



togetherforbetter

CLARK COUNTY, NEVADA

REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER FOR GOODS OR SERVICES)

QUOTE RESPONSE DUE VIA FAX OR EMAIL TO DEPARTMENT CONTACT ON OR BEFORE **DATE** AT **TIME** AM/PM
QUOTATIONS RECEIVED AFTER ABOVE DUE DATE AND TIME WILL NOT BE CONSIDERED FOR AWARD

Department: Parks and Recreation
Contact:
Phone:
E-mail:

Supplier:
Contact Person:
Phone:
E-mail:

Purchase Order(s) issued as a result of this quotation shall be governed by the Clark County, Nevada P. O. Terms and Conditions located at www.clarkcountynv.gov/purchasing

Scope of Work: Clark County Poet Laureate

Goals of the Program

- The Clark County Poet Laureate (CCPL) program celebrates Clark County’s vibrant literary community and aims to strengthen the future of literary arts in our city by engaging a broad range of communities. The CCPL post will serve as a cultural ambassador for the poetic artform, written and/or spoken, and conduct engaging public events for constituents county-wide.
- As both a local resident and a distinguished poet, the CCPL will represent and celebrate the rich literary history and the diversity of Southern Nevada. As a spokesperson for the area’s literary community, the CCPL will help reinforce the role of literature and the arts in civic life and will actively participate in ceremonial, educational and cultural activities in the community during the term of service.

The CCPL program runs year-round, engaging participants of all ages, from diverse backgrounds, and hosting events at facilities throughout the County.

The vision for this program is to instill a love and appreciation for literary arts. The program’s broad mission encompasses writers from all stages of their careers, and all stages of the writing process.

Through workshops, readings, panels, festivals and public appearances, the CCPL serves as an ambassador for poetry and creative writing.

The CCPL is also tasked with bringing the literary art form to new audiences within our community through Speaking Requests, in coordination with Public Arts staff.

CCPL is required to attend the Las Vegas Book Festival on October 19, 2024, from 10:00 am to 2:00 pm PST to unveil their position. Expected to stay at the event for at least four hours where you can sign books, talk to attendees and speak about the appointment on a stage.

Programs and events may be in-person, online, hybrid, video, etc.

The selected laureate meets with a designated representative of CCP&R to plan four (4) programs during each year. An annual calendar will be planned within 30 days of accepting the position in the first service year, and 30 days prior to the start of the second service year.

Program offerings can include workshops, readings, panels, festivals, appearances at Clark County facilities including opportunity to record video segments on the Clark County TV channel 4 program.

Fulfill at least four (4) speaker requests per service year. Public Arts staff will administer a Speaker Request form on the Clark County website. Because requests for appearances by CCPL may require a change of schedule or leave approval from the CCPL'S primary employer, when possible, requests should be submitted with three (3) weeks' notice. There may be instances in which CCPL will be unable to fulfill a request because of primary employment or person obligations or hardships.

One (1) original poem for Clark County for preservation in perpetuity for educational and promotional purposes only. The poet laureate as author, shall retain copyright as well as the right to include this poem in future books, anthologies, and publications with advanced notice provided to the County, and the County shall receive credit for commissioning and ownership of the poem. The poet laureate's rights are personal to the poet and shall terminate upon the poet's death.

The parties acknowledge that the poem may at some point be displayed or printed in a public space by Clark County. Clark County will credit the poet as the author. Any photographing or incidental appearance of the poem in images, videos, or filming of events, whether by the public in general, or by commercial television or film companies, shall be considered within the rights granted to COUNTY.

All advertising will be in accordance with Clark County policies and requires Clark County review and approval before publishing.

The Poet Laureate will work with County employees, including Parks & Recreation, and Public Arts on the advanced planning and successful marketing of the CCPL program. All marketing materials should be provided at least 30 days in advance from the event without exception. If marketing materials are not given in a timely manor then Clark County will not support the event.

Reporting

The Poet Laureate will present an annual calendar of activities for display on the CCPL webpage.

The reports should include dates of the events, estimated attendance and location where the program took place.

The Poet Laureate will receive stipend allocations at project milestones. An invoice detailing monthly activities including photographs and flyer imagery is required for payment.

Compensation

Three fiscal year reports will be due to summarize programs and budget. Periods are:

- October 2024-June 2025 (FY2025) \$6,500
- July 2025-June 2026 (FY2026) \$6,000
- June 2026-September 2026 (FY2027) \$3,500

Payments will be issued in accordance with program milestones.

- **First Milestone:** Upon completion of the 2024–2025-year calendar of events, to be scheduled within 30 days of Contract execution with the Public Art Project Manager, at which time Artist will be paid \$2,000.
- **Second Milestone:** Upon submission of a monthly report with Poet Laureate programs or appearances, the Artist will be paid \$500 monthly for a total of \$12,000 for services performed from October of 2024-September of 2026. The 2025-2026 year calendar of events is due September 1, 2025, 30 days prior to the final year in the service term.

- **Third Milestone:** Upon completion of their original poem submitted to the County, the Artist will be paid \$2,000.

This commitment is over the course of 3 fiscal years, starting in October 2024 and ending September 2026.
 Each year County will require a renewal of the services.

<p>Is this firm a minority, women, small, physically-challenged, emerging, small, veteran, LGBT or disadvantaged business enterprise? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, specify:</p> <p><input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/> PBE <input type="checkbox"/> VET</p> <p><input type="checkbox"/> DVET <input type="checkbox"/> ESB <input type="checkbox"/> LGBT</p>	<p>Has this firm been certified as a MBE, WBE, SBE, PBE, VET, DVET, DBE, LGBT or ESB by an official certifying agency?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, specify government agency:</p> <p>_____</p> <p>Date of certification: _____</p>
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CLARK COUNTY BUSINESS LICENSE NUMBER _____

STATE OF NEVADA LICENSE NUMBER _____

 Authorized Signature

 Date

 Printed Name

 Title

(Lack of signature by an authorized representative may result in rejection of submittal)