

**REQUEST FOR PROPOSALS FOR
ROCKINGHAM COUNTY DEPARTMENT OF CORRECTIONS**

You are hereby invited to submit proposals for “**Chaplain Services**”, as specified in the attachments of this Request for Proposal.

The information necessary to complete the proposal is listed below and in the attachment of this invitation.

Questions on the technical specifications of the Request for Proposal should be directed to Katherine Arsenault at (603-679-9451). Questions on bidding procedures can be directed to the Commissioners Office at (603) 679-9350.

Proposal Instructions: Four (4) copies of the proposal should be submitted in a **sealed envelope** marked “**Chaplain Services – Rockingham County Department of Corrections**” to:

Rockingham County Commissioners
119 North Road
Brentwood, NH 03833

Proposals must be submitted to the above address **no later than 3:00 p.m. on Friday September 27, 2019** to be eligible for consideration.

If proposals are being sent via FedEx, UPS, or other mail carrier, please ensure that the mailing envelope/package is clearly marked “**Chaplain Services – Rockingham County Department of Corrections**”. Envelopes/packages not marked with the name of the proposal may be misidentified and will be rejected. Other forms of submission (fax or email) will be rejected. Proposals received after the deadline will be rejected.

Proposal Openings: Proposals will be opened publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners in the Commissioners Conference Room of the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH, on **Wednesday, October 2, 2019 at 8:30am**. Proposals will be taken under advisement at that time and will be awarded as soon as a complete review and comparison of the proposals received has been made by the Board of Commissioners.

Proposal Award: The proposal(s) will be formally awarded and announced publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners held in the Commissioners' Conference Room located in the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH. Formal notification of proposal award to all proposers will occur immediately thereafter. Information on the award will also be available on the RFP/Bidding section of the County's website at: <http://co.rockingham.nh.us>.

RFP Prices: RFP prices are to remain in effect for a period of 60 days from opening date of the proposal and are to remain firm once proposal is awarded to the successful proposer(s).

Performance Clause: In the event that the successful awarded proposer/Rockingham County should default in the observance of the stipulations set forth in this Request for Proposal and any attachments thereto and such default is not corrected within 30 days of written notice from either party, the successful awarded proposer/ Rockingham County shall have the option of canceling the proposal.

Contractual Obligations: In the event that contracts for the supply of materials, equipment, or services are required under the bid, 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. All contracts entered into by Rockingham County are required to contain Non-Appropriation and Indemnification clauses. Sample language is provided below.

Non-Appropriation

Rockingham County is obligated to pay only such contract amounts that can lawfully be made from funds budgeted and appropriated for that purpose during Rockingham County's then current fiscal year, subject to annual approval by the Rockingham County Delegation. Should Rockingham County fail to budget, appropriate, or otherwise make available funds to make payments under this contract, such contract shall be deemed terminated at the end of the then current term. Rockingham County agrees to deliver prompt notification after any decision to non-appropriation is made, but failure to give such notice will not extend the term beyond such Original or Renewal Term.

Indemnification

To the fullest extent permitted by law, (ORGANIZATION) shall protect, indemnify, save, defend and hold harmless Rockingham County, including its officials, agents, volunteers and employees, ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of (ORGANIZATION) or its agents, employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, (ORGANIZATION) shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that (ORGANIZATION) officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

(ORGANIZATION'S) obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

Rockingham County shall not be required to defend or indemnify (ORGANIZATION) or its agents, employees, contractors or subcontractors or any professional service provider.

Insurance Requirements

The provider shall maintain at all times during the life of this contract the following insurance coverage. The provider must also require its subcontractors to maintain such coverage. Any request for modification of the coverage requirements must be submitted in writing with the proposal, and will be evaluated accordingly.

Workers Compensation Insurance: The provider shall carry workers compensation insurance as required by the State of New Hampshire.

Comprehensive General Liability Insurance: The provider shall maintain comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence.

Motor Vehicle Insurance: The provider shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist, coverage in an amount of no less than \$1,000,000 combined single limit per accident.

Provider shall provide an insurance certificate confirming the above insurance coverage. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.

The provider shall have professional insurance/errors and omissions insurance with limits of not less than \$1,000,000 each occurrence.

The provider shall file certificates with Rockingham County showing that the above insurance has been purchased.

A 30-day notice is required for cancellation and /or material change of coverage, sent directly to the Rockingham County Commissioners Office at 119 North Road, Brentwood, N.H. 03833.

NOTE:

The Board of Rockingham County Commissioners reserves the right to accept or reject any and all proposals or parts thereof, to accept the proposal which they deem to be in the best interest of Rockingham County and to waive any bid formality.

Sincerely,



Stephen Church, Superintendent

Enclosed: Attachment

ATTACHMENT A

INTRODUCTION AND BACKGROUND

Rockingham County Department of Corrections 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 one (3) year **contract position** beginning **November 1, 2019 –October 31, 2022** Proposal shall be submitted in the form of an annual contracted dollar amount with a minimum and maximum number of hours stated to perform the duties listed below.

Responsibility of the Chaplain:

1. Plan, coordinate and conduct weekly ecumenical religious services for inmates. Responsible for arranging for guest pastors during personal absence.
2. Perform special-event services and/or provide for request such as Penance, Communion, etc., and overseeing scheduling personnel needs of clergy supporting Catholic Mass and lay Eucharistic Minister volunteers and/or clergy supporting other religious denominations. Inform Director of Inmate Services & Programming, in advance of guest clergy.
3. Recruit and orient volunteers and visiting clergy to facility guidelines and gather necessary information in order to officially clear all for admittance to facility.
4. Regularly supervise clergy, chapel, and Bible Study and music volunteers.
5. Arrange for music ministry to compliment worship services.
6. Prepare and maintain records/reports related to scheduled activities, attendance, program activity and volunteer/clergy information, and submit such information to the Director of Inmate Services & Programming.
7. Be available for direct contact with inmates on blocks for informal and requested pastoral counseling.
8. Be available for on-call emergencies and for support and spiritual guidance to inmates and staff as needed.
9. Maintain contact with community clergy through local clergy associations.
10. Continue with independent pastoral study, and providing the Director of Inmate Services & Programming, with documentation of progress or completion of specific units as that occurs.

Chaplain RFP Vendor List

Deacon Virginia Slawnwhite
11 Hartswood Rd.
Dover, NH 03820

Student Employment Services
Dartmouth College
6016 McHutt Hall
Hanover, NH 03755-3529

Rev. Linda S. Williams
15 Doe Farm Lane
Newmarket, NH 03857

Rev. Jamie Moynihan
1 Grandview Terrace
Exeter, NH 03833

Rev. Kim McKerley
Pilgrim United Church of Christ
Route 11A
Brentwood, NH 03833

Student Employment Services
Saint Anslem College
100 Saint Anselm Dr.
Manchester, NH 03102-1310

Student Employment Services
Boston College
140 Common Wealth Ave.
Chestnut Hill, MA 02467

Student Employment Services
Wellesley College
106 Central Street
Wellesley, MA 02481-8203

Hampton Fall First Baptist Church
3 Lincoln Ave.
Hampton Fall, NH 03844-2026

Roman Catholic Diocese of Manchester
153 Ash Street
Manchester, NH 03104

NH United Methodist
79 Clinton Street
Concord, NH 03301

Epsom Bible Church
398 Black Hall Road
Epsom, NH 03234

Congregational Church
21 Front Street
Exeter, NH 03833

Atkinson Congregational Church
101 Main Street
Atkinson, NH 03811

Reverend Kent Threlfall
37 Pine Ridge Drive
Candia, NH 03034

Judyth Ross
66 Exeter River Landing
Exeter, NH 03833