Q&A FOR REQUEST FOR PROPOSALS (RFP)
Employer of Record Services (RFP-21-052021-EOR)

1. MGCI reserves the right to award to one or multiple firms. Is this
   For this procurement we anticipate awarding to one firm only.

2. Is it mandatory for Agency to have experience of working with NGO or Non-profit
   organisations?
   It is not mandatory though it would be advantageous.

3. General Terms & Conditions: could you please share MGIC’s Terms and Conditions
   and the MGIC Standard Professional Agreement Form (Annex 1)
   This will be shared with the selected firm.

4. The RFP states that we would need to accept payment terms set out by MGIC. What
   are the payment terms please?
   We ask the firms to propose their preferred payment terms and we will negotiate if needed. We
   would anticipate receiving monthly invoices.

5. The RFP states that submission should be no more than 5 pages. Can we send
   appendices in addition to this page number? Or is it 5 in total?
   Appendices can be included but the key content should be included in the 5 pages.

6. This RFP is for 1 worker in Costa Rica. Is there potentially more business for this tender
   or would each new worker/ country go through another tender process?
   At this stage we only anticipate 1 worker.

7. Would you prefer to be invoiced in USD?
   Yes.

8. What is the job titles of the worker for Costa Rica?
   Associate Faculty in the Graduate School of the University of Maryland, Baltimore.

9. We will provide specific pricing for this one worker in Costa Rica. Would you like to see
   pricing for other countries too? If yes are there any other specific countries you would like
   pricing for?
   Not at this stage.

10. Would MGIC prefer a local vs master global agreement?
    At this stage we anticipate this to be a one-off procurement so we would prefer a local
    agreement. We will publish a separate procurement if in the future we anticipate the need for a
    master global agreement.

11. The RFP states that MGIC would like the contract to be on a month-by-month basis. It
    is not possible in Costa Rica to offer a worker a 1-month fixed term contract and keep
    extending this employment. We would advise an indefinite employment contract or a longer
    fixed term employment contract for the project. Is this agreeable?
We are seeking on a separate basis a visa for this employee – as such, we are unsure of the
duration of the contract via EOR services and suggested a month-to-month contract. We would
ask firms to propose as part of their proposal the type of contract they think best in this context.

12. The Smartsheet link or submitting the proposal is not currently showing this RFP in requisitions.
Will this be on before the submission date? If not should we just email?
Here is the link: https://app.smartsheet.com/b/form/d8987e34c62047618ab97036acf5ec79. If
needed, the proposal can be sent via email to vcombet@umaryland.edu.