



## ROCKINGHAM COUNTY DEPARTMENT OF CORRECTIONS

99 North Road, Brentwood, New Hampshire 03833

Telephone 603-679-2244

### REQUEST FOR PROPOSAL

#### CHAPLAIN

January 26, 2010

You are hereby invited to submit proposals for Chaplain Services for Rockingham County Department of Corrections located in Brentwood, New Hampshire 03833.

The information necessary to complete the RFP (s) are listed in **Attachment A** of the invitation for proposal. **The RFP will consist of your Letter of Intent, Availability (up to thirty (30) hours/week and Resume.**

Questions on bidding procedures may be directed to Louise Turner Office Administrator to the Rockingham County Department of Corrections by calling 603-679-2244.

#### INSTRUCTIONS:

One (1) copy of the RFP should be submitted in a sealed envelope marked "**RFP – CHAPLAIN**"; to Rockingham County Board of Commissioners, 119 North Road, Brentwood, New Hampshire 03833. RFP should be submitted no later than **Tuesday, February 23, 2010** at 3:00 pm.

#### OPENING:

RFP will be opened publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners Conference Room of the Rockingham County Nursing Home on **Wednesday, February 24, 2010 at 10:00 AM.** RFP'S will be taken under advisement at that time and will be awarded as soon as a complete review and comparison of the RFP's received has been made by the board.

#### AWARDS:

The RFP will be formally awarded and announced publicly at a regular scheduled meeting of The Board Rockingham County Commissioners. Formal notification of RFP award to all bidders will occur immediately thereafter.

#### PRICES:

Prices are to remain in effect for a period of 45 days from opening date and are to remain firm.

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**PERFORMANCE CLAUSE:**

In the event that the successful awarded RFP/Rockingham County should default in the observance of the Stipulations set forth in this invitation to bid and any attachments thereto and such default is not corrected within 30 days of written notice from either party, the successful bidder/Rockingham County shall have the option of canceling the RFP.

**CONTRACTUAL OBLIGATIONS:**

In the event that contracts for the supply of services are required under the RFP, the Board of Rockingham County Commissioners reserves the right to review said contracts and amend to comply with county legal requirements prior to signing by the appointed representative of the Board of Rockingham County Commissioners.

**NOTE:**

**THE BOARD OF ROCKINGHAM COUNTY COMMISSIONERS RESERVE THE RIGHT TO ACCEPT OR REJECT ANY/AND ALL RFP'S OR PARTS THEREOF, TO ACCEPT THE RFP WHICH THEY DEEM TO BE IN THE BEST INTEREST OF ROCKINGHAM COUNTY AND TO WAIVE ANY RFP FORMALITY.**

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**Albert J Wright**  
**Superintendent**

## ATTACHMENT A

1. General Requirement for Proposing and Instructions to bidders.

### **INTRODUCTION AND BACKGROUND**

Rockingham County is a 355 bed maximum security county corrections facility housing both sentenced and pre-trial prisoners.

**TERMS OF THIS RFP:** The Chaplain must be an ordained minister with three (3) years experience. The Chaplain must possess a seminary or divinity degree preferably with two (2) units of clinical pastoral education.

This will be a two (2) year **contract position** beginning, March 1, 2010 through December 31, 2012.

### **Responsibility of the Chaplain:**

1. The Chaplain will plan, coordinate and conduct weekly religious services.
2. Perform special-event services and/or provide for penance, communion or other resident requests. Responsible for making preparations for guest clergy to perform religious services during personal absences. Inform Superintendent in advance of guest clergy.
3. Inform visiting clergy of the facility guidelines and assist in assembling proper information for Cleric visitors.
4. Maintain supervision of volunteers in weekly Bible Study and monthly Memorial Service.
5. Coordinate Music Ministry Program as a compliment to worship services.
6. Maintain all records on attendance, scheduling guest clergy and special events. Submit records and reports to the Superintendent.
7. Availability for On-Call emergencies and provide spiritual guidance to inmates and staff during or following a crisis in or out of the facility.
8. Assure availability for direct contact with inmates for spiritual guidance.