

05 FEB -9 11:11

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT

For contract(s) in this request, answer applicable questions in each of the 4 major subject areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.


Request that negotiations be conducted only with The Tax Assistance Program for the product and/or services described herein.
 (Name of Person or Firm)

This is a request for _____ (One-Time Contractor Requisition # _____, copy attached) or _____ Term Agreement or
X Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the
 _____ (Attach List) Pre-Assigned Specification No. _____
 (Program Name) Pre-Assigned Contract No. 8134

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: 8134 Company or Agency Name: The Tax Assistance Program
 Specification #: _____ Contract or Program Description: Delegate Agency
 Mod. #: _____ (Attach List, if multiple)

Myer Blank 744-3451  Budget & Management 2-2-05
 Originator Name Telephone Signature Department Date

Indicate SEE ATTACHED in each box below if additional space needed:

() PROCUREMENT HISTORY

See Attached

() ESTIMATED COST

\$360,000.00 *per year*


() SCHEDULE REQUIREMENTS

One year contract starting 1-1-05 and ending 12-31-05 with 2-one year extensions.

() EXCLUSIVE OR UNIQUE CAPABILITY

See Attached

() OTHER

APPROVED BY:  _____ DATE: 2-2-05
 DEPARTMENT HEAD OR DESIGNEE BOARD CHAIRPERSON DATE

Tax Assistance Program- It Adds Up![®]
233 South Wacker Drive
Chicago, IL 60606

Scope of Services

The Tax Assistance Program – It Adds Up[®] provides free tax preparation services to the working poor of Chicago to help them claim the tax credits and refunds needed to improve their lives. Through this service to the community, we combat poverty, educate families and volunteers, promote tax education, promote IRS and citizen relations, and encourage people to file their taxes to secure the refunds they have worked hard to earn.

The Tax Assistance Program – It Adds Up[®] will enlist the help of 1,600+ volunteer professionals to offer free, confidential tax preparation services to low-income residents at sixteen locations within the City of Chicago. Our goal is to help these clients take advantage of tax credits, including the Earned Income Tax Credit, which they may not know are available to them. Our free tax preparation services are available to households that earn up to \$35,000 annually and our average client is a single mother with an annual income of under \$15,000. We also operate a hotline for clients who have questions pertaining to their taxes or our services.

Our volunteers provide working poor families with free tax preparation services on Tuesdays in February and 10 Saturdays during the tax season. We recruit volunteers from top Chicago corporations, financial service firms, accounting firms, and banks in order to provide the highest quality service to our clients. Our volunteers, over half of whom hold advanced degrees including MBAs, JDs, CPA certificates, or other graduate degrees, are further trained by the Tax Assistance Program – It Adds Up[®] to be sensitive to the needs of our clients' socioeconomic and ethnic diversity. Translators are available to assist clients who do not speak English, and volunteers are careful to maintain confidentiality. We have been earning the trust of Chicago residents for over a decade.

The Tax Assistance Program – It Adds Up[®] also offers financial literacy education to help disadvantaged families in Chicago learn the steps to take control of their financial situation and actively work to improve their quality of life. The program was developed with the strategic planning assistance of McKinsey & Company, who contributed their services.

Through our financial literacy education services, families gain practical knowledge of opportunities to create and build their assets. Language, family and lifestyle issues, anxieties and fears, and other human concerns will be approached openly within the context of financial decision-making. Translators will be on hand to aid non-English-speaking clients. All participants will receive information to take home that will be produced in English and Spanish.

Tax Assistance Program- It Adds Up!®
233 South Wacker Drive
Chicago, IL 60606

Procurement History

2001: 100,000

2002: 200,000

2003: 260,000

2004: 320,000

Justification for Non-Competitive Procurement:
Tax Assistance Program – It Adds Up®

Exclusive or Unique Capability

The Tax Assistance Program is a not-for-profit organization that recruits its volunteers from many of Chicago's largest and most successful corporations, financial service firms, and banks, including all of the Big 4 accounting firms, 16 Fortune 500 companies, and many of the city's largest banks and regional accounting firms. Over half of our volunteers hold advanced degrees, including MBAs, JDs, CPA certificates, and other graduate degrees. Tax Assistance Program volunteers bring a wealth of specialized knowledge to Chicago's low-income families and are further trained and certified by the Tax Assistance Program to help families complete their federal and state income tax returns. Our volunteers are experienced tax preparers who are able to help families apply a number of credits, including the Earned Income Tax Credit, the Child Credit, and the Additional Child Credit, to secure the refunds they deserve. Tax Assistance Program volunteers contribute an estimated \$3,250,000 in donated services, helping families receive an average tax refund of \$1,300.

Tax Assistance Program volunteers also have experience serving a clientele with great socioeconomic and ethnic diversity. Our average client earns \$14,182 and 71 percent of our clients earn less than \$20,000 annually. Two thirds of our clients come from minority populations, with 43 percent being Hispanic, 31 percent African-American, and 2 percent Asian. Our volunteers are trained and experienced in being sensitive to the needs and situations of our clients and are careful to maintain confidentiality. The Tax Assistance Program also provides translators who help break down language barriers so that families who do not speak English are able to access the benefits the Tax Assistance Program offers. For clients who seek our services but do not have Social Security numbers, our volunteers are trained to complete the W-7 form that enables clients to obtain Individual Taxpayer Identification Numbers (ITINs).

Additionally, the Tax Assistance Program forms complementary partnerships with community organizations and corporations in Chicago to effectively execute community outreach and volunteer recruitment efforts. With over 500 community partners throughout Chicago, including churches, community organizations, and schools, the Tax Assistance Program has built and continues widening a network of relationships that stretches across the city to inform families about the resources available to them through our free services. Community partners publicize the Tax Assistance Program's services through bulletins, postings at their facilities, and distribution of flyers. In combination with the word-of-mouth of clients who have worked with us and trust us, community partnerships help drive community outreach and bring new families to our sessions. The Tax Assistance Program creates trust and builds a reputation of excellence within communities throughout the city by both effectively providing much-needed services and partnering with Chicago's most respected and effective community agencies.

Many of Chicago's largest corporations also partner with the Tax Assistance Program to provide financial support, volunteers, in-kind donations, and community outreach opportunities. Through strong relationships with senior members of Chicago's top companies, the Tax Assistance Program is able to obtain needed resources in a cost-effective manner. We are the only nonprofit in Chicago that applies the strength of a volunteer corps of over 1,600 business professionals to meet the financial needs of the city's working poor families and we intend to continue growing our organization to increase our impact on the city of Chicago.

WORK PROGRAM

- A. Delegate
 B. Department Program : Tax Assistance Program
 C. Project Name: Tax Counseling Project

(1) Program/Sub Program Activities Elements which describe the activities that will accomplish program objectives	(2) Program Deliverables State what quantifiable units will be used to measure the progress of the proposed project. Example: classes held; tax services; referrals	(3) 2004 Planned Output by Quarter & Year Total. List of Project quantifiable units for each program				
		1 st QT	2 nd QT	3 rd QT	4 th QT	Total
(5) Total Unduplicated Clients/Units						
Tax Counseling Project direct service	Federal tax returns prepared	8,500	2,300	100	100	11,000
Tax Counseling Project direct service	State tax returns prepared	7,800	2,000	90	90	10,000
Tax Counseling Project Sites	E-file preparation sites	15	0	0	0	15
Community Tax Site Service	Operational Hours	1250	250	0	0	1500
E-file preparation equipment	Computers available at sites	125	0	0	0	125
Direct Client Marketing	Letters Sent	7500	0	0	0	7500
Post-filing Assistance	Client Cases	25	25	25	25	100
Volunteer Training Classes	Electronic tax preparation classes	30	0	0	0	30
Volunteer Training	Volunteers Trained	650	-	-	-	650
Community outreach	Organizations Contacted	75	25	50	50	200
Media Contacts	Media contacts	5	2	2	2	11



DELEGATE AGENCY CHECKLIST

This form is for delegate agency projects only. Please use the standard CPAC checklist for any other type of procurement. Attach all required materials and submit for handling to Department of Procurement Services, Attn: CPAC Delegate Agency, Room 403, City Hall, 121 N. LaSalle, Chicago, Illinois 60602.

Date: 2-2-05 Contact Person: Myer Blank
 Department: Budget & Management Tel: 744-3451 Fax: 744-3618
 Contract No. (if known) 8134 Program Manager: Same
 Estimated Value \$: 360,000.00 Tel: _____ Fax: _____
 Program Name: The Tax Assistance Program
 Description: Administers the Earned InCOME Tax Credit Program

TYPE OF REQUEST

The items with asterisks are reviewed by the Delegate Advisory Board (DAB). Use this form not the DAAC Executive Summary. If you need a schedule of DAB meetings and deadlines, please call Lisa Butts at 4-4925.

- RFP/RFQ****
 Attach: Draft of RFP/RFQ and evaluation tool. Include program background & objectives, detailed scope of services, location and time line for delivery of services, qualifications, skills and/or experience needed, licenses or certifications required, and evaluation criteria.
 - Non-Competitive Procurement****
 Attach: Justification for non-competitive procurement e.g. unique capacity, named in grant award, etc. Include name of the delegate agency(s) estimated dollar amount(s), services to be provided and time line.
 - Amendment to Non-Competitive Procurement****
 Attach: Copy of original request for non-competitive procurement, justification for amendment.
- NOTE: If you are submitting a contract or amendment to Roundtable you do not have to complete this form but you must still fully complete an Award Checklist.*
- Contract (Non-Roundtable)**
 Attach: Award Checklist and contract with all required supporting documents.
 - Amendment (Non-Roundtable)** Circle type(s): Dollar Time Scope
 Attach: Award Checklist and amendment package with all required supporting documents. *Exception: If you are amending a non-competitive contract you must submit the request to DAB (see above).*
 - Recommendation for Award**
 Attach: Memorandum addressed to Chief Procurement Officer from your Commissioner with the name of agency(s) recommended for award and a list of all applicants and their ratings.

FUNDING INFORMATION

Funding Source(s) (City, State, Federal): City
 Funding Strip(s): 2005 Funding...100-994405-9175-220140

Funding Distribution for Delegates (list here or separately):

Name of Organization	Amount (current)	Change in Amount
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TIME FRAME

Date Needed: 1-1-05 to 12-31-05 Contract Term (current): _____
 Change in Term: _____