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KRISTY H. NICHOLS
SECRETARY

State of Louisiana

Department of Social Services
Office of the Secretary

The Louisiana Department of Social Services, Office of Family Support, hereby solicits proposals from qualified regional entities to provide Earned Income Tax Credit (EITC) Outreach and Free Tax Preparation services for low-income families. In this initiative DSS/OFS will award a maximum of nine contracts – one for each of the department's nine regions of the state.

Guidelines for proposals may be obtained by contacting: **Kim LaCour, EITC Program Manager, Office of Family Support, 627 North 4th Street, Room 5-233-4, Baton Rouge, LA 70802, Telephone (225) 342-6030; Fax (225) 219-9399; E-mail kiacour@dss.state.la.us or by downloading the Solicitation of Proposals document from the DSS website, www.dss.louisiana.gov (select "Service Providers" from the left-hand column, then click Request for Proposals link).**

Completed proposals must be physically in the possession of the **Office of Family Support, ATTN: Kim LaCour, EITC Program Manager, 627 North 4th Street, Room 5-233-6, Baton Rouge, LA 70802 by 4:30 p.m. on August 6, 2009**. One original and two (2) copies should be submitted. No proposals received after the specified date and time shall be considered.

Any questions concerning proposal guidelines must be made in writing and may be submitted by mail, fax, or email to Kim LaCour (contact information above) by 4:30 p.m. on **July 21, 2009**. Responses to all questions will be posted on the DSS website, www.dss.louisiana.gov, by **July 28, 2009**.

This announcement does not commit the Department of Social Services/Office of Family Support to award a contract or pay any costs incurred in the preparation of proposals. It is neither a contract nor an offer to contract, but rather a solicitation of proposals which, if accepted by the Department and approved in the manner required by law, may become the basis for a future contract. In the event of a conflict between any term or provision of the solicitation and a term or provision in any proposal submitted in response, this solicitation shall control. If a proposal alters or modifies any term or provision of this solicitation, such changes must be clearly delineated and expressly approved by the Department of Social Services in writing before a contract is issued. A failure to comply with the provisions of this part shall render any such variant term absolutely null.

The Department of Social Services reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. A contract shall be awarded, if at all, to the proposal(s) deemed by the Department in its sole discretion to be the most advantageous to the Department and its clients based on quality of service, cost effectiveness and other considered factors. Any contract is subject to the availability of funds. No contract is final or enforceable until approved by the Department of Social Services and the Division of Administration, Office of Contractual Review.

Kristy H. Nichols, Secretary
Department of Social Services
VISIT OUR WEBSITE AT www.dss.louisiana.gov
"AN EQUAL OPPORTUNITY EMPLOYER"