Lane Community College

Request for Quotes

RFQ 26/27-04

Lane Community College Student Tax Preparation Services



Issue Date: 10/28/2026 2PM
Proposal Submission Date: 12/2/2026 2PM

Request for Quotes (RFQ)

Tax Preparation Services For LCC College Students

1. Overview

Lane Community College is a two-year public college serving students of Lane County, Oregon, and accredited by the Northwest Commission on Colleges and Universities. Lane Community College was founded in 1964 by a vote of local citizens, and the main campus opened in 1968.

Lane Community College, a Community College District created within the context of Oregon Revised Statutes, is an Equal Opportunity Employer. Minority and women-owned businesses are encouraged to participate in this solicitation.

Lane Community College SGA (Student Government Association) is seeking competitive quotes from qualified certified public accounting (CPA) firms, tax preparation companies or authorized IRS e-file providers to deliver tax preparation and filing services to eligible LCC students (up to 300 initially).

Our institution serves a diverse student population, many of whom are low-to-moderate income, working students, or international students (F-1/J-1 visa holders) facing more complex filing requirements. The goal is to provide accessible, high-quality, and affordable tax compliance assistance to maximize financial wellness and student retention.

2. Scope of Services

The selected partner will be expected to deliver the following services:

• **Direct Student Tax Preparation:** Preparation and electronic filing of federal and state income tax returns for domestic students.
• **International Student Tax Compliance:** Specialized preparation for tax returns (Form 1040-NR) and treaty analysis for foreign students.
• **On-Campus Clinics:** Establishment of physical or virtual tax clinics during peak tax season (February - April)
• **Educational Workshops:** Hosting physical or virtual financial literacy sessions covering topics like the Lifetime Learning Credit, American Opportunity Tax Credit (AOTC), and Form 1098-T navigation, etc.

3. <u>Proposal Timeline</u>

Event	**Target Date**
RFP Issuance Date	10/28/2026 2PM
Deadline for Vendor Questions	11/13/2026
Responses to Questions sent out	11/18/2026
Proposal Submission Deadline	12/2/2026
Interviews (if needed)	December 2026
Contract Award & Execution	January 2027

4. <u>Proposal Submission Requirements</u>

Proposals must include the following sections to be considered for evaluation:

1. Firm Overview & Credentials: Experience with higher education student populations and non-resident tax filing.

2. Staffing Plan: Qualifications of supervisors and student-to-staff ratios.

3. Service Delivery Model: Description of software platforms, data privacy protocols (FERPA/GLBA compliance), and security workflows.

4. Cost & Pricing Proposal: Transparent fee structures **based on an "each-student" model.**

*** LCC's SGA has obtained funding for up to 300 students to receive services. This number may ultimately be adjusted. The SGA is asking that the selected firm provide notification for prior authorization to proceed should this number expect to exceed 300 students.**

5. Evaluation Criteria

- Demonstrated experience with student populations and international tax laws
- Implementation plan and student data protection measures including the Family Educational Rights and Privacy Act (FERPA)
- Total cost efficiency and cost structure clarity
- References from similar institutional partnerships

SINGLE POINT OF CONTACT

Address all requests for clarification or additional information on this solicitation to:

Greg Davies
Administrator for Contract and Procurement Services
Lane Community College
Eugene, Oregon 97405
daviesgm@lanecc.edu

Submission Instructions

Interested firms may submit responses to this invitation by completing the requested documentation and submitting it to:

https://bidlocker.us/a/lanecc/BidLocker

not later than: December 2, 2026 2PM (PST)

Vendor Registration: All Proposers must register at BidLocker to submit proposals electronically. Registration should be completed well in advance of the 2026 closing date to ensure a successful upload