



CONSULATE GENERAL OF BRAZIL IN LOS ANGELES

Los Angeles, May 19, 2023

REQUEST FOR PROPOSALS - Nº 001/2023 – DEADLINE EXTENSION

The Consulate General of Brazil in Los Angeles would like to extend the dates and reiterate the invitation to psychologists interested in participating in the **bidding process to provide psychological assistance and counseling to Brazilian nationals who seek assistance from the Consulate.**

2. The psychologists are required to:
 - be fluent in both Portuguese and English;
 - reside in the Los Angeles area;
 - be ready to answer inquiries, in person, by telephone or e-mail submitted by the Consulate or directly by Brazilian citizens, previously authorized by the consular authorities, regarding the widest range of psychological issues;
 - be available to come to the Consulate offices, where the psychologist will be able to assist, in person, the Brazilian nationals.

3. As part of the work, the hired psychologist will be required to attend meetings at the Consulate's headquarters. Occasionally, they may be asked to assist Brazilian nationals in jail, accompanied or not by a consular agent and to be present when services are rendered outside Los Angeles.

4. The psychologists must agree to set aside **up to 10 (ten) hours per month to provide the psychological services here described** for a term of 1 (one) year, renewable upon the terms and conditions of the Agreement to be signed by the Parties.



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5. All proposals must be submitted to the Consulate by e-mail to the address adm.la@itamaraty.gov.br, no later than **May 31, 2023**. The proposals must include:

- a) Letter of proposal, with a brief description of the work and the price per hour of the services;
- b) Commercial references attesting to the quality of the services offered in the local market;
- c) A written statement about the non-existence of facts that might impede them to participate in the bid;
- d) Official documentation that proves the ability to assist a wide range of psychological issues - diplomas, course certificates, etc.;
- e) Official documentation that proves that they are licensed to practice in the State of California. License to practice in the States of Arizona, Hawaii, Idaho, Montana, Nevada, Utah and Wyoming is desirable but not required.

The Tender Commission will disregard proposals that do not present the documents above.

6. The opening of the bidding proposals will take place at the Consulate General of Brazil in Los Angeles (8484 Wilshire Blvd Suite 300 Beverly Hills, CA 90211) on **May 31th at 11:30 A.M.** The Tender Commission will open the envelopes and verify if all the requirements were met.

7. According to Brazilian Law, all the proposals must be submitted to Brazil for the final approval of the Foreign Office Headquarters prior to the signing of the contract with the bidding winner.

8. The criterion to choose the winner will be the lowest price per hour for the services here described. In case two or more participants submit exact lowest bids, the Tender Commission reserves the right to pick the winner contract by draft.



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9. After services are provided, the psychologist must submit a detailed invoice, with the name of the Brazilian national assisted and the hours of service. Payments will be made monthly, by check, after 15 days of date of receipt of the invoices.

10. By submitting the proposal to the Tender Commission, all participants acknowledge their compliance with all the terms of this Request for Proposal.

MARCELO DANTAS
Consul General of Brazil