification between the parties.

**There will be no tacit renewal of this contract.**



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It is expressly forbidden to resort to subcontracts, in consideration of the specific nature of the services, which need a trustworthy interlocutor.

The ITA Los Angeles Chief Procurement Officer (CPO)/ *Responsabile Unico del Procedimento* (the acronym is RUP in Italian) is **Alessandra Rainaldi**, the ITA Los Angeles Trade Commissioner.

#### **9. FRAMEWORK CONTRACT AND PURCHASING ORDERS**

ITA will submit a Framework Contract to the selected Law Firm only if the submitted proposal meets all requirements needed, including Italian procurement Law Requirements pursuant to Art. 80 and Art. 83 of the Legislative Decree no. 50/2016.

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

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

ITA will entrust selected Law Firm through single Service Orders (S.O.), that will specify the services needed, as well the time frame of the service and the related cost.

#### **10. TERMS OF PAYMENT**

Payments will be made by ITA in USD, after completion of each single order, within 30 days of receipt of a regular invoice addressed to: ITA - Italian Trade Agency - Los Angeles Office 1900 Avenue of the Stars, Suite 350 Los Angeles, CA 90067, issued by the winning service provider.

ITA – Los Angeles 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 \$ 325.00.

#### **11. RULES OF CONDUCT FOR SUPPLIER AND/OR SUPPLIER PERSONNEL**

In the execution of the contract, the awarded company agrees 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. 547/21 del 23-02-2021.

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 is 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 who 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.

**12. 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.

**13. COMPETENT JURISDICTION**

In case of dispute between the Italian Trade Agency and the Appointed Contractor, the Court of Law of California will be the competent jurisdiction.

**14. 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.


**15. WHISTLEBLOWING**

By accessing the website [www.ice.it](http://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).

**16. CONTACT PERSON**

If you have any questions regarding this market survey notice, please contact Alessandra Cirotto, Administrative Assistant, sending an email at the following address: [losangeles@ice.it](mailto:losangeles@ice.it)

Best regards,

  
Alessandra Rainaldi  
Trade Commissioner  
Italian Trade Agency – Los Angeles Office