



Administrative Services - Purchasing & Contracts  
Robert Bradley, Purchasing & Contracts Manager

## TABULATION OF PROPOSALS RECEIVED

### **RFP-5074-25 Seminole Education, Restoration and Volunteer (SERV) Program Coordinator**

Response Deadline: August 13, 2025 at 2:00 pm

Proposers	Location	Total Bid Price	Total Average Rank
Elizabeth L. Stephens	Orlando, FL	\$72,033.00	1
EKM Services LLC	Casselberry, FL	\$72,033.00	2

**Recommendation and Notice of Intent to Award to:** Elizabeth L. Stephens. The awarded service provider was selected based on the total average ranking of each service provider.

**BOCC Meeting Date:** October 14, 2025 - Request to approve ranking and award a Term Contract to the top-ranked service provider.

Posted By: Liduvina Torres, Sr. Procurement Analyst.



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### EVALUATION FINAL RANKING

#### RFP-5074-25 Seminole Education, Restoration and Volunteer (SERV) Program Coordinator

Response Deadline: August 25, 2025 at 3:00 pm

Location: 200 W. County Home Rd., Sanford, FL. 32773, Conf. Rm. Admin

#### AGGREGATE SCORES SUMMARY

Vendor	Keeli Carlton	Shannon Wetzel	Thomas Calhoun	Anthony Cintron	Total Score (Max Score 100)	Total Average Rank
Elizabeth L. Stephens	90	92	93	90	91.25	1
EKM Services LLC	65	58	50	50	55.75	2

We approve the above-mentioned ranking for award to the top ranked service provider Elizabeth L. Stephens.

Keeli Carlton

Thomas Calhoun

Shannon Wetzel

Anthony Cintron



Seminole County  
**Administrative Services - Purchasing & Contracts**  
Robert T. Bradley, Purchasing and Contracts Manager  
1301 East Second St., Sanford, FL 32771

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**EVALUATION SCORING INFORMATION**

RFP-5074-25 /LTT Seminole Education, Restoration and Volunteer (SERV) Program Coordinator  
RESPONSE DEADLINE: August 13, 2025 at 2:00 pm  
Report Generated: Wednesday, August 27, 2025

**EVALUATORS**

Name	Title
Thomas Calhoun	Program Manager
Keeli Carlton	Water Policy Program Manager
Tony Cintron	Senior Environmental Scientist
Shannon Wetzel	Program Manager I

**EVALUATION CRITERIA**

Criteria	Scoring Method	Weight (Points)
Project Approach and Understanding	Points Based	30 (30% of Total)
Criteria	Scoring Method	Weight (Points)
Experience / Qualifications	Points Based	50 (50% of Total)
Criteria	Scoring Method	Weight (Points)
Cost	Points Based	20 (20% of Total)

**AGGREGATE SCORES SUMMARY**

Vendor	Thomas Calhoun	Keeli Carlton	Tony Cintron	Shannon Wetzel	Total Score (Max Score 100)	Total Average Rank
Elizabeth L. Stephens	93 (1)	90 (1)	90 (1)	92 (1)	91.25	1
EKM Services LLC	50 (2)	65 (2)	50 (2)	58 (2)	55.75	2

## VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Project Approach and Understanding Points Based 30 Points (30%)	Experience / Qualifications Points Based 50 Points (50%)	Cost Points Based 20 Points (20%)	Total Score (Max Score 100)
Elizabeth L. Stephens	25.5	45.8	20	91.25
EKM Services LLC	18.3	17.5	20	55.75

## INDIVIDUAL PROPOSAL SCORES

### EKM Services LLC

#### Project Approach and Understanding | Points Based | 30 Points (30%)

Thomas Calhoun: 20

Understands the project and has a thought out approach but no direct experience.

Keeli Carlton: 20

EKM Services LCC provided the information from the request. Tailored details to each section would have been helpful to the outline.

Tony Cintron: 15

While their understanding of the method is commendable and demonstrates a solid grasp of its principles, there are areas where further depth and clarity could enhance analysis.

Shannon Wetzel: 18

Provided a solid approach . Tasks were explained in detail but did not expand with specific examples of how approach would be implemented.

#### Experience / Qualifications | Points Based | 50 Points (50%)

Thomas Calhoun: 10

No experience with Seminole County. Has some experience with volunteer and restoration but no examples.

Keeli Carlton: 25

Similar project experience form was left blank.

Tony Cintron: 15

they have a good foundation in their qualifications, but there is room for improvement in articulating specific experiences that highlight skills.

Shannon Wetzel: 20

The similar project experience-references document uploaded was blank. No similar experience was referenced in the project approach document or the transmittal letter. Just stated they did similar

#### Cost | Points Based | 20 Points (20%)

Thomas Calhoun: 20

Proposal in line with approved budget.

Keeli Carlton: 20

Proposal in line with approved budget.

Tony Cintron: 20

Proposal in line with approved budget.

Shannon Wetzel: 20

Proposal in line with approved budget.

#### Elizabeth L. Stephens

#### Project Approach and Understanding | Points Based | 30 Points (30%)

Thomas Calhoun: 25

Has a very well laid out understanding and project approach.

Keeli Carlton: 25

Eliabeth L. Stephens was very detailed in her approach and understanding of the request. The tailored responses to each section were well thought out and explained.

Tony Cintron: 25

Their expertise in this area is evident, and they have effectively articulated the key principles and applications of their methods. Their ability to connect theoretical concepts with practical examples demonstrates a deep understanding that will undoubtedly benefit county projects.

Shannon Wetzel: 27

Elizabeth Stephens is the current SERV coordinator. She has a deep and detailed understanding of the position requirements. She has an established and successful approach to the scope of services. The submitted Project Understanding and Approach went into detailed approaches for the different tasks.

#### Experience / Qualifications | Points Based | 50 Points (50%)

Thomas Calhoun: 48

Exceeds experience and qualifications.

Keeli Carlton: 45

Elizabeth L. Stephens's resume demonstrates and details her qualification and knowledge in watershed management, public outreach and education and coordinating volunteer activities.

Tony Cintron: 45

Their extensive background and qualifications are impressive, showcasing a wealth of relevant experience that aligns perfectly with county needs

Shannon Wetzel: 45

Elizabeth Stephens has 12 years of experience within Seminole County administering the SERV program. She has extensive experience and proven success of administering the program and enlisting volunteers.

#### Cost | Points Based | 20 Points (20%)

Thomas Calhoun: 20

Proposal in line with approved budget.

Keeli Carlton: 20

Proposal in line with approved budget.

Tony Cintron: 20

Proposal in line with approved budget.

Shannon Wetzel: 20

Proposal in line with approved budget.