

ISLAMIC SERVICES

Response Due: 7/15/19

*Submit Resume To:*

*Location*

*Contract Term*

Nancy Behn, BA3  
740-370-3463  
[Nancy.Behn@odrc.state.oh.us](mailto:Nancy.Behn@odrc.state.oh.us)

Southern Ohio Correctional Facility  
1724 Lucasville-Minford Road  
Lucasville, OH 45699

Upon Award to 6/30/21  
Optional  
Two, 2-year renewals by mutual agreement

The Independent Contractor agrees to provide the following services as listed below:

- Develop a schedule which will rotate services provided to all housing units to ensure that services are provided to the entire Muslim Inmate population;
- Document services provided to SOCF Chaplain and Deputy Warden of Special Services;
- Conduct weekly Juma services;
- Conduct Taleem (religious education) classes
- Provide general Pastoral Care to Muslim inmates which may include consultation concerning religious issues, grief care, crisis pastoral counseling, pastoral visitation with inmates, etc.
- Attend an annual mandatory Religious Service Meeting;
- Make inmates referrals to appropriate services;
- Distribution of religious literature and/or materials;
- Assistance provided to chaplain in appropriate duties and/or conducting religious programs;
- Perform holiday services (Ramadan, Eid-ul-Fitr, and Eid-ul-Adha (feast of the Sacrifice));
- Complete a monthly report on services provided, including documentation of inmates seen for Specialized Ministry to be submitted to the Deputy Warden Special Services and the ODRC Religious Services Administrator, Operation Support Center (OSC) - No later than the fifth of each month.
- Provide Specialized Ministry Services to include:
  - Pastoral care and/or visitation of inmates in special units (segregation, death row, hospital, hospice care, living units or visiting room);
  - Conduct funeral services for Islamic inmates;
  - Any other requested specialized ministry services and compensation must be pre-approved by the OSC Religious Services Administrator.
- To receive the Specialized Ministry weekly stipend, Independent Contractor must submit a specialized ministry log documenting each inmate seen and service(s) provided;

The following fee schedule will be utilized for this service agreement for invoice submitted by the Independent Contractor:

SERVICE TYPE	FEE
Congregational Prayer .....	\$65.00 each x 3 = \$195.00 per week
Counseling .....	\$55.00 each x 3 = \$165.00 per week
Taleem (religious education).....	\$55.00 each x 3 = \$165.00 per week
Specialized Ministry.....	\$85.00 per week
Ramadan.....	\$267.00 per holiday
Eid-UI-Fitr.....	\$267.00 per holiday
Eid-UI-Adha.....	\$267.00 per holiday
Contra t Chaplain Meeting.....	\$75.00 each