PUBLIC NOTICE

REQUEST FOR PROPOSAL NUMBER: PC27-018

Grant Writing, Consulting, and Support Services

The City of Panama City, Florida (the "City"), a Florida municipal corporation located in Bay County, Florida ("City" or "Owner"), through the City Cler's Office seeks proposals from qualified and experienced Firms to assist the City in researching and identifying grant and other external funding opportunities and preparing and submitting competitive grant applications.

This Request for Proposal (RFP) is issued pursuant to Section 287.057 of the Florida Statutes. All references to Florida Statutes, City of Panama City and Panama City codes, and other laws/regulations will be interpreted to include "as amended from time to time."

The RFP documents may be obtained from the City's Purchasing Division by email request to purchasing@panamacity.gov.

Completed Proposals must be submitted to the City's Purchasing Division, City Hall, located at 501 Harrison Avenue, Panama City, FL 32401, via the City's Bonfire Portal at https://panamacity.bonfirehub.com/portal/?tab=openOpportunities, by December 9, 2026, 2026, at 11:00 a.m. CT ("Proposal Submission Due Date and Time"). Any Proposal received after the Proposal Submission Due Date and Time or delivered to a different address, department, or location will not be considered. For questions regarding registering with the Bonfire Portal or for assistance with proposal submission, please contact the acquisition/bid specialist, Johnnie Gallegos, at purchasing@panamacity.gov.

It is the sole responsibility of the Proposers to ensure the receipt of all addenda. Therefore, it is recommended that firms periodically check the City's Bids Posting webpage or the Bonfire Portal for updates through the issuance of addenda.

No proposal may be withdrawn for a period of sixty (60) days after the Proposal Submission Date.

The City may accept the proposal of the responsive and responsible Proposer that best meets the needs of the City, taking into consideration, among other things, cost effectiveness, the financial responsibility of the Proposer, capability to perform the contract on a timely basis, previous satisfactory performance, and such other abilities of the Proposer that the City, in its sole discretion, determines will enable the bidder to perform effectively and efficiently.

The City reserves the right to accept or reject any and all bids, proposals, competitive or otherwise, in whole or in part, to waive minor informalities in the solicitation documents, to obtain new bids, or to postpone the bid opening pursuant to the City's purchasing policies as they may deem in the best interest of the City.

The City reserves the right to accept any Proposals deemed to be in the best interest of the City, to waive any minor irregularities, scrivener's errors, minor omissions, minor deviations, and/or technicalities in any Proposals, or to reject any or all Proposals and to re-advertise for new Proposals, in accordance with the applicable sections of the Florida Statutes, the City Charter and City Code, and this RFP. The responsibility for submitting a Proposal before the stated time and date is solely and strictly that of the Proposer. The City is not responsible for any delayed, late, lost, misdelivered, or non-delivered Proposals, no matter the cause.

The City shall not be liable for any costs incurred by any proposer in connection with its response to this RFP. The City reserves the right to reject any and all proposals, to waive any informality in any bid, to solicit and re-advertise for new proposal submittals or to abandon the project in its entirety.

PROPOSERS ARE ADVISED THAT PROPOSALS SUBMITTED WITH IRREGULARITIES, DEFICIENCIES, AND/OR TECHNICALITIES THAT DEVIATE FROM THE MINIMUM QUALIFICATIONS, EXPERIENCE, AND SUBMISSION REQUIREMENTS OF A REQUEST FOR QUALIFICATIONS ("RFP"), REQUEST FOR PROPOSALS ("RFP"), INVITATION TO BID ("ITB"), INVITATION FOR BIDS ("IFB"), INVITATION TO QUOTE ("ITQ"), REQUESTS FOR LETTERS OF INTEREST ("RFLI"), AND REQUEST FOR SPONSORSHIPS ("RFS") SHALL RESULT IN A NON-RESPONSIVE DETERMINATION. ONLY MINOR IRREGULARITIES, DEFICIENCIES, AND TECHNICALITIES MAY BE ALLOWED TO BE TIMELY CURED BY PROPOSERS AT THE SOLE DISCRETION OF THE CITY. MATERIAL IRREGULARITIES, DEFICIENCIES, AND TECHNICALITIES CANNOT BE CURED BY THE PROPOSER, AND ARE NOT WAIVABLE BY THE CITY.

This Advertisement is issued by:

Owner: **City of Panama City**
By: **Leslie Glaze**
Title: **City Clerk**
Date: **November 9, 2026**