



Consolato Generale d'Italia  
Los Angeles

## **NOTICE**

### **CALL FOR PROPOSALS BY TEMPORARY STAFFING FIRMS FOR THE ADJUDICATION OF TEMPORARY STAFFING SERVICE AT THE CONSULATE GENERAL**

The Consulate General of Italy issues a call for proposals by temporary staffing firms to provide temporary staffing service at the Consulate General of Italy in Los Angeles. The contract will start on January 1, 2024 and will terminate on December 31, 2024.

#### **Recipients**

This call for proposals is aimed to temporary staffing firms that meet the requirements described below, and that have the expertise, and the technical and management resources to enter such agreement.

#### **Purpose**

This call for proposals is aimed to start a constructive dialogue with all interested temporary staffing firms. At this stage, statements of interest submitted with the requested data will not be considered as binding for the Consulate General Administration. Temporary staffing firms submitting statements of interests will not gain preferred placement position in the decision making process of the Consulate General Administration.

#### **Requirements**

As a guarantee of sound business practices in the field of temporary staffing service, in the statement of interest companies must include the following documentation:

- Authorization issued by the competent U.S. local authorities to operate;
- Professional capabilities and sound business practice in the temporary staffing service field in the United States;
- Financial statements and business plan.

**How to Submit a Statement of Interest**

The statement of interest, together with the required documentation outlined above and with the attached form (annex 1) fully completed, must be sent in a sealed envelope, by courier or other means to: Consulate General of Italy in Los Angeles - 12424 Wilshire Blvd, Suite 1400, Los Angeles CA - 90025 or by email to amministrazione.losangeles@esteri.it within 2 pm on December 20<sup>th</sup> 2023 to the attention of: Administration office, Consulate General of Italy. On the envelope or in the email subject, please write: "CALL FOR PROPOSALS FOR A TEMPORARY STAFFING SERVICE CONTRACT".

Los Angeles, 20<sup>th</sup> November 2023

	<b>ID card to be attached</b>	
Name (First and Last)		
born in		
resident in		City
in the role of		
the business located in		
telephone		Fax
e-mail		web

**Declares under his/her responsibility:**

- a. That they are not in a status of bankruptcy, liquidation, closure of activities, or composition with creditors or in any other analogous condition and that no proceedings leading to same are currently under way;
- b. That they have not been declared insolvent by a Court in a determination other than a decision of bankruptcy that entails, in compliance with U.S. legislation, the partial or total incapacitation to manage or dispose of assets;
- c. That there are no pending proceedings to verify a state of insolvency that may lead, in compliance with federal, state or local legislation, to a declaration of bankruptcy or to any other condition entailing the partial or total incapacitation to manage or dispose of assets;
- d. That they have not been convicted by a court of any crimes against professional conduct or of financial crimes; this affidavit must be provided also for all company management and experts and for all employees that will be used;
- e. That they have not been in the past and are not presently in default with social security contributions and other benefits due employees under U.S. law;
- f. That they have not been in the past and are not presently in default with tax and fee obligations of any nature;
- g. That they have not been convicted of financial crimes or professional misconduct;
- h. That they do not use child labor and/or other forms of trafficking in human beings.

Date, \_\_\_\_\_

Signature of  
Holder or Legal Representative

\_\_\_\_\_.