COSMETOLOGY VOCATIONAL TRAINING INSTRUCTOR

STATEMENT OF WORK

SUBJECT

The Federal Bureau of Prisons, Field Acquisition Office, Grand Prairie, Texas, intends to make a single award to a responsible entity for two (2) Cosmetology Instructors for the purpose of providing Advance Occupational Training Program to incarcerated individuals at Federal Medical Center (FMC) Carswell located in Fort Worth, TX.
The classes will provide students with the skills needed for RE-ENTRY employment in the community and to provide skills for existing work details within the institution.
General information regarding the Bureau of Prisons (BOP) and its facilities is located at www.bop.gov.

PLACE OF PERFORMANCE

FMC CARSWELL

NAVAL AIR STATION

1200 MEANDERING ROAD

FORT WORTH, TX 76114

The training program will be performed at Federal Medical Center and Federal Prison Camp, Carswell.

SCHEDULE

A session is defined as one hour. Due to the sensitive nature of the correctional environment, the Cosmetology Instructor is expected to be prompt in reporting to work to support the Adults in Custody (AIC) accountability policy. The courses shall be instructed for six (6) sessions of instruction per day or up to thirty (30) sessions of instruction per week.

The Cosmetology Instructor will normally provide six (6) one-hour sessions per day, 5 days per week, excluding Federal Holidays. Work hours will normally be Monday - Friday, 8:00 A.M.-11:00 A.M. and 12:00 - 3:00 P.M., including a (1) hour unpaid lunch break from 11:00 A.M. - 12:00 P.M. Hours may be adjusted to meet the needs of the

institution. Estimated annual hourly sessions are 1500 per 12-month period. The sessions are on a requirements basis therefore schedule and sessions can change.

The schedule shall not exceed thirty (30) hours per week if an individual performs the services. The Contracting Officer's Representative (COR) will be responsible for defining each weekly schedule. The schedule is subject to change based on the variable needs of the institution and the unpredictable nature of the correctional environment. Advance notice of schedule changes will be given whenever possible. Due to the nature of the correctional setting, delays in performance of work may be expected. Such delays may include, but are not limited to inclement weather, electrical or mechanical problems, or other security matters. The COR will be responsible for defining each schedule. The schedule is subject to change based on the variable need of the institution(s) and the unpredictable nature of the correctional environment. Upon agreement, any changes to the schedule must be coordinated with the COR assigned under this contract. The Cosmetology Instructor's instructors will need to be at the institution at least fifteen (15) minutes prior to the start of their classes to be processed for entrance and escorted to the program area. The Cosmetology Instructor will notify the COR or Education Supervisor 24 hours in advance of class cancellation or any changes that may affect classes. The Cosmetology Instructor must submit a leave slip for documentation of absence for time & attendance purposes upon return.

When contractors report to the institution but are unable to perform services due to such delays, the Cosmetology Instructor will be paid for one (1) session. Normally, any remaining sessions for that day will be suspended and the Cosmetology Instructor will be free to leave. The Cosmetology Instructor will not be paid for the remaining unperformed sessions. However, if the institution requests that the Cosmetology Instructor remain at the institution for eventual performance, the Cosmetology Instructor shall be paid for such sessions. The Cosmetology Instructor must provide a time & attendance sheet to the COR each pay period.

EDUCATION AND QUALIFICATIONS

At minimum, the instructor must possess a current Texas Cosmetology Operator License and a valid Texas Cosmetology Instructor License issued by TDLR. The instructor must have completed the required instructor training program or possess the required work experience as defined by TDLR regulations. The instructor shall maintain all licenses and qualifications required by the Texas Department of Licensing and Regulation (TDLR) to legally provide cosmetology instruction in the State of Texas. The instructor shall maintain these active and in good standing for the duration of this agreement and comply with all applicable TDLR statutes, rules, and regulations governing cosmetology instruction.

SUPPLIES AND EQUIPMENT

Federal Medical Center Carswell and Federal Prison Camp will provide classroom equipment, books, and other related supplies. The Cosmetology Instructor and/ or their instruction(s) will not bring in or remove any equipment, tools or class supplies without prior approval of the Supervisor of Education.

DESCRIPTION OF DUITES

The Cosmetology Instructor will make available, on a nondiscriminatory basis, Advanced Occupational Training Program with an emphasis on Cosmetology consistent with the requirements of this solicitation. The rules and procedures of Federal Medical Center Carswell and Federal Prison Camp along with all applicable Federal and State laws and regulations will be in effect during the term of this contract and shall be adhered to. Due to state statute and licensure requirements, the Cosmetology Instructor must provide an instructional program that meets the minimum established state educational requirements for Cosmetology programs. The instructor is required to have extensive knowledge in teaching the areas related to, at a minimum, the 1,000-hour program recognized by the Texas Department of License and Regulation department. The manner and method of performing the tasks outlined in the statement of work are the sole responsibility and within the sole discretion of the Cosmetology Instructor. The Cosmetology Instructor shall perform in accordance with accepted professional standards and the methods and guidelines referenced above.

1. The Cosmetology Instructor will train students in Cosmetology with skills to include:

   a) Every student will be on a program plan to complete a course study consisting of the minimum
   state requirements.

   b) Students shall perform practical work for the first three hundred hours on manikins only.

2. The Cosmetology Instructor will provide training program that consists of twenty percent (20%) classroom training and eighty percent (80%) live work. (The live work will be performed by students being directly supervised in the completion of the live work on students and/or AICs at the institution using the most up-to-date equipment, to plan work/activity schedules, for understanding this career field.)

3. A course outline which provides job entry skills is required. This course description/outline will provide entry and completion requirements for vocational training.

4. Activities will include various professionally accepted teaching methodologies, which include lectures, class work, and individual work. Safety regulations will be adhered to at all items.

5. The Cosmetology Instructor will also have duties and responsibilities for the maintenance of supplies and inventories. The Cosmetology Instructor will assist in paperwork which will be completed for evaluating the AIC participants for certification in this program. The estimated AIC enrollment will be equivalent to a 25-student minimum per class. The contract will ensure the instruction in each program area includes those components that will lead to successful completion of that course. Certificates of Completion for each course will be awarded to each student upon successful completion.

CURRICULUM

a) The Cosmetology Instructor shall be capable of teaching adult students at high school level. The Cosmetology Instructor shall use a variety of teaching techniques to include classroom lectures. Both the Cosmetology Instructor and Supervisor of Education must approve any changes in scheduled programming to the curriculum. The Cosmetology Instructor will be provided with a curriculum and syllabus. A weekly and monthly report of hours logged for each student, an inventory of equipment supplies in/out, and a report of pertinent student conduct/assessment of progress for each student will be provided to the Supervisor of Education or COR.

The following subjects will be taught:

1. **Theory & Classroom Instruction** **75 Hours**

    a) Orientation

    b) Career Information

    c) State Laws & Regulations

    d) Professional Image

    e) First Aid

    f) Chemistry

    g) Electricity

h) Job Seeking

i) Professional Ethics

2. **Bacteriology, Decontamination, Infection Control 75 Hours**

a) Types & Classifications of Bacteria, Growth & Reproduction

b) AIDS, Biology, Health & Public Sanitation

c) Disinfection, Sterilization, Sanitation, Chemical Agents & Products

d) OSHA

e) Tools, Equipment Use and Safety, Practical Application of Procedures

3. **Shampoo, Rinses, Scalp Treatment, & Related Theory 75 Hours**

a) Properties of Hair & Scalp, Hair Growth

b) Hair Analysis & Scalp Care & Practical Application Procedures

c) Shampooing & Related Theory, Practical Application Procedures

d) Chemistry & Use of Shampoo & Conditioning Products

4. **Hairstyling & Hair Related Theory 150 Hours**

a) Tools & Their Use

b) Wet Hairstyling, Finger Waving, Pin Curls, Roller Curls, Comb-Out Techniques, Braiding, & Practical Application Procedures

c) Thermal Hairstyling and Pressing, Curling Irons, Blow-Dry Styling, Air Waving, & Practical Application Procedures

d) Artistry of Artificial Hair

5. **Hair Cutting & Related Theory 150 Hours**

a) Basics of Hair Cutting, Tools & Their Use & Safety

b) Sectioning & Practical Application of Procedures, Guides, Elevations, Cutting High Elevation, Reverse Elevation, Blended Elevation, & Practical Applications & Procedures

c) Razor, Clipper, And Scissor-Over-Comb Technique, Special Effects & Practical Application Procedures

6. **Hair Coloring & Related Theory 150 Hours**

a) Introduction, Nature's Color, Client Communication, Color Theory

b) Types of Hair Color, Temporary, Semi-Permanent, Oxidative Deposit-Only, Non-Oxidative Permanent, Oxidative Lift-Deposit, Hydrogen Peroxide Developers, Chemistry of Hair Coloring

c) Color Application Techniques & Practical Application Procedures

d) Hair Lightening, Special-Effects Highlighting, & Practical Application of Procedures

7. **Chemical Rearranging (texture services) and Related Theory 150 Hours**

a) Introduction & History, Modern Chemistry, Perm & Relaxing Products, Chemistry of Products

b) Hair Structure & Chemical Reformation, Rod Selection, Sectioning & Wrapping Techniques

c) Perming Techniques & Practical Application of Procedures

d) Steps in Chemical Relaxing Processes, Chemical Blow-Out, Soft Curl Permanent, Safety Precautions, & Practical Application Procedures

8. **Manicuring & Pedicuring & Related Theory 50 Hours**

a) The Nail & Its Disorders

b) Introduction, Shapes of Nails, Equipment, Implements, Cosmetics, & Materials

c) Preparation of Manicuring Table, Plain Manicure, Safety Rules, Individual Nail Styling, Theory of Massage, Hand & Arm Massage, Other Types of Manicures, & Practical Application Procedures

d) Preparation of Makeup Application & Cosmetics for Facial Makeup, Chemistry of Cosmetics, Makeup Application Techniques, & Practical Application of Procedures

e) Lash & Brow Tinting, Artificial Eyelashes, & Practical Applications of Procedures

f) Removing Unwanted Hair and Practical Application of Procedures

9. **Facials & Related Theory 50 Hours**

a) The Skin & Its Disorders

b) Introduction to Facial Treatments, Facial Massage, Facial Manipulations, & Practical Application of Procedures

c) Facials for Dry Skin, Oily Skin, Comedones, Millia, Acne Packs & Masks, Light Therapy & Safety

d) Preparation for Makeup Application & Cosmetics for Facial Makeup, Chemistry of Cosmetics, Makeup Application Techniques, & Practical Application of Procedures

e) Lash & Brow Tinting, Artificial Eyelashes, & Practical Application of Procedures

f) Removing Unwanted Hari and Practical Application of Procedures

10. Salon Business, Retail Sales 50 Hours

a) Introduction & Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements

b) Licensing Requirements & Regulations Laws, Safely

c) Compensation Packages, Payroll Deductions, Insurance

d) Salon Operations, Policies, Practices, Telephone Use, Advertising

e) Sales Communications, Public & Human Relationships

f) Securing Employment

11. Miscellaneous 25 Hours

a) Miscellaneous items will be applied by the instructor to strengthen student performance; additional topics may be identified by institutional Advisory Council as relevant to current trends within the industry or other related training.

RESTRICTIONS ON CONTRACT WORKERS

The Cosmetology Instructor shall not supervise AICs, supervise Bureau of Prisons staff, participate in AIC accountability, requisition, sign for, or pickup supplies, formulate policy or procedures, or attend meetings, staff recalls or staff functions.

ADULT IN CUSTODY (AIC) MANAGEMENT

The Cosmetology Instructor must agree to adhere to all regulations prescribed by Federal Medical Center Carswell and Federal Prison Camp for the safety, custody, and conduct of AICs. The custody of federal AICs remains a primary responsibility of the designated facility. The provision of services under this contract will require frequent and unsupervised contact with AICs. The Cosmetology Instructor will not be responsible for the management of AICs except to ensure that those AICs involved in activities within the Cosmetology Instructor's scope of work shall abide by all rules, in effect, to ensure the safety and well-being of all participants. The Cosmetology Instructor will report any infractions of rules of regulations by any AIC to the Supervisor of Education, the respective facility, or the Contracting Officer's Representative (COR).

INSTITUTION SECURITY

The contractors shall agree to all regulations prescribed by the institution for the safety, custody, and conduct of AICs. The contractor will be required to operate a system of records as identified for medical treatment documentation and will require adherence to the Privacy Act of 1974. The contractor will be required to sign in and out of the institution for accountability purposes. A badge will be issued and worn at all times for proper identification.

PERFORMANCE CONDITIONS

The services, although not directly supervised, shall be reviewed by institution Education staff to ensure contract compliance. Contract monitoring reports will be prepared by the COR and maintained in the contract file.