

**REQUEST FOR PROPOSALS
GRANT WRITING AND ADMINISTRATIVE SERVICES
RFP #2023 – 001**

**Questions Deadline: September 12, 2023 at 01:00 pm CST
Proposals Due: September 18, 2023 at 1:00 pm CST**

Proposals for the services specified will be received by the City of Palm Valley until the date and time as indicated above. Please submit one (1) original proposal, five (5) copies of the proposal in hard copy only, and one (1) copy of the proposal in pdf format on a flash drive.

**Delivery and Mailing Address: City of Palm Valley
City Mayor's Office
1313 North Stuart Place Rd
Palm Valley, Texas 78552**

Late submissions will not be considered. Proposals must be submitted with the RFP number and the Proposer's name and address clearly indicated on the front of the envelope. Additional instructions for preparing a proposal are provided within.

PROPOSERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE DOCUMENT PRIOR TO SUBMITTING A RESPONSE.

**COMPLETE RFP DOCUMENT CAN BE FOUND AT
<https://www.palmvalleytx.com>
Contact for questions regarding this RFQ: Michael Galvan
City Mayor
956-423-8384
mayor@palmvalleytx.com**

NO QUESTIONS OR COMMUNICATION SHOULD BE DIRECTED TO ANY OTHER ELECTED OFFICIALS OR CITY EMPLOYEES.

Please note that all submissions must be received at the designated location by the deadline shown.

Proposals received after the deadline will not be considered for the award of the contract and will be returned unopened.