**RFx: 3000021827**

**Attachment B – Specifications**

**Barber Services – OJJ-SCY**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To provide barber services to youth males. Approximately fifty (50) haircuts per week. Barber may set his/her schedule, but must be within these times:

Monday – Friday hours: 7:00 a.m. - 5:00 p.m.

Saturday hours: 7:00 a.m. - 12:00 noon

Agency will furnish equipment and supplies. Each visit, Barber is to keep an inventory of all tools and products. Barber should notify the facility when supplies are getting low in order to have enough time to replenish stock. All of the Agency equipment and barber areas are to be kept clean, and in good working condition to ensure the preservation of health during contract term.

Barber must maintain and submit a ledger listing the name of each youth receiving services. Possession of a current license to practice as a barber in the State of Louisiana will be required and must be furnished upon request. License must be displayed per State Board of Cosmetology. Vendor will not work during any state declared holiday. If a holiday should fall on scheduled work day, vendor is to re-schedule that work day in agreement with facility.

If vendor is not able to come in as scheduled, Agency requires advance notice of twenty-four (24) hours in order to notify juveniles. Vendor is to contact assistant director or other administrative staff for these purposes. If vendor misses two (2) consecutive weeks, the Agency will apply an automatic surcharge. Additional corrective measures may also be applied, such as contract cancellation by default of Contractor.

Public liability insurance and auto insurance is to be kept current during contract term. Vendor will receive the Agency's policies/procedures and will be required to sign verifying they have received and adhere to said policies. A copy of the policy will be made available upon request. If vendor conducts themselves inappropriately and not according to the Agency's policy, this will result in disciplinary action and may cause their contract to be terminated.

Agency will be performing both the required Federal and State background checks and will periodically rerun them on employees working at the facility during the contract term and prior to renewal of contract. Liability Insurance and Professional License (Board of Barber Examiners Department of Labor) Louisiana State, shall be verified and both must remain current for the length of the contract