



# TOWN OF GREENVILLE, FLORIDA

**REQUEST FOR PROPOSALS (RFP) NO. 2025-02**

## **COMPLIANCE SPECIALIST**

Total Grant Amount for Management Fees: \$15,000.00

The Town of Greenville, Florida invites bids/proposals from qualified individuals or firms interested in providing compliance specialist services related to the *Pure Water, Bright Future: Greenville's Energy-Efficient Path to Safe and Sustainable Water* project. The Town has been awarded grant funds under the Florida Department of Agriculture and Consumer Services Subrecipient Agreement No. 32832 in the amount of \$750,000.00 with \$15,000.00 designated for Compliance Specialist services. This RFP is for Compliance Specialist services only.

All responses will be ranked on an individual and equal basis.

Ranking criteria and requirements may be requested and general questions may be directed in person by contacting Kimberly M. Reams, Town Clerk, in person at 154 SW Old Mission Avenue, Greenville, FFL 32331, by mail at Post Office Box 235, Greenville, FL 32311, by telephone at (850) 948-2251, or by email [kreams@mygreenvillefl.com](mailto:kreams@mygreenvillefl.com). For email inquiries, the subject line must read "INQUIRY: Greenville RFP 2025-02".

Responses must be received by no later than the submission deadline of Friday, November 07, 2025, at 12:00 P.M. EST.

Submit five (5) copies of completed proposals to:

***IN PERSON:***

**Mrs. Kimberly M. Reams, Town Clerk  
TOWN OF GREENVILLE, FLORIDA  
154 SW Old Mission Avenue  
Greenville, FL 32331**

***BY MAIL:***

**Mrs. Kimberly M. Reams, Town Clerk  
TOWN OF GREENVILLE, FLORIDA  
Post Office Box 235  
Greenville, FL 32331**

***EQUAL OPPORTUNITY EMPLOYER  
HANDICAP ACCESSIBLE/FAIR HOUSING JURISDICTION***

# TOWN OF GREENVILLE, FLORIDA

## REQUEST FOR PROPOSALS RFP NO. 2025-02

### COMPLIANCE SPECIALIST

Pure Water, Bright Future: Greenville's Energy-Efficient  
Path to Safe and Sustainable Water

FDACS Subrecipient Agreement No. 32832  
Energy Infrastructure Improvement Project

Total Grant Amount for Compliance Specialist: \$15,000.00

**DEADLINE: FRIDAY, NOVEMBER 07, 2025 – 12:00 P.M. (EST)**

#### PUBLIC OPENING:

FRIDAY, NOVEMBER 07, 2025 – 12:30 P.M. (EST)

#### IN-PERSON ATTENDANCE

Town of Greenville Town Hall  
154 SW Old Mission Avenue, Greenville, FL 32331

#### ONLINE ATTENDANCE

<https://us02web.zoom.us/j/9252673142?pwd=UVdSSzdGR093ekdvSFItMW1kRlB4dz09&omn=81738304744>

**INSTRUCTIONS TO RESPONDENTS**

The Town of Greenville, Florida, invites qualified firms or individuals to submit Bids/Proposals for Compliance Specialist related to a FSACS Subrecipient grant funded project, RFP NO: 2025-02, by replying to the enclosed specifications. For the submittal to be considered, complete all items in this specification. Submittals will be ranked separately and considered on an equal and competitive basis.

All submittals must include five (5) copies addressed to and delivered either in person or by mail:

IN-PERSON SUBMISSIONS:

Mrs. Kimberly M. Reams, Town Clerk  
TOWN OF GREENVILLE, FLORIDA  
154 SW Old Mission Avenue  
Greenville, FL 32331

MAIL SUBMISSIONS:

Mrs. Kimberly M. Reams, Town Clerk  
TOWN OF GREENVILLE, FLORIDA  
Post Office Box 235  
Greenville, FL 32331

Submittals must be received at the address or post office box listed above no later than 12:00pm EST on Friday, November 07, 2025. **Late responses will not be accepted.**

Submittal envelopes for Compliance Specialist must be sealed and marked with the RFP number, "Compliance Specialist", "FDACS Subrecipient Agreement No. 32832", due date, and name of respondent to identify the enclosed submittal. If more than one envelope is needed, please mark "1 of 2", "2 of 2", etc.

**INTERPRETATION OF SPECIFICATION**

All questions pertaining to the terms and conditions of the scope of work must be submitted by mail or by e-mail (as specified on page 1) as shown below:

Mrs. Kimberly M. Reams, Town Clerk  
TOWN OF GREENVILLE, FLORIDA  
Post Office Box 235  
Greenville, FL 32331  
[kreams@mygreenvillefl.com](mailto:kreams@mygreenvillefl.com)

In accordance with Section 287.057(25), *Florida Statutes*, "Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response."

No in-person or oral interpretations will be made to any firm as to the meaning of specifications or any other contract documents. Questions must be submitted in writing.

All questions must be received at least five (5) business days prior to the scheduled opening of submittals. Any interpretation of these terms, conditions, and/or specifications, if made, will be only by Addendum issued by the Town Manager. A copy of such Addendum will be emailed to each respondent that received a copy of the advertisement of the Request for Proposal.

**IT IS THE RESPONSIBILITY OF THE RESPONDENT TO CHECK FOR ANY ADDENDA PRIOR TO SUBMITTING.**

No verbal instructions or interpretations of drawings and specifications will be made other than indicated above.

*(Intentionally left blank.)*

## **TOWN OF GREENVILLE, FLORIDA**

### **REQUEST FOR PROPOSALS (RFP) NO. 2025-02**

#### **COMPLIANCE SPECIALIST**

Pure Water, Bright Future: Greenville's Energy-Efficient Path to Safe and Sustainable Water  
FDACS Subrecipient Agreement No. 32832 – Energy Infrastructure Improvement Project

Total Grant Amount: \$750,000.00

Total Grant Amount for Compliance Specialist Fees: \$15,000.00

#### **I. INTRODUCTION**

The Town of Greenville, Florida (the “Town”) is soliciting proposals from qualified individuals or firms to provide Compliance Specialist Services for a project funded through a Federal Financial Assistance Subrecipient Agreement with the Florida Department of Agriculture and Consumer Services (FDACS). The project involves energy infrastructure improvements within the Town.

This procurement follows 2 CFR Part 200 (Uniform Guidance) and applicable FDACS subrecipient and federal grant requirements. The successful proposer (Compliance Specialist) will assist the Town in the administration, compliance, and financial management of the FDACS award.

#### **II. PROJECT BACKGROUND**

The Town of Greenville has been awarded a \$750,000 federal subrecipient grant from FDACS for an energy-related infrastructure project funded by the U.S. Department of Energy (USDOE). Under the Subrecipient Agreement (FDACS #32832), the Town is responsible for implementing the Scope of Work and maintaining compliance with all federal, state, and local requirements, including 2 CFR Part 200, 2 CFR Part 25, Chapter 119, *Florida Statutes*, and FDACS reporting standards.

#### **III. SCOPE OF SERVICES**

The selected firm or individual will provide comprehensive Compliance Specialist services in support of the Town of Greenville’s “*Pure Water, Bright Future: Energy-Efficient Path to Safe and Sustainable Water*” project, funded under the Florida Department of Agriculture and Consumer Services (FDACS) Subrecipient Agreement No. 32832.

The Compliance Specialist shall ensure full compliance with all terms, conditions, and reporting obligations established by the FDACS agreement, applicable federal regulations, and the

Town's procurement and financial control policies. Services include, but are not limited to, the following:

- A. Ensuring adherence to contract terms and implementing compliance policies.
- Reviewing the executed FDACS Subrecipient Agreement No. 32832 and all attachments to verify compliance with reporting, procurement, and cost-allowability requirements.
  - Maintaining awareness of and ensure adherence to 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and relevant FDACS program guidance.
  - Ensuring compliance with Chapter 287, *Florida Statutes* (Procurement of Personal Property and Services) and Chapter 112, *Florida Statutes* (Ethics and Conflicts of Interest) as applicable to municipal contracting.
  - Monitoring the Town's procurement and documentation to verify that all contractual engagements funded under this grant comply with the Town's adopted Procurement Policy and the General Procurement Standards contained in Section G of the FDACS agreement.
  - Maintaining appropriate certifications related to E-Verify compliance (Section 448.095, *Florida Statutes*) and ensuring the Town and all contractors maintain active registration in SAM.gov with a valid Unique Entity Identifier (UEI) pursuant to 2 CFR Part 25.
- B. Preparing required reports.
- Preparing, reviewing, and submitting all progress and performance reports required by FDACS, including the Monthly Progress Report (FDACS Form 02018), the Final Report (Attachment E), and any other forms or data submissions required under the grant agreement.
  - Coordinating with the Town Manager and FDACS Grant Manager (Marly Adeclat) to ensure timely and accurate submission of reimbursement packets using FDACS Payment Request Packet Form 02019 and associated documentation (invoices, proof of payment, deliverable verification, and certifications).
  - Ensuring compliance with Section 215.97, *Florida Statutes* (Florida Single Audit Act) and 2 CFR Part 200, Subpart F (Audit Requirements) for all financial reporting and recordkeeping activities.
  - Maintaining a reporting schedule to ensure all deliverables, financial reports, and correspondence with FDACS are submitted within required deadlines.

- C. Documenting and tracking deliverables.
- Maintaining a detailed Deliverables Tracking Register correlating each task in the approved Scope of Work (Attachment A) with measurable outputs, deadlines, and payment requests.
  - Collecting, verifying, and archiving supporting documentation for each deliverable, including purchase orders, inspection reports, photographs, correspondence, and certifications of completion.
  - Ensuring that deliverables are measurable, quantifiable, and verifiable as required under Section D.2 of the FDACS Subrecipient Agreement.
  - Maintaining all project files in compliance with Chapter 119, *Florida Statutes* (Public Records Law) and 2 CFR § 200.334-337 (Record Retention and Access), ensuring secure retention for at least five (5) years after final payment or project close-out.
- D. Ensuring outcomes are aligned with grant metrics.
- Verifying that all project outcomes correspond to the objectives established in the FDACS Scope of Work, including reductions in energy consumption, operational cost savings, and greenhouse-gas emissions.
  - Compiling data on performance measures (kWh savings, CO<sub>2</sub> reduction, and operational efficiencies) and report metrics consistent with 2 CFR § 200.301 (Performance Measurement).
  - Providing analysis of project results compared to baseline energy and operational data, ensuring consistency with the FDACS Program Guidelines for the Florida Local Government Water and Wastewater Treatment Facility Energy Efficiency Program.
- E. Coordinating site visits, inspections, and stakeholder meetings to ensure timely progress.
- Coordinating on-site visits, inspections, and monitoring activities by FDACS, the U.S. Department of Energy, and other oversight entities, in accordance with Section H of the FDACS Subrecipient Agreement.
  - Preparing agendas, meeting summaries, attendance logs, and compliance checklists for each inspection or monitoring visit.

- Facilitating communication between the Town, FDACS staff, contractors, and engineering personnel to ensure corrective actions are identified and completed promptly.
- Maintaining a project calendar and progress matrix tracking milestones, site-visit outcomes, and pending follow-up items.

#### **IV. COMPENSATION AND TERM**

This contract is budgeted at \$75.00 per hour for up to 200 hours, not to exceed \$15,000.00 total. The term of the contract shall commence upon execution and continue through the completion of the FDACS project or until all required reports and compliance obligations have been fulfilled.

#### **V. PROPOSAL REQUIREMENTS**

Each proposal shall include the following sections:

A. Cover Letter / Letter of Transmittal

Include name, title, and contact information of the authorized representative, firm's interest, and familiarity with federal grant compliance.

B. Qualifications and Experience

Describe experience managing federal or state subrecipient grants, preferably with FDACS, USDA, or USDOE funding. Include at least three references.

C. Technical Approach

Outline approach to ensure compliance with FDACS and federal requirements, including internal controls and monitoring methods.

D. Fee Proposal

Provide detailed fee schedule, including hourly rates by staff classification and reimbursable costs in compliance with Section 112.061, *Florida Statutes*.

E. Required Certifications and Forms

The following forms must be completed, signed, and submitted with each proposal. Proposals lacking any required form may be deemed non-responsive. All forms are attached as Appendix A to this RFP and must be completed in full. The successful proposer shall also maintain these certifications throughout the contract term.

TOWN OF GREENVILLE, FLORIDA  
REP 2025-02: Compliance Specialist

1. Equal Opportunity / Affirmative Action Statement
2. Drug-Free Workplace Certification
3. Non-Collusion Affidavit
4. Conflict of Interest Disclosure
5. Certification Regarding Lobbying (Byrd Anti-Lobbying Amendment)
6. Certification Regarding Debarment, Suspension, and Other Responsibility Matters
7. E-Verify Compliance Certification
8. Insurance Certification
9. Indemnification and Hold Harmless Agreement

**VI. EVALUATION CRITERIA**

Proposals will be evaluated based on the following weighted criteria:

<b>Criteria</b>	<b>Maximum Points</b>
Firm qualifications and capability	20
Key personnel qualifications and experience	25
Experience with FDACS, USDA, USDOE, or federal grant compliance	25
Technical approach and understanding of requirements	20
References and past performance	10

**VII. SUBMISSION INSTRUCTIONS**

Submission Deadline: Friday, November 07, 2025, at 12:00 p.m. (EST)

IN-PERSON SUBMISSIONS:

Mrs. Kimberly M. Reams, Town Clerk  
TOWN OF GREENVILLE, FLORIDA  
154 SW Old Mission Avenue  
Greenville, FL 32331

MAIL SUBMISSIONS:

Mrs. Kimberly M. Reams, Town Clerk  
TOWN OF GREENVILLE, FLORIDA  
Post Office Box 235  
Greenville, FL 32331

Envelope Label: “RFP 2025-02 – Compliance Specialist – FDACS Subrecipient Agreement”

**VIII. GENERAL TERMS AND CONDITIONS**

The Town reserves the right to reject any or all proposals, waive irregularities, and negotiate with the top-ranked proposer. All proposals become public records under Chapter 119,

F.S. The selected proposer must enter into a Professional Services Agreement subject to Town Council approval and maintain all records for five (5) years following project close-out.

**IX. QUESTIONS**

All questions must be submitted in writing by Friday, October 31, 2025, to:

Mrs. Kimberly M. Reams, Town Clerk  
TOWN OF GREENVILLE, FLORIDA  
154 SW Old Mission Avenue  
Greenville, FL 32331  
[kreams@mygreenvillefl.com](mailto:kreams@mygreenvillefl.com)

Responses will be posted on [www.mygreenvillefl.com](http://www.mygreenvillefl.com).

**X. EQUAL OPPORTUNITY STATEMENT**

The Town of Greenville is an Equal Opportunity Employer, Fair Housing Advocate, and Section 504 Accessible Community. Minority-owned, woman-owned, and Section 3 business enterprises are encouraged to submit proposals.

**APPENDIX A – REQUIRED FORMS**

Each proposer must complete and submit the following forms:

FORM 1: Equal Opportunity / Affirmative Action Statement

FORM 2. Drug-Free Workplace Certification

FORM 3. Non-Collusion Affidavit

FORM 4. Conflict of Interest Disclosure

FORM 5. Certification Regarding Lobbying (Byrd Anti-Lobbying Amendment)

FORM 6. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

FORM 7. E-Verify Compliance Certification

FORM 8. Insurance Certification

FORM 9. Indemnification and Hold Harmless Agreement

Forms must be executed by an authorized representative and notarized where required.

# APPENDIX A

**TOWN OF GREENVILLE, FLORIDA**  
**RFP No. 2025-02 – COMPLIANCE SPECIALIST**

**FORM 1 - EQUAL OPPORTUNITY AFFIRMATIVE ACTION STATEMENT**

The proposer hereby agrees to comply with all federal, state, and local laws prohibiting discrimination.

This includes Title VI and VII of the Civil Rights Act, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**TOWN OF GREENVILLE, FLORIDA**  
**RFP No. 2025-02 – COMPLIANCE SPECIALIST**

**FORM 2 - DRUG-FREE WORKPLACE CERTIFICATION**

The proposer certifies that it has implemented a Drug-Free Workplace Program in accordance with Section 287.087, *Florida Statutes*.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**TOWN OF GREENVILLE, FLORIDA**  
**RFP No. 2025-02 – COMPLIANCE SPECIALIST**  
**FORM 3 - NON-COLLUSION AFFIDAVIT**

The undersigned affirms that this proposal is genuine and not collusive or a sham; that no other person, firm, or corporation has conspired or agreed to limit competition.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

State of Florida, County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

**TOWN OF GREENVILLE, FLORIDA**  
**RFP No. 2025-02 – COMPLIANCE SPECIALIST**  
**FORM 4 - CONFLICT OF INTEREST DISCLOSURE**

The proposer must disclose any potential conflicts of interest as defined in Chapter 112, *Florida Statutes*.

Describe any known relationships with Town officials or employees:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**TOWN OF GREENVILLE, FLORIDA**  
**RFP No. 2025-02 – COMPLIANCE SPECIALIST**  
**FORM 5 - CERTIFICATION REGARDING LOBBYING**

The undersigned certifies compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. §1352).

No federal funds have been paid to influence the awarding of any federal contract, grant, or agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**TOWN OF GREENVILLE, FLORIDA**  
**RFP No. 2025-02 – COMPLIANCE SPECIALIST**

**FORM 6 - CERTIFICATION REGARDING DEBARMENT SUSPENSION**

The proposer certifies that it and its principals are not presently debarred, suspended, or declared ineligible for federal contracts or grants.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**TOWN OF GREENVILLE, FLORIDA**  
**RFP No. 2025-02 – COMPLIANCE SPECIALIST**  
**FORM 7 - E-VERIFY COMPLIANCE CERTIFICATION**

Pursuant to Section 448.095, *Florida Statutes*, the proposer certifies that it uses the U.S. Department of Homeland Security's E-Verify system to verify employment eligibility of all new hires.

The proposer shall require all subcontractors to use the E-Verify system as well.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**TOWN OF GREENVILLE, FLORIDA**  
**RFP No. 2025-02 – COMPLIANCE SPECIALIST**  
**FORM 8 - INSURANCE CERTIFICATION**

The proposer certifies that it maintains insurance coverage as required by the Town of Greenville including general liability, professional liability, and workers' compensation coverage.

A Certificate of Insurance, naming the Town of Greenville as additional insured, shall be provided upon award.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**TOWN OF GREENVILLE, FLORIDA**  
**RFP No. 2025-02 – COMPLIANCE SPECIALIST**

**FORM 9 - INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the proposer shall indemnify and hold harmless the Town of Greenville, its officers, and employees from all claims, damages, losses, and expenses arising out of or resulting from the performance of this contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_