



**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 for the facilities requesting service is approximate and fluctuates between 1,400 and 1,600 offenders. Escambia County is currently in the process of designing and constructing a correctional facility to replace their Central Booking and Detention facility which was destroyed in 2014. Until the new facility is completed, the Escambia County Jail houses offenders at the following locations:

<b>Name of Facility</b>	<b>Location of Facility</b>	<b>Average Daily Population of “Jail” Offenders (FY 2019 Oct-June)</b>
Escambia County Main Jail	2935 North L Street Pensacola, Florida 32501	950
Escambia County Work Release Facility	1211 West Fairfield Drive Pensacola, Florida 32501	310
Walton County Jail	796 Triple G Road, DeFuniak Springs, Florida 32433	215

Upon Completion of the New Jail Facility (expected completion is July 2020) the Escambia County Jail will house all offenders within the confines of the Main Jail Complex and potentially the Escambia County Work Release Facility.

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, 2019 through September 30, 2020.

**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 general 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 125 hours.
3. Chaplain must submit to and pass the background check as required of all Escambia County Jail employees and volunteers.

## **D. SPECIFICATIONS**

### **1. Required Services**

The Chaplain shall be responsible for those items outlined below. It is estimated that the Chaplain will be needed 125 hours per month in order to cover the responsibilities listed below.

- i. 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.
- ii. Perform religious and pastoral counseling to inmates.
- iii. Manage all religious services for facilities in which Escambia County maintains custody and control of the inmate population.
- iv. Respond to specific requests for on-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 in the midst of their grief)
- vi. Provides religious reading materials to inmate; Bibles, Korans, etc. (reading materials are purchased by the County but distributed by the Chaplains).
- vii. Coordinates and conducts religious studies with inmates, when and if space and time permits.
- viii. 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.
- xi. Maintains regular telephone and personal contact with Jail's administration to facilitate the following:
  - a) Receiving of occasional special assignments for visitations.
  - b) Report on services rendered or in process.
- xii. Attend scheduled staff meeting upon request.
- xiii. Manages volunteer application process which includes conducting volunteer orientation when appropriate.
- xiv. 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:

- i. 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.

- 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.

#### **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 125 hours (fiscal year 2017 monthly average).



**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: \_\_\_\_\_

- Required to perform 80 hours monthly
- Anticipated monthly hours will average 125

  
**ESCAMBIA COUNTY CORRECTIONS**  
 Pensacola, Florida

## BACKGROUND INFORMATION

PLEASE PRINT AND WRITE CLEARLY

INSTRUCTOR   
  INTERN   
  NA   
  AA   
  PROFESSIONAL

**Name:** \_\_\_\_\_  
*Last*                      *First*                      *Middle*                      *Maiden*

Name change by marriage or divorce: \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ *City*                      *State*                      *Zip Code*

\_\_\_\_\_ *Social Security #*                      *Driver's License #*

[ ] [ ] \_\_\_\_\_ *Home Phone #*                     
 [ ] [ ] \_\_\_\_\_ *Office Phone #*                     
 [ ] [ ] \_\_\_\_\_ *Cell Phone #*                     
 \_\_\_\_\_ *E-Mail Address*

\_\_\_\_\_ *Date of Birth*                      *City of Birth*                      *State of Birth*

\_\_\_\_\_ *Race*                      *Sex*                      *Height*                      *Weight*                      *Hair Color*                      *Eye Color*

In case of emergency, notify: \_\_\_\_\_  
*Name*                      *Telephone #*

**Address:** \_\_\_\_\_  
*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: \_\_\_\_\_