

Annex A

Statement of Work

Hairdressing Services

The Contractor shall provide to the inmates at Correctional Service of Canada, Nova Institution, Truro, Nova Scotia:

Hairdressing services on an as and when requested basis at Nova Institution up to a maximum of eight (8) hours per week.

Days of service will be set out by the Project Authority based on operational requirements and are subject to change.

Task Request/Authorization

No work can be started until authorization is given to do so by the Project Authority.

All work will be performed subject to the inspection and acceptance by the Project Authority. An obligation will come into force only when there is a Task Request/Authorization issued and only to the extent designated in the Task Request/Authorization.

Hairdressing services include:

- Haircut/shampoo/blowdry

Inmates will have the option to request and pre-pay for themselves through the Inmate Trust Fund (ITF) system the following services: The inmates will be responsible to reimburse CSC through the Inmate Trust Fund (ITF) system for all other services provided. All other services will only be provided once the funds are made available to CSC by the Inmate (ITF).

- Perm/relaxer/texturizer
- Colouring
- Highlights
- Tinting
- Bleaching
- Waxing (brows and upper lip)

The Contractor shall be responsible for the provision of necessary supplies and equipment required to provide the hairdressing services.

CONTRACTOR REQUIREMENTS:

The Contractor shall be responsible for co-ordinating the services provided to each individual inmate through record keeping. For example, individual cards for each inmate which would contain pertinent data and types of services provided as well as dates services provided.

The Contractor shall be required to liaise/consult with management.

The Contractor shall have good communication skills, good interpersonal skills, be expected to model behaviours encouraging mutual respect, self esteem and caring.

The Contractor shall possess sensitivity to the institutional environment, in particular, regarding security concerns.

The contractor shall comply with all institutional policies which include Commissioner's Directives, Corrections and Conditional Releases Act, Regulations and Standing Orders.

Security:

S1) An enhanced Security clearance shall be required prior to being admitted to the institution.

S2) More particularly, the Contractor, its officers, servants, agents and subcontractors are responsible to immediately report to CSC security personnel any information about or observations of inmate conduct that could jeopardize anyone's safety or the security of a penitentiary.

Closure of CSC Government Facilities:

Contractor personnel are employees of the Contractor and are paid by the Contractor. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.