

**CITY OF BONIFAY   RFP NO: 2023 – 005**  
**GRANTS ADMINISTRATION SERVICES FOR FY 2022 COMMUNITY PROJECT FUNDING**  
**GRANT AGREEMENT NO. B-22-CP-FL-0229**

The City of Bonifay is soliciting Proposals from qualified individuals/firms to perform consulting services related to **Grants Administration Services for the Grant titled “FY 2022 COMMUNITY PROJECT FUNDING GRANT AGREEMENT NO. B-22-CP-FL-0229”**. Awarded individuals/firms shall be responsible for the performance of all required contracted consulting services under this Grant, as well as any and all associated services as required. **Proposals will be received until 3:00PM CDT, OCTOBER 17, 2023, at 401 McLaughlin, Bonifay, FL 32425**, and opened at 3:45 PM on the same day at 401 McLaughlin, Bonifay, FL 32425. Proposals submitted after this time will not be considered. Scope of Services will be determined by the grant. Awarded firms shall be responsible for the performance of all required contracted consulting services as well as any and all associated services as required by the City of Bonifay. All submitted Proposals shall be for principal firms and may include sub-contractors. Questions concerning this RFP, or to obtain a copy of the Grant Agreement please contact: Rickey Callahan, City Clerk, City of Bonifay, 401 McLaughlin Avenue, Bonifay, Florida 32425 Phone (850) 547-4238. It is recommended that questions be submitted by emailing: [rickey.callahan@cityofbonifay.com](mailto:rickey.callahan@cityofbonifay.com) or [sierra.smith@cityofbonifay.com](mailto:sierra.smith@cityofbonifay.com)

All request and questions must be received at least five (5) calendar days prior to the scheduled opening of the bids/proposals.

Administration services shall include, but not be limited to, identifying project needs, formulating appropriate grant solutions, developing program linkages, reviewing and developing necessary policies and procedures, developing and administering the program(s), conducting environmental review(s), monitoring of contractors and project activities to ensure program compliance, coordinating with City and funding agency, developing and administering agency contract, tracking and managing program funds in compliance with program guidelines, providing reports and technical assistance required to complete project and as requested by the City, and Contract Management.

The City of Bonifay reserves the right to reject any one proposal or all proposals, to waive informalities in the bids/proposals and to re-advertise for bids/proposals. The City of Bonifay also reserves the right to separately accept or reject any item or items of a bid/proposal and to award and/or negotiate a contract in the best interest of the City. Proposals will not be valid if not sealed in an envelope marked **"SEALED PROPOSAL"** and **identified by the name of the firm or individual, proposal number and time of opening**. The City of Bonifay reserves the right to reject any one proposal, or all proposals, any part of any proposal, to waive any informality in any proposal, and to award the services in the best interest of the City. Contingent upon successful ranking of Bids/Proposals and negotiation of a contract, nothing shall preclude the City from selecting a single, qualified firm to provide all services.

All proposals received in response to this Request for Proposal will become property of the City of Bonifay and will not be returned to the proposer. By submitting a proposal, the proposer certifies that he/she/they has/have fully read and understands the Request for Proposal and has full knowledge of the scope, nature, and quality of the work to be performed.

