Embassy of the United States of America

PARIS US EMBASSY
August 13, 2019

Subject: Updated Solicitation Notice – Embassy Payroll Services

Ref.: 19FR6319Q0057/AH

The Embassy of the United States of America in Paris intends to issue a request for quotation (RFQ) for the outsourcing of the Embassy locally engaged staff payroll. Only companies specializing in this field of business with valid permits should apply for a solicitation package.

The solicitation package has been issued.
The bid due date has been extended to August 30, 2019 at 11:00am

Interested potential offerors should contact Ms. Anne Hibert by phone at 01 43 12 24 45, in order to receive a solicitation package or email to ParisContracting@state.gov

Details to be provided by the company are:

- Name and address of company
- Name of requestor and designation
- Contact details – email address and phone numbers

Bidders must register in the System for Award Management (SAM) prior to submission. Registration information is available in link below:

https://www.statebuy.state.gov/pd/Pages/AdditionalVendorReg.aspx

As registration may be a lengthy process, interested bidders should initiate the registration as soon as possible. The resultant SAM number must be provided with the proposal submission.
The U.S. Government intends to award a contract that is the most advantageous to the Government, price and other factors considered. We intend to award a contract based on initial bids, without holding discussions, although we may hold discussions with companies in the comparison range if there is a need to do so.