



Alachua County, Florida

## Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager  
County Administration Building, Gainesville, FL 32601  
(352) 374-5202

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### EXECUTIVE SUMMARY

CTA No. CTA 26-228-LC

Alachua County Poet Laureate

RESPONSE DEADLINE: April 23, 2025 at 2:00 pm

Tuesday, August 5, 2025

## SOLICITATION OVERVIEW

<b>Project Title</b>	Alachua County Poet Laureate
<b>Project ID</b>	CTA 26-228-LC
<b>Project Type</b>	Request For Qualification
<b>Release Date</b>	March 12, 2025
<b>Due Date</b>	April 23, 2025
<b>Procurement Agent</b>	Leira Cruz Cáliz, NIGP-CPP, CPPB
<b>Evaluators</b>	Christian Duran, Amy Koester, David Morris, David Ruiz, Stephanie Silberman
<b>Project Description</b>	Alachua County Board of County Commissioners (hereinafter, the "County" or "Alachua County") is seeking proposals from qualified individuals or entities (hereinafter, referred to as "Artist") for the provision of the Alachua County Poet Laureate.

## Introduction

### Summary

Alachua County Board of County Commissioners (hereinafter, the "County" or "Alachua County") is seeking proposals from qualified individuals or entities (hereinafter, referred to as "Artist") for the provision of the Alachua County Poet Laureate.

### Background

**Location:** Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000 and a regional airport. The County itself consists of a total area of 969 square miles.

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Request For Qualification - Alachua County Poet Laureate

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**Form of Government:** Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

**Alachua County Arts Council:** The Arts Council of Alachua County (ACAC) serves as a resource for local artists and arts agencies, including all municipalities, throughout Alachua County. The Arts Council prepares applications for state and federal grants and re-grants eligible grants to local artists and local arts agencies. It prepares applications for eligible state and federal grants to provide enhanced resources for local artists and local arts agencies, and educates and advocates at the state and federal level on issues affecting the arts.

The Mission of the County Public Arts Program is to “Enhance the quality of the visual environment in Alachua County, thereby adding to the quality of life and the level of citizen awareness of the importance of aesthetic experience in their everyday lives.”

### Contact Information

**Leira Cruz Cáliz, NIGP-CPP, CPPB**

Procurement Agent III

Email: [lcruzcaliz@alachuacounty.us](mailto:lcruzcaliz@alachuacounty.us)

Phone: [\(352\) 337-6268](tel:(352)337-6268)

**Department:**

County Manager's Office (Administration)

### Timeline

<b>Solicitation Release Date</b>	March 12, 2025
<b>Question Submission Deadline</b>	April 13, 2025, 12:01am

<p><b>Solicitation Submission Deadline</b></p>	<p>April 23, 2025, 2:00pm The scheduled solicitation opening will occur via Teams Meeting; the information to join is provided below. Attendance (live viewing) of the proposals opening is not required.</p> <p>Join Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting</p> <p><a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d</a></p> <p>Meeting ID: 259 625 692 241 Passcode: yX9G3Q Download Teams   Join on the web Or call in (audio only) +1 469-998-7938,,366862554# United States, Dallas Phone Conference ID: 366 862 554#</p> <p>If you have a disability and need an accommodation in order to participate, please contact the Alachua County ADA Coordinator at <a href="mailto:ADA@alachuacounty.us">ADA@alachuacounty.us</a> or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. If you are unable to notify the Office prior to the event, please inform an Alachua County employee that you need assistance. TDD/TTY users, please call 711 (Florida Relay Service).</p>
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**SOLICITATION STATUS HISTORY**

Date	Changed To	Changed By
Feb 13, 2025 9:29 AM	Draft	Leira Cruz Cáliz, NIGP-CPP, CPPB
Feb 18, 2025 9:23 AM	Review	Leira Cruz Cáliz, NIGP-CPP, CPPB
Mar 6, 2025 10:44 AM	Final	Leira Cruz Cáliz, NIGP-CPP, CPPB
Mar 6, 2025 10:44 AM	Post Pending	Leira Cruz Cáliz, NIGP-CPP, CPPB
Mar 12, 2025 8:30 AM	Open	OpenGov Bot
Apr 23, 2025 2:00 PM	Pending	OpenGov Bot
Apr 23, 2025 2:27 PM	Evaluation	Leira Cruz Cáliz, NIGP-CPP, CPPB

## PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	E. Stanley Richardson	Erroll Richardson estanrich@gmail.com	Apr 21, 2025 9:00 AM
Submitted	Elignment	Elliot Newman eligoldnew@gmail.com (352) 559-3320	Apr 20, 2025 3:15 AM
Submitted	Lola Haskins poetry	Lola Haskins haskinslola65@gmail.com (352) 258-5435	Mar 14, 2025 9:47 AM
No Bid	Patterson Veterinary	Gregory Pounds pvs.orders.gov- institute@pattersonvet.com	Mar 12, 2025 8:59 AM
Submitted	Superior Moves Records, LLC	Corey Williams corey@offdachainz.com (352) 318-9945	Apr 7, 2025 12:46 PM

## VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	E. Stanley Richardson	Elignment	Lola Haskins poetry	Superior Moves Records, LLC
Are you an Alachua County resident?	Pass	Pass	Pass	Pass
Artist Address	Pass	Pass	Pass	Pass
How long have you been an Alachua County Resident?	Pass	Pass	Pass	Pass
Resume	Pass	Pass	Pass	Pass
Statement of Interest	Pass	Pass	Pass	Pass

Question Title	E. Stanley Richardson	Elignment	Lola Haskins poetry	Superior Moves Records, LLC
Sample Upload	Pass	Pass	Pass	Pass
Certificate of Insurance	No Response	No Response	No Response	Pass
Corporate Resolution Granting Signature	Pass	Pass	Pass	Pass
Drug Free Workplace	Pass	Pass	Pass	Pass
Conflict of Interest	Pass	Pass	Pass	Pass
Attestation to Original Work	Pass	Pass	Pass	Pass
Acknowledgement of Requirements	Pass	Pass	Pass	Pass

## PRICING RESPONSES

## QUESTIONS AND ANSWERS

### Approved, Unanswered Questions

### Approved, Answers Provided

#### 1. Submission Requirements

*Apr 9, 2025 10:57 AM*

**Question:** Why was the submission date changed? We were all given ample time to submit to the requirements, why were the requirements changed? Is there extra points for completing before the deadline for those that made the original deadline for submissions?

*Apr 9, 2025 10:57 AM*

**Answered by Leira Cruz Cáliz, NIGP-CPP, CPPB:** The County decided it's in the best interest to extend the solicitation deadline. No, there are no extra points for submitting before the original deadline.

*Apr 10, 2025 2:25 PM*

## ADDENDA & NOTICES

ADDENDA ISSUED:

**Addendum #1**

*Apr 8, 2025 9:13 AM*

This addendum extends Solicitation Due date to April 23, 2025 at 2pm.

Please use the [See What Changed](#) link to view all the changes made by this addendum.

ADDENDA ACKNOWLEDGEMENTS:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
Lola Haskins poetry	X	Apr 9, 2025 9:14 AM	Lola Haskins
Superior Moves Records, LLC	X	Apr 9, 2025 10:52 AM	Corey Williams
Elignment	X	Apr 20, 2025 3:14 AM	Elliot Newman
E. Stanley Richardson	X	Apr 18, 2025 6:06 PM	Erroll Richardson

NOTICES ISSUED:

**Notice #1**

*Jul 2, 2025 8:22 AM*

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Arts Council of Alachua County Meeting on Monday, August 4, 2025 at 5:30pm (EST), to evaluate submitted responses and make final recommendations of the proposals for competitive solicitation for CTA 26-228-LC Alachua County Poet Laureate. The final recommendations will be sent to the Board of County Commissioners.

Time: Monday, August 4, 2025 at 5:30pm (EST)

Location: Alachua County Administration Building

Grace Knight Conference Room

12 SE 1st Street, Gainesville, FL 32601, Second Floor

Agenda for the Arts Council of Alachua County Meeting can be found at:

<https://bm-public-alachuacounty.escribemeetings.com/BoardDetails/BoardInformation/1>

**EVALUATION**

**PHASE 1**

**EVALUATORS**

Name	Title	Agreement Accepted On
Christian Duran	Citizen at Large	Jun 11, 2025 9:51 PM
Amy Koester	Teacher	Jun 29, 2025 7:46 PM
David Morris	Artist/ACAC Member	Jun 3, 2025 11:39 AM
David Ruiz	Arts Council Board Member	Jul 9, 2025 11:20 AM
Stephanie Silberman	Arts Council Chair	Jul 24, 2025 9:35 AM

### EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Quality of Resume	Points Based	20 (15.4% of Total)

Description:

- A. Did the submittal include a resume?
- B. Does the resume include the following information:
  - 1. Name, address and contact information
  - 2. Credentials
  - 3. Experience
  - 4. Awards
  - 5. Experience with Literary Activities
  - 6. Number of Years as Alachua County Resident

Based on questions above, you may award points as follows:

- A. 20 - 15 points - Exceptional Experience
- B. 14 - 10 points - Average Experience
- C. 9 - 0 points - Minimal Experience

Criteria	Scoring Method	Weight (Points)
Letters of Reccomendation	Points Based	20 (15.4% of Total)

Description:

- A. The response includes two (2) letters of recommendation.
- B. Did the letters include orthographic errors?
- C. Did the letters include generic language not customized to Alachua County?

Based on questions above, you may award points as follows:

- A. 20 - 15 points - Exceptional Recommendation
- B. 14 - 10 points - Average Recommendation
- C. 9 - 0 points - Minimal Recommendation

Criteria	Scoring Method	Weight (Points)
Statement of Interest	Points Based	20 (15.4% of Total)

Description:

- A. Does the Statement exceed 250 words?
- B. Does the Statement include generic language not personalized for Alachua County?
- C. Does the Statement include orthographic errors?

Based on questions above, you may award points as follows:

- A. 20 - 15 points - Exceptional Statement
- B. 14 - 10 points - Average Statement
- C. 9 - 0 points - Minimal Statement

Criteria	Scoring Method	Weight (Points)
Original Audio or Video Poetry Sample	Points Based	40 (30.8% of Total)

Description:

- A. Does the Audio or Video exceed 2 minutes?
- B. Does the proposer present high artistic quality material in the submittal?

Based on questions above, you may award points as follows:

- A. 40 - 30 points - Exceptional Quality
- B. 29 - 20 points - Average Quality
- C. 19 - 0 points - Minimal Quality

Criteria	Scoring Method	Weight (Points)
Creativity	Points Based	20 (15.4% of Total)

Description:

- A. Does the submittal reflect the Artist's creativity?

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Based on questions above, you may award points as follows:

- A. 20 - 15 points - Exceptional Creativity
- B. 14 - 10 points - Average Creativity
- C. 9 - 0 points - Minimal Creativity

Criteria	Scoring Method	Weight (Points)
Artist is an Alachua County Resident	Points Based	10 (7.7% of Total)

Description:

**AGGREGATE SCORES SUMMARY**

Vendor	Christian Duran	Amy Koester	David Morris	David Ruiz
E. Stanley Richardson	120	107	121	100
Lola Haskins poetry	100	90	96	80
Superior Moves Records, LLC	89	92	101	79
Elignment	63	61	84	56

Vendor	Stephanie Silberman	Total Score (Max Score 130)
E. Stanley Richardson	130	115.6
Lola Haskins poetry	107	94.6
Superior Moves Records, LLC	96	91.4
Elignment	101	73

**VENDOR SCORES BY EVALUATION CRITERIA**

Vendor	Quality of Resume Points Based 20 Points (15.4%)	Letters of Recommendation Points Based 20 Points (15.4%)	Statement of Interest Points Based 20 Points (15.4%)	Original Audio or Video Poetry Sample Points Based 40 Points (30.8%)
E. Stanley Richardson	18.2	19	17.8	33.2
Lola Haskins poetry	18.8	2	15.8	31.4
Superior Moves Records, LLC	15.6	1.2	13.8	32.6
Elignment	9.8	1.2	12	26

Vendor	Creativity Points Based 20 Points (15.4%)	Artist is an Alachua County Resident Points Based 10 Points (7.7%)	Total Score (Max Score 130)
E. Stanley Richardson	17.4	10	115.6
Lola Haskins poetry	16.6	10	94.6
Superior Moves Records, LLC	18.2	10	91.4
Elignment	14	10	73

**INDIVIDUAL PROPOSAL SCORES**

**Elignment**

**Quality of Resume | Points Based | 20 Points (15.4%)**

Christian Duran: 9
Amy Koester: 10
David Morris: 15
David Ruiz: 0
Stephanie Silberman: 15

No awards or literary activities

**Letters of Reccomendation | Points Based | 20 Points (15.4%)**

Christian Duran: 0
Amy Koester: 0
David Morris: 0
David Ruiz: 5
Stephanie Silberman: 1

I don't see any letters attached

**Statement of Interest | Points Based | 20 Points (15.4%)**

Christian Duran: 9
Amy Koester: 12
David Morris: 15
David Ruiz: 9
Stephanie Silberman: 15

**Original Audio or Video Poetry Sample | Points Based | 40 Points (30.8%)**

Christian Duran: 20

Amy Koester: 20

David Morris: 30

David Ruiz: 20

Stephanie Silberman: 40

**Creativity | Points Based | 20 Points (15.4%)**

Christian Duran: 15

Amy Koester: 9

David Morris: 14

David Ruiz: 12

Stephanie Silberman: 20

**Artist is an Alachua County Resident | Points Based | 10 Points (7.7%)**

Christian Duran: 10

2990 SE 24th Pl. Gainesville, FL 32641

Amy Koester: 10

2990 SE 24th Pl. Gainesville, FL 32641

David Morris: 10

2990 SE 24th Pl. Gainesville, FL 32641

David Ruiz: 10

2990 SE 24th Pl. Gainesville, FL 32641

Stephanie Silberman: 10

2990 SE 24th Pl. Gainesville, FL 32641

**E. Stanley Richardson**

**Quality of Resume | Points Based | 20 Points (15.4%)**

Christian Duran: 20

Amy Koester: 18

David Morris: 18

David Ruiz: 15

Stephanie Silberman: 20

**Letters of Recommendation | Points Based | 20 Points (15.4%)**

Christian Duran: 20

Amy Koester: 20

David Morris: 20

David Ruiz: 15

Stephanie Silberman: 20

**Statement of Interest | Points Based | 20 Points (15.4%)**

Christian Duran: 20

Amy Koester: 15

David Morris: 19

David Ruiz: 15

Stephanie Silberman: 20

**Original Audio or Video Poetry Sample | Points Based | 40 Points (30.8%)**

Christian Duran: 30

Amy Koester: 30

David Morris: 36

David Ruiz: 30

Stephanie Silberman: 40

**Creativity | Points Based | 20 Points (15.4%)**

Christian Duran: 20

Amy Koester: 14

David Morris: 18

David Ruiz: 15

Stephanie Silberman: 20

**Artist is an Alachua County Resident | Points Based | 10 Points (7.7%)**

Christian Duran: 10

14437 NW 143rd Place Alachua, FL., 32615

Amy Koester: 10

14437 NW 143rd Place Alachua, FL., 32615

David Morris: 10  
14437 NW 143rd Place Alachua, FL., 32615

David Ruiz: 10  
14437 NW 143rd Place Alachua, FL., 32615

Stephanie Silberman: 10  
14437 NW 143rd Place Alachua, FL., 32615

**Lola Haskins poetry**

**Quality of Resume | Points Based | 20 Points (15.4%)**

Christian Duran: 20

Amy Koester: 20

David Morris: 20

Extensive

David Ruiz: 14

Stephanie Silberman: 20

**Letters of Recommendation | Points Based | 20 Points (15.4%)**

Christian Duran: 0

Amy Koester: 0

David Morris: 0

David Ruiz: 9

Stephanie Silberman: 1

I don't see any letters attached

**Statement of Interest | Points Based | 20 Points (15.4%)**

Christian Duran: 15

Amy Koester: 17

David Morris: 17

included action plans

David Ruiz: 14

Stephanie Silberman: 16

Over 250 words

**Original Audio or Video Poetry Sample | Points Based | 40 Points (30.8%)**

Christian Duran: 40

Amy Koester: 29

David Morris: 29

:28

David Ruiz: 19

Stephanie Silberman: 40

**Creativity | Points Based | 20 Points (15.4%)**

Christian Duran: 15

Amy Koester: 14

David Morris: 20

David Ruiz: 14

Stephanie Silberman: 20

**Artist is an Alachua County Resident | Points Based | 10 Points (7.7%)**

Christian Duran: 10

8411 SW 46 Lane Gainesville FL 32608

Amy Koester: 10

8411 SW 46 Lane Gainesville FL 32608

David Morris: 10

8411 SW 46 Lane Gainesville FL 32608

David Ruiz: 10

8411 SW 46 Lane Gainesville FL 32608

Stephanie Silberman: 10

8411 SW 46 Lane Gainesville FL 32608

**Superior Moves Records, LLC**

**Quality of Resume | Points Based | 20 Points (15.4%)**

Christian Duran: 20

Amy Koester: 15

David Morris: 19

David Ruiz: 9

Stephanie Silberman: 15

Formatting inconsistencies.

Letters of Recommendation   Points Based   20 Points (15.4%)
Christian Duran: 0
Amy Koester: 0
David Morris: 0
David Ruiz: 5
Stephanie Silberman: 1

I don't see any letters attached

Statement of Interest   Points Based   20 Points (15.4%)
Christian Duran: 10
Amy Koester: 15
David Morris: 17
David Ruiz: 12
Stephanie Silberman: 15

Over 250 words. Grammatical errors.

Original Audio or Video Poetry Sample   Points Based   40 Points (30.8%)
Christian Duran: 29
Amy Koester: 35
David Morris: 35
David Ruiz: 29
Stephanie Silberman: 35

Some concerns around narrow focus and potentially limited audience

Creativity   Points Based   20 Points (15.4%)
Christian Duran: 20
Amy Koester: 17
David Morris: 20
David Ruiz: 14
Stephanie Silberman: 20

Artist is an Alachua County Resident   Points Based   10 Points (7.7%)
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Christian Duran: 10

321 NW 10th St Gainesville, Florida

Amy Koester: 10

321 NW 10th St Gainesville, Florida

David Morris: 10

321 NW 10th St Gainesville, Florida

David Ruiz: 10

321 NW 10th St Gainesville, Florida

Stephanie Silberman: 10

321 NW 10th St Gainesville, Florida