



REQUEST FOR PROPOSALS:
EMPLOYEE RETENTION CREDIT CONSULTANT

Closes: February 27, 2023

INTRODUCTION

Acadiana Legal Service Corporation (ALSC) seeks proposals from qualified VENDORS to assist in determining ALSC's eligibility for the CARES Act Employee Retention Credit and to assist in submitting an application to the IRS after determining whether ALSC is eligible and inclusive of a tax opinion regarding our eligibility.

ABOUT ACADIANA LEGAL SERVICE CORPORATION

Acadiana Legal Service Corporation is a 501(c)(3) non-profit law firm funded in part by the Legal Services Corporation (LSC), the Louisiana Bar Foundation, and the State of Louisiana. We represent the economically challenged who have the most pressing civil legal issues and needs, ensuring equal justice for all. We provide free, specialized, civil legal services to low-income individuals and families across 42 of Louisiana's 64 Parishes. We currently have seven offices. We work every day to assist domestic violence victims, protect the rights of abused and neglected children, help preserve housing for hardworking families, prevent homelessness for people with disabilities and veterans, help protect elderly consumers, remove barriers to health care and so much more.

ALSC provides services to 6,000-8,000 individuals at any given time, but there are more than 432,109 potentially eligible clients within our service area. Pursuant to the provisions of 45 CFR §1614, ALSC's commitment to involving private attorneys includes partnerships with local bar associations and private attorneys through subgrants and contracts.

Mission

Acadiana Legal Service Corporation makes hope, dignity, and justice available primarily to low-income, disadvantaged, and other eligible residents through high-quality and aggressive civil legal assistance and education.

Vision

We envision a state where low-income, disadvantaged, and other eligible residents have access to services and resources to meet their basic needs and where they can vindicate their legal rights and receive fair treatment throughout the civil justice system. We will expand our visibility and influence in the community by identifying partnerships and developing alliances to deliver services that will enhance lives and effectively address the needs of low-income and disadvantaged people. The community will recognize us for our excellence, courage, and compassion.

BACKGROUND AND SCOPE

ALSC seeks a qualified tax and accounting company, hereinafter ("VENDOR"), that is qualified to determine the eligibility of the organization to receive the CARES Act Employee Retention Credit (ERC). Should ALSC be eligible for this payroll tax credit, the selected "VENDOR" is expected to do all the necessary work to complete and submit the ERC claim to the IRS. A tax opinion to support our eligibility for the ERC is also required.

DELIVERABLES

The successful “VENDOR” will evaluate ALSC’s payroll and other internal documents spanning from March 13, 2020, to September 30, 2021, to determine our eligibility for the CARES Act ERC. ALSC’s 941 Payroll records and other financial records will be made available to the consultant upon selection. Should ALSC be eligible for the ERC, the “VENDOR” will proceed to apply for and submit our tax credit claim with support from the ALSC team as required. A tax opinion to support our eligibility for the ERC is also required for both Revenue Qualifying ERC as well as Non-Revenue Qualifying ERC. Additionally, the successful company will file amendments with the IRS based on the qualifying ERC and will offer ongoing audit support if needed relative to the ERC Filings.

PROPOSAL SUBMISSION REQUIREMENTS

All proposals must be concise, and well-organized, and demonstrate how your proposed services, approach, methodology, qualifications, experience, and or terms meet or exceed our requirements. Proposals should be no longer than between five-ten pages inclusive of three references. We request that all proposals include information on the applicable experience of the potential company, especially in ERC work for comparable LSC or non-profit organizations. We request a cost estimate or a budget for services with the preferable compensation for a deferred payment structure. Since it may take up to 10 months for IRS approval and execution of any ERC payments, we request that all proposals offer an estimated timeline of the work to be performed that would allow ALSC to receive the ERC by the end of March 2024 or sooner.

Other Information

You may provide other information or material that you believe is relevant to our evaluation or that provides additional features or value to ALSC.

RFP SCHEDULE

Issue REP	2/13/2023
Proposal Due to Executive Director	2/28/2023
Award of Contract	On or by 3/10/2023
Project Implementation	3/10/2023 – 7/31/2023

RFP-RELATED QUESTIONS

Please submit questions relating to this RFP by email to Mr. Sachida R. Raman, Executive Director, at sraman@la-law.org and cc’d to Tamiko Chatman, Deputy Director, at tchatman@la-law.org no later than 5:00 pm CDT, on February 27, 2023.

PROPOSAL DEADLINES AND MODE OF DELIVERY

We must receive all proposals no later than 5:00 P.M., CDT, on February 27, 2023. Please email (in Word or PDF format) to Mr. Sachida R. Raman, Executive Director, at sraman@la-law.org and cc'd to Tamiko Chatman, Deputy Director, at tchatman@la-law.org.

You are solely responsible for ensuring the timely delivery of your proposal. We may accept late proposals at our sole discretion. You must bear all costs incurred in preparing your proposal; contract awards will not cover proposal costs.

PROPOSAL EVALUATION CRITERIA

We will award the contract to the “VENDOR” who in our opinion, provides us with the best value: i.e. the most advantageous balance of price, quality, and performance. We will evaluate proposals based on the following criteria:

We request that all proposals include information on the applicable experience of the potential “VENDOR,” especially in ERC consultation work for comparable non-profit or LSC grantees.

We request a cost estimate for services with the preferable compensation for a deferred payment structure. As it may take up to 10 months for IRS approval and execution of any ERC payments,

We request that all proposals offer an estimated timeline that would allow ALSC to receive the ERC by the end of March 2024 or sooner.

Demonstrated history working with LSC or other legal service non-profit-funded programs that are similar to our firm in terms of needs, challenges, and opportunities.

Excellence in price, performance, and quality.

Finally, ALSC requests that all potential “VENDOR” be prepared to provide a proposed contract for this undertaking.

ALSC’s RIGHTS

We reserve the right to:

- Accept or reject any or all proposals, or any part thereof;
- Waive any informalities or technicalities contained in any proposal received;
- Conduct discussions with “VENDORS” and accept revisions of proposals after the closing date;
- Make an award based on various selection criteria;
- Request clarification from any “VENDORS” on any or all aspects of its proposals;
- Before the closing date, cancel and or re-issue this RFP;
- Retain all proposals submitted in response to this RFP; and

- Invite some, all, or none of the “VENDORS” for interviews, demonstrations, presentations, and further discussion.

CONFIDENTIALITY

During the RFP process, upon request, we may give you access to our confidential or proprietary information. All documents submitted by bidders shall become the property of ALSC. Proposal information is proprietary, and such shall be treated as confidential. Information pertaining to ALSC obtained by “VENDORS” as a result of participation in this project is confidential and must not be disclosed without written authorization from ALSC.

FREEDOM OF INFORMATION ACT

The Freedom of Information Act (FOIA) and regulations associated with our practice may require us to disclose certain documents to the public, including portions of your proposal. Generally, we will not release any documents that would cause you competitive harm. We encourage you to label any confidential information contained in your proposal to facilitate our ability to withhold it from disclosure.