

City of Chicago
Department of Family and Support Services
Legal Advertisement Request Form

DESCRIPTION: DEPARTMENT OF FAMILY AND SUPPORT SERVICES (DFSS), HUMAN SERVICES, TAX PREP CHICAGO
RFP

The goal of Tax Prep Chicago (TPC) is to increase the financial stability among low-income Chicagoans by maximizing the number that file state and federal income taxes; ensuring that they receive all the credits for which they are eligible and the full refund amount they are owed. The Department seeks to contract with one organization that helps achieve this goal by: 1) offering free, accessible federal and state tax return preparation and filing services, and 2) conducting an outreach campaign that increases awareness of, and connections to these benefits and other mainstream banking and financial stability services. Respondents must be an approved IRS Volunteer Income Tax Assistance (VITA) provider and demonstrate the ability to provide both in-person and virtual services throughout the city of Chicago. We anticipate awarding one contract for this work.

For more information, please refer to the application posted on the City of Chicago's eProcurement page:

https://eprocurement.cityofchicago.org/OA_HTML/OA.jsp?OAFunc=PON_ABSTRACT_PAGE&PON_NEGOTIATION_STATUS=ACTIVE

A NOTE ABOUT THE CITY'S EPROCUREMENT SYSTEM:

For those who have not done business with the City of Chicago before, registration in iSupplier is the first step to ensuring your agency's ability to conduct business with the City of Chicago and DFSS. ***Please allow five to seven days for your registration to be processed.***

Current contractors need only to start an application via their existing iSupplier/eProcurement account.

All vendors must have a Federal Employer Identification Number (FEIN) and an IRS W9 for registration and confirmation of vendor business information.

RFP DUE DATE/SUBMISSION LOCATION:

April 29, 2021
12:00, NOON CST

Proposals must be submitted via on-line application.
E-mailed or faxed proposals will not be accepted.

PRE-SUBMITTAL CONFERENCE:

A Pre-Proposal Webinar will be held on **March 23, 2021 from 10:00 a.m. – 12:00 Noon.**

Please register prior to the webinar's start using this link:
<https://attendee.gotowebinar.com/register/8225045579058395660>

Please register prior to the Webinar's start using the link found in the RFP and above. A link to the

completed Webinar will be available on-line after the time and date listed above for those who cannot attend at the live scheduled time. The purpose of this pre-submittal event is to clarify the RFP process and the scope of the required services. Attendance is not mandatory, but it is strongly suggested that interested applicants attend.



Brandie V. Knazze
Acting Commissioner
Department of Family and Support Services

Lori E. Lightfoot
Mayor
City of Chicago