

Jackson County Board of County Commissioners
Jackson County, Florida

(RFP) Request for Proposals

RFP NO. 1718-02

GRANT WRITING SERVICES

Jackson County Board of County Commissioners, hereinafter referred to as the County, is soliciting proposals to retain a Consultant(s) to assist the County in researching and identifying potential grant opportunities and to provide strategic grant writing services associated with the completion and submission of grant applications including Technical Assistance and Program Administration services.

The County reserves the right to enter into non-exclusive agreements with multiple respondents, waive any irregularities submitted, reject any and/or all submittals, re-advertise, and accept any submittals deemed to be in the best interest of the County. All interested parties must register by email to the RFP contact their name, email address, address and telephone number to receive any future changes, additions, addendums or notices concerning this RFP.

Advertisement Date: November 18th and November 25th

Due Date: **December 15th, 2017**

Pre-proposal Meeting: n/a

Contact: Judy Austin, County Purchasing Agent
2864 Madison Street
Marianna, FL 32448
jaustin@jacksoncountyfl.com
(850) 482-9633

Submittals: Respondents shall submit their proposal to the County Purchasing Office at 2864 Madison Street, Marianna, FL 32448 in a **SEALED** envelope or container and marked clearly: “**SEALED PROPOSAL FOR RFP 1718-02 - Grant Writing and Administrative Services**”, **no later than December 15th, 2017 at 2:00 p.m. CST**

Late proposals will be returned unopened. Proposals will be opened immediately following the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements. At the discretion of the selection review members, proposers may be asked to give a short presentation/interview as part of the selection process. Oral presentations are not required and will not be scored separately

List of bidders and awards (if any) shall be announced at a meeting of the Jackson County Board of County Commissioners. Bid award will be made to the best bidder, but the right is reserved to reject any or all bids.

Clayton O. Rooks, III
CLERK OF CIRCUIT COURT

Board of County Commissioners
By: **Eric Hill**
BOARD CHAIRMAN