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

Date: May 12 2021

Subject: Request for Proposals for Employer of Record Services

INTRODUCTION
Since the 1970s, the University of Maryland, Baltimore (UMB) has been engaged in critical global health initiatives around the world. In September 2009, the Maryland Global Initiatives Corporation (MGIC) was formed as a nonprofit affiliate of UMB to help support the implementation of UMB international programs.

UMB, through MGIC, has offices in Botswana, Kenya, Malawi, Mozambique, Nigeria, Rwanda, Tanzania, and Zambia. MGIC’s administrative operations support the research and clinical programs of the School of Medicine and other UMB entities.

BACKGROUND

MGIC is seeking proposals for this competitive solicitation for employer of record services for the legal engagement of one (1) employee in Costa Rica. MGIC is presently not registered and does not plan to be registered in Costa Rica. The employee would be a resident/citizen of Costa Rica. In addition to processing payroll and withholding the required liabilities, MGIC would be looking to offer to the Employee the standard benefits, as mandated by Costa Rican labor law (holidays, health insurance, etc.). MGIC would like to proceed on a month-to-month basis. MGIC reserves the right to award to one or multiple firms.

PROPOSAL REQUIREMENTS

Interested parties shall submit a proposal, written in English, no later than May 28, 2021 via form: https://app.smartsheet.com/b/form/d8987e34c62047618ab97036acf5ec79. Please note that this proposal shall be valid for a minimum of 90 days.

The proposal shall be no more than 5 pages to include:

• A summary of services included (e.g. rapid onboarding, platform to manage employees, ability to support tax payments, expense reimbursement, private healthcare insurance, and other benefits, etc.)
• A summary of experience
• A summary of geographic coverage (Costa Rica and globally)
• List of references to demonstrate past performance (Include contacts, addresses and value of work performed)
• Cost proposal with a detailed breakdown of associated costs assuming a total salary at a rate of USD 138,820.00 per annum.

Any proposals that do not adhere to these requirements will be rejected.

SELECTION CRITERIA
MGIC will evaluate and score responses based on the following criteria:

1. Services provided as an employer of record (e.g. rapid onboarding, platform to manage employees, ability to support tax payments, expense reimbursement, private healthcare insurance, and other benefits, etc.) – 30%
2. Experience as an employer of record – 30%
3. Cost – 20%
4. Geographic Coverage (Costa Rica and Globally) – 15%
5. References - 5%

GENERAL TERMS & CONDITIONS

1. The resultant agreement shall be subject to MGIC Terms and Conditions and the MGIC Standard Professional Agreement Form Attached as Annex 1.
2. Payment shall be subject to MGIC Terms and Conditions.
3. The RFP is not and shall not be considered an offer by MGIC.
4. All responses must be received on or before the date and time indicated on the RFP. Any late responses will be rejected.
5. Any unresponsive proposals will be rejected.
6. MGIC reserves the right to accept or reject any proposal or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any bidders submitting proposals for rejection or cancellation of the procurement.
7. Information provided by MGIC in this RFP is offered in good faith, and MGIC requests that it be treated confidentially.
8. The respondents are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the submission of a proposal. All responses and supporting documentation shall become the property of MGIC, subject to claims of confidentiality by the bidder, which have been clearly marked as confidential by the bidder.

TIMETABLE

RFP Issuance -- May 17, 2021
Questions submitted via email no later than – May 20, 2021
Responses to questions shared with the potential respondents – May 21, 2021
Proposal due date – May 28, 2021 – 5:00pm EST

POINT OF CONTACT

Virginie Combet – vcombet@umaryland.edu

If you are unable or do not wish to quote, it will be helpful if you advise your reason for not quoting on this occasion. We look forward to hearing from you no later than May 28 2021.

Virginie Combet
For and on behalf of MGIC
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