



Request for Proposal (RFP20240920)

Professional Employment Organization (PEO) Support for Vietnam

The Henry M. Jackson Foundation for the Advancement of Military Medicine, Inc. (HJF) is a 501(c)(3) nonprofit organization dedicated to advancing military medicine.

HJF is soliciting proposals from interested offerors who shall:

Employ personnel as identified by HJF and assume legal employer responsibility. (Human Resources services for 2-3 staff (1-2 Programmatic/Technical, 1 Administrative/Operations))

Establish an auditable Payroll System to pay staff with applicable rates and prepare required reports. Establish and maintain payroll setup and processing mechanism, providing timely payment of employee compensation as necessary under applicable laws. Make deductions of taxes and prepare tax clearance certifications for Staff in accordance with Vietnam laws in a timely manner.

Make sure that all employees are provided all benefits or allowances and health insurance required by Vietnam Labor Law.

As needed, conduct local procurements, and manage petty cash funds.

If you are interested in receiving a complete copy of the Professional Employment Organization Support for Vietnam RFP, please send an e-mail to gabdi@hjf.org [<mailto:gabdi@hjf.org>] and cc fdance@hjf.org [<mailto:fdance@hjf.org>] and czimmerman@hjf.org [<mailto:czimmerman@hjf.org>] immediately but no later than November 19, 12:00 Noon EST.