



International Pentecostal Holiness Church

Office of the Conference Superintendent

September 6, 2022

To Whom It May Concern:

I am honored to write this letter of recommendation for the pastoral and chaplaincy ministry of Rev. Willie Tracy Leggett. I have known Tracy on a personal level for many years. I consider him a dear friend and I'm so grateful for his devotion to the ministry and to the Alpha Conference. Through the years, I have greatly enjoyed times of fellowship and conversation that not only revolved around ministry but a shared love for woodworking.

Tracy Leggett has been an ordained minister in the Alpha Conference of the International Pentecostal Holiness Church (IPHC) since 2011. In addition, Rev. Leggett received his local church minister's license in 1998 and his minister's license in 2000. He is in good standing within the Alpha Conference and the IPHC. Tracy is well respected among his peers. He has impeccable character; moreover, he is friendly, genuinely loves people, and loves to serve others. In addition, Tracy is a wonderful husband and devoted parent; his family status is of the highest order.

Tracy, his wife Radena, and their three children were the founding pastors of New Vision Worship Center in Milton, FL in 2000. Tracy has faithfully served this congregation and community for 22 years as the Senior Pastor. He has also directed the Chaplaincy Ministry at Escambia County Correctional Facility full-time since 2003. Previously, Rev. Leggett served part-time at the facility from 2000-2003 and as a volunteer from 1997- 2000.

Serving as a pastor and chaplain Rev. Leggett's ministry and leadership have had a life-giving, life-changing effect on an untold number of people. We, as a church, could not be more thankful for Rev. Leggett and his family.

It is my great pleasure to highly recommend Rev. Tracy Leggett as a minister of the Gospel. He is a man of wisdom, faithfulness, and integrity. I have great confidence in him and give him my full recommendation.

Please contact me if I may assist you further.

Sincerely,

Jason Beiler
Conference Superintendent
Alpha Ministries IPHC

JB

Karen Manning
Attorney at Law
1505 White Caps
Pensacola, FL 32507

September 7, 2022

Escambia County Board of County Commissioners
3363 W. Park Place
Pensacola, FL 32503

Dear Members of the Escambia County Board of County Commissioners,

I am writing to highly recommend Chaplain Tracy Leggett of New Vision Jail Ministry for the continued position of Chaplain at the Escambia County Jail.

I volunteered at the jail under Chaplain Leggett's direction and supervision during this past year. In that capacity, I ministered to the women at the jail, most of whom are extremely eager to hear the good news of the Gospel and to change the direction of their lives.

I cannot adequately express how Chaplain Leggett's entire ministry at the jail is aimed at achieving this mission in and for every inmate—male and female alike. I saw, again and again, his great care for both the inmates *and* the Escambia County officers, creating a positive environment where those he serves understand their dignity.

Chaplain Leggett is extraordinarily respectful of the officers and employees who work in the jail. He has the unique charism of making clear the mission and gaining the support of other leaders to help him in that mission.

Chaplain Leggett's professionalism is evident in every project he undertakes. He can be counted on to work hard and ably, to follow through on his duties, and to plan and organize his workload. He communicates well, has strong problem-solving skills, and is able to engage individuals from a wide array of backgrounds.

It is my pleasure to extend to him my highest recommendation.

Sincerely,

Karen B. Manning, Esq.



**COMPETITIVE QUOTE REQUEST
FOR
CHAPLAINCY SERVICES FOR ESCAMBIA COUNTY JAIL**

A. INTENT

The intent of this competitive quote request is to seek services from qualified and experienced Vendors to provide chaplaincy services to the inmate population of the Escambia County Jail.

B. BACKGROUND

The Escambia County Correction's Department is responsible for the care, custody and control of the population housed within its facilities. The average daily population in 2021 at the facility was 1437.

Historically, Chaplains have been utilized to provide religious and pastoral counseling to the inmates of the Escambia County Jail. The services requested will be for the period of October 1, 2022, through September 30, 2023.

C. VENDOR QUALIFICATIONS

Vendors must be able to safely and securely provide specified services to meet the needs of inmates at the facilities housing Escambia County Jail offenders, as well as the public, for the purpose of providing chaplaincy services to the inmates of the Escambia County Jail. Bidder's minimum qualification criteria include the following:

1. Due to the complex nature and security concerns of correctional facilities, bidders must have at least 3 years of experience providing chaplaincy services to city, county or state correctional facilities or other at-risk populations.
2. Chaplain will be responsible for providing services a minimum of 80 hours per month. The current average hours provided per month by the Chaplain is 130 hours.
3. Chaplain must submit to and pass the background check as required of all Escambia County Jail employees and volunteers.

CI. SPECIFICATIONS

1. Required Services

The Chaplain shall be responsible for those items outlined below. It is estimated that the Chaplain will be needed 130 hours per month to cover the responsibilities listed below.

1. Maintain a regular visitation schedule (not less than three (3) visits per week, for a period of not less than two (2) hours per visit to those inmates of the Escambia County Jail.
11. Perform religious and pastoral counseling to inmates.
111. Manage all religious services for facilities in which Escambia County maintains custody and control of the inmate population.
- 1v. Respond to specific requests for one-on-one crisis prevention.

- v. Provide death notifications to inmates regarding immediate family members including validating the death claim is accurate (if necessary, this includes ministering to the family during their grief)
- v1. Provides religious reading materials to inmate; Bibles, Korans, etc. (reading materials are purchased by the County but distributed by the Chaplains).
- v11. Coordinates and conducts religious studies with inmates, when and if space and time permits.
- v111. Conducts worship services in accordance with previously arranged schedule approved by the facility Commander.
 - ix. Conduct seasonal activities (ex. Ramadan services, Christmas services, Easter services) when appropriate.
 - x. Assists in facilitating communications between inmates and families and religious communities.
 - x1. Maintains regular telephone and personal contact with Jail's administration to facilitate the following:
 - a) Receival of occasional special assignments for visitations.
 - b) Report on services rendered or in process.
 - x11. Attend scheduled staff meeting upon request and serve as a member of the Inmate Trust Fund comm1ttee
 - x111. Manages volunteer application process which includes conducting volunteer orientation when appropriate.
 - x1v. Chaplain must submit a monthly invoice and work log (listing dates worked, facility where services were performed, and total number of hours related to the entry) within 5 working days of the following month.

2. **Proposal Submissions**

Proposal submissions should contain, at a minimum, the following information:

1. Resume for bidding Chaplain if bidder is proposing that services be

handled by a group of qualified officials then resumes for all proposed providers must be submitted. If resume includes credentials, a copy must be attached to the resume. **(Including certifications, ordainments, and certificates).**

- ii. The *Background Information* form must be completed and submitted along with the resume of each person as listed above.
- iii. Facilities (including references) at which the bidder performed services in accordance with requirement C. 1.

NOTE: The above documentation must be submitted with quote!

E. MONTHLY RATE

Monthly rate should be inclusive of requested services. Although the Chaplain will be required to work 80 hours per month, the anticipated total number of hours worked per month averages 130 hours.



**COMPETITIVE QUOTE REQUEST
FOR
CHAPLAINCY SERVICES FOR ESCAMBIA COUNTY JAIL**

COST PROPOSAL FORM

Monthly rate for chaplaincy services provided at the Escambia County Jail Facility: \$3,600.⁰⁰

- Required to perform 80 hours monthly
- Anticipated monthly hours will average 130

ESCAMBIA COUNTY CORRECTIONS
Pensacola, Florida

BACKGROUND INFORMATION

PLEASE PRINT AND WRITE CLEARLY

INSTRUCTOR INTERN NA AA PROFESSIONAL

Name: Leggett Willie TRACY
Last First Middle Maiden

Name change by marriage or divorce: N/A

Address: 6060 Happy Hollow Dr.
Milton Florida 32570
City State Zip Code

266-13-1189 L230-898-53-124-0
Social Security # Driver's License #

1850 1626-9792 1850 1436-9587 1850 1207-2728 WLeggett@myescambia.com
Home Phone # Office Phone # Cell Phone # E-Mail Address

4-4-53 Pensacola Florida
Date of Birth City of Birth State of Birth

W M 5'10" 186 Gray Hazel
Race Sex Height Weight Hair Color Eye Color

In case of emergency, notify: Radena Leggett 850-207-2729
Name Telephone #

Address: 6060 Happy Hollow Dr. Milton Florida 32570
City State Zip Code

Referred by: _____

OFFICE USE ONLY

Date background check ordered: _____ Date Received: _____

Approved Denied FDLE Review

Signature _____ Approval Date _____

Information submitted to Stephanie Corsair/Lori Bell: _____ Date: _____

Date ID card issued: _____ Date ID card returned: _____

Minister's License

International Pentecostal Holiness Church

This is to certify that

Willie Tracy Leggett

has been duly licensed as a Minister of the Gospel according to the Word of God and the Manual of the International Pentecostal Holiness Church and is hereby commended to the church for ministry.

In testimony whereof we have hereunto affixed the seal of the International Pentecostal Holiness Church and our signatures this 14th day of July, 2000.



David A. Stephens
Conference Superintendent

Michael P. Day
Conference Secretary

Valid With Current ID Card

Certificate of Ordination

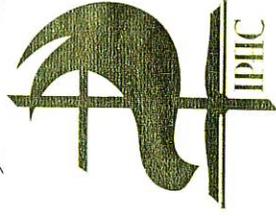
International Pentecostal Holiness Church

This is to certify that

Willie Tracy Leggett

has been duly ordained as a Minister of the Gospel according to the Word of God and the Manual of the International Pentecostal Holiness Church and is hereby commended to the church for ministry. The bearer hereof shall have the authority to administer Holy Communion, to solemnize matrimony, and to perform all the duties belonging to the Ministry of the Word.

In testimony whereof we have hereunto affixed the seal of the International Pentecostal Holiness Church and our signatures this 16th day of July, 2011.



Ronald W. Carpenter, Jr.

General Superintendent

W. B. Leiby

Presiding Officer

Miss G. Long

Conference Superintendent

Ann Edm

Conference Secretary

Valid With Current ID Card