

LARIMER COUNTY PROPOSAL #12-04
SHERIFF'S OFFICE
AUGUST 8, 2012, 2PM

Proposals to consider contracting for inmate chaplain services for the Larimer County Sheriff's Office were accepted on Wednesday, August 8, 2012 at 2 p.m. in the Purchasing Department. Proposals were accepted by Heather L. Michaels, CPPB, Purchasing Agent, and recorded by Les Brown, Department Specialist I. The following proposals were received:

<u>VENDOR</u>
Rev. Bret Rickard
Chaplain Joe Herzanek

No decision of award was made pending review and recommendation by the Larimer County Sheriff's Office.

The Larimer County Sheriff's Office reviewed the proposals and recommends accepting the proposal from Rev. Bret Rickard in the annual amount of \$56,000.00, per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendation.

Kathryn Rowe

Kathryn Rowe
Purchasing Director

Carol L. Block

Carol L. Block, Financial Services Director
For the Board of Larimer County Commissioners



TO: Staci Shaffer, Lieutenant, Larimer County Sheriff's Office
FROM: Heather MacMillan, Purchasing Agent, Larimer County Purchasing Department
DATE: 8/8/12
SUBJECT: P12-04 Inmate Chaplain Services

Transmitted for your review and recommendation, are the proposals received to consider contracting for inmate chaplain services. When you have made your final decision of award of this proposal please fill in this form and return it to me via interoffice mail, e-mail, or fax.

Below is the criteria you used to evaluate the proposals:

1. Completeness
2. Ability
3. Qualifications
4. Timeframe
5. Cost

This document will be considered a public record and open to inspection. The individual committee score sheets, comment sheets and other evaluation notes are DELIBERATIVE PROCESS records and not public records.

Explain why you want to award the work to a particular vendor and the dollar amount of the award: _____

The Evaluation Committee chooses to award this proposal to Rev. Bret Rickard, in the annual amount of \$56,000. Rev. Rickard displayed energy and excitement for the role of inmate chaplain, and proposed new and innovative ideas related to video visitation. Additionally, Rev. Rickard was the only candidate to possess a Master of Divinity degree. It is for these reasons that we have selected this candidate.

THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD


DEPARTMENT HEAD SIGNATURE

Larimer County Sheriff's Office *08-07-2012
DEPARTMENT JAI DATE

Thank you.