



## INVITATION FOR BID

# Chaplain Services

**RESPONSES ARE DUE BY APRIL 30, 2025  
AND SHALL BE ADDRESSED TO:**

Kathryn Kindopp, Administrator  
Maplewood of Cheshire County  
201 River Road Westmoreland, NH 03467  
kkindopp@co.cheshire.nh.us

March 20<sup>th</sup>, 2025; Maplewood of Cheshire County seeks bids from well qualified individuals for the:

**Provision of Chaplain Services:** Maplewood of Cheshire County is seeking services from an ordained clergy person, endorsed or approved by the proper ecclesiastical authority, and appointed or accepted by the governing body of the County, whose purpose is to minister to the religious needs of persons in the setting of the Nursing Home and the Assisted Living Facility. We are seeking a weekly offering of an ecumenical service on Sundays, plus at least one or more other visiting days to meet and support individuals or small groups totaling 8 to 10 hours per week. (see Attachment A)

**Information:** Questions about the Invitation for Bid, including setting up an appointment to tour Maplewood, can be directed to Kathryn Kindopp at 603-399-7303 or kkindopp@co.cheshire.nh.us

**Bidding Requirements:**

Responses to this Invitation for Bid must include the following information:

- Chaplain's contact information.
- Propose weekly schedule.
- Proposed weekly cost for the work to be performed.
- Include anticipated start date.

Chaplain would work with the Activities Director for coordination and program scheduling as well as communications about resident needs. Occasional situations may arise where our staff may need spiritual support or counseling such as after a major event.

**Award:** It is anticipated that the Nursing Home Administrator and Activities Director will become familiar with any bidding Chaplain, and based in part on anticipated fit to the needs of Maplewood as well as the proposed cost, a recommendation will then be made to the Board of Commissioners. The recommendation would be discussed and decision made during a regular public business meeting of

the Cheshire County Commissioners (held Wednesday mornings). The following factors will be considered as the basis for award of the bid, with priority to be determined solely by the County:

1. Individuals Qualifications, Experience, Reputation and References
2. Ability to Meet the spiritual needs of the residents of Maplewood and perceived fit
3. Proposed Contract Cost
4. Schedule and availability to lead spiritual services

Cheshire County reserves the right to accept or reject any bids and to waive any minor bid defects as may be in the County's best interest, and to request additional information from any bidder prior to issuing a notice of award or soliciting new bids. The County reserves the right to award the contract and/or to waive any informality or technical defects if, in Cheshire County's sole judgment, the best interest of Maplewood of Cheshire County will be served.

**Agreement:** The successful bidder will be required to comply with all terms and conditions as set forth in this County's Proposed Agreement (Attachment A), except as may be specifically exempted by the County in writing, and to execute a written contract using the attached Proposed Agreement (amended if agreed upon by both parties). Failure to execute a contract within 14 days of written notification from the County may constitute cause for cancellation of the bids acceptance and award.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kathryn Kindopp NHA'.

Kathryn Kindopp, NHA

Administrator, Maplewood of Cheshire County

**Attachments**

Attachment A – Proposed Agreement