



BOBBY JINDAL, Governor

# Office of Juvenile Justice

MARY L. LIVERS, Ph.D., MSW, Deputy Secretary

## **MEMORANDUM**

TO: Contractors

FROM: Lance Daniels, Assistant Facility Director

DATE: October 10, 2012

RE: Contractor's Pre-Application – Requirement(s)

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Prior to consideration being given to any Contractor requesting to perform services at Bridge City Center for Youth, and/or to schedule an appointment to discuss the possibility of any contractual services to be performed at Bridge City Center for Youth, it is important that I advise you of the following requirements:

1. Background checks must be completed on all contractors and their associates that will be entering the facility
2. All Contractor Supervisors entering the facility will be required to attend an orientation session covering BCCY's Policies and Procedures and review with all associates.

