REQUEST FOR EXPRESSIONS OF INTEREST - RFEOI-2027-1 PRE-

QUALIFICATIONS FOR RECREATION PROGRAM INSTRUCTORS AT

CREEKSIDE COMMUNITY RECREATION CENTRE

Expressions of Interest (here called "Applications") are to be addressed to the Recreation Programmer and EMAILED to Creekside Community Recreation Centre,creekside@vancouver.ca prior to **5:00pm** Vancouver Time (as defined in Note 2 below), Sept **2**9 **,2026** (the "Closing Time").

NOTES:

1. Applications shall include in the subject line of the email the Applicant's Name, the Request for Expressions of Interest ("**RFEOI**") Title and Number.

2. The Closing Time and Vancouver Time will be conclusively deemed to be the time shown on the receipt of the email at the Creekside Community Rrecreation Centre for this purpose.

3. Applications submitted by fax will not be accepted.

All queries related to this RFEOI shall be emailed to the attention of:

Recreation Programmer
Creekside Community Recreation Centre

Phone: 604-257-3050 **Email: creekside@vancouver.ca** (the

"Contact Person")

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INSTRUCTIONS TO APPLICANTS

SECTION 1 GENERAL INFORMATION

1.1. Introduction

The City of Vancouver as represented by the Vancouver Board of Parks and Recreation ("VPB") requires the services of a person or company with expertise in recreation program instruction for the delivery of programs at Creekside Community Recreation Centre ("Creekside Centre").

1.2. Background

Creekside Community Recreation Centre is a community centre operated by the VPB and is located at 1 Athletes Way, Vancouver BC. Creekside Centre will act as a community recreation centre offering recreational activities, events and programs for the local community. In order to provide these services, the VPB requires qualified, professional and experienced program instructors in a variety of program areas such as fitness, yoga, Pilates, health & wellness, dance, music, theatre, handicrafts, culinary, languages, education, social recreation, special events, etc.

1.3. Scope of Work

The successful applicant will be responsible for providing high quality instruction for recreation programs at Creekside Centre and any of its' satellite facilities in a professional manner including but not limited to:

- Providing excellent customer service and instruction to program participants
- Providing all supplies and relevant materials for program participants
- Ensuring appropriate set up, safety and clean up of program equipment and space

1.4. Prequalification Process

Interested parties ("**Applicants**") are required to respond to this Request for Expressions of Interest and Statements of Qualifications ("**RFEOI**") in accordance with the terms of these Instructions to Applicants.

In this first phase of the three phase process, responses to this RFEOI are being requested in order to afford the VPB the opportunity to evaluate Applicants' expertise and to select a short-list (second phase) that will be invited to continue through to a contract stage with the VPB (third phase). This RFEOI process is aimed at encouraging service providers with the required level of experience and expertise to participate. Qualified Applicants must demonstrate specific and significant experience with the delivery of recreation program instruction.

This document will provide you with all of the information you will need to apply for prequalification, including a description of the product(s) and services the VPB intends to acquire, a list of our evaluation criteria, and the format to be used for submissions.

1.5. Requests for Proposals – INTENTIONALLY OMITTED

1.6. Prequalification Documents

This RFEOI consists of:

1.6.1. Instructions to Applicants (“**ITA**”); and

1.6.2. Schedules as follows:

(a) Schedule 1 — Description of Requirements;

(b) Schedule 2 — Letter of Application; and

(c) Schedule 3 — Format for Applications

(collectively, the “**Prequalification Documents**”)

SECTION 2 QUALIFICATION CRITERIA

2.1. General

The VPB will base its decisions on prequalification on whether the statement of qualifications submitted by an Applicant (“**Statement of Qualifications**”) meets the format requirements set out in the Prequalification Documents and the evaluation criteria established by the VPB in its sole discretion, as set out in Schedule 1 - Description of Requirements.

2.2. Key Personnel and Subcontractors

2.2.1. The Applicant shall only be entitled to use approved key personnel and subcontractors or other approved firms or individuals in the performance of work, provided that the Applicant will at all times remain the contractor of record and will remain responsible and liable for the acts, defaults, and neglects of key personnel or subcontractors and all other firms or individuals performing work on the Applicant’s behalf.

2.2.2. As part of its Statement of Qualifications, Applicants shall submit the names of proposed key personnel and subcontractors and any other person or firm that the Applicant would include on its project team.

2.2.3. The Applicant shall not change the prequalified key personnel or subcontractors or other prequalified person or firm without the prior written consent of the VPB.

SECTION 3 COMMUNICATIONS

3.1. Inquiries by Applicants

Applicants may not communicate with the VPB or any VPB staff except in writing by email to the contact person listed on the cover page of this RFEOI.

SECTION 4 SUBMISSION OF APPLICATIONS

4.1. Delivery

Applicants must submit an original of their application (“**Application**”) and the number of copies of their Application specified in Schedule 1 - Description of Requirements, by email, stated in Schedule 1 - Description of Requirements and not later than the Closing Time. The Applicant shall set out its name and mailing address on the subject line of the email as indicated in Schedule 1 - Description of Requirements. It is the Applicant’s sole responsibility to ensure delivery of the Application by the Closing Time. All submissions shall be made at the Applicant’s sole cost and expense.

4.2. Late Applications

The VPB may reject and any Applications received after the Closing Time.

4.3. Form of Application

Each Application shall consist of a Letter of Application in the form set forth in Schedule 2 together with the Statement of Qualifications in the format set forth in Schedule 3. All Applications shall be submitted in English.

4.4. Lack of Information

Applicants acknowledge that following receipt of an Application, the VPB may, in its sole discretion and without having any duty or obligation to do so, request that the Applicant provide the VPB with additional information to clarify or substantiate the information provided by the Applicant. If an Applicant fails to provide comprehensive and accurate information that is essential for the VPB’s evaluation of the Applicant’s qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Application.

4.5. Material Changes

Applicants shall inform the VPB of any material change in information that might affect their prequalification status at any time during the prequalification process. Prior to the award of agreement, the successful proponent will be required to confirm its continued status.

SECTION 5 REVIEW OF APPLICATIONS

5.1. Evaluation by the VPB

The VPB will review the Applications submitted to determine whether, in the VPB’s opinion, the Applicant has demonstrated that it has the required experience and qualifications to fulfill the obligations of a supplier of the products and/or services identified in Schedule 1 - Description of Requirements. The VPB will select from the Statements of Qualifications received, a list of prequalified Applicants (“**Prequalified Applicants**”); provided that:

5.1.1. the determination of which Applicants are designated as Prequalified Applicants shall be at the sole discretion of the VPB based on evaluation criteria established by the VPB as set out in Schedule 1 - Description of Requirements; and

5.1.2. the VPB reserves the right to limit the number of Applicants designated as Prequalified Applicants

5.2. Inquiries

The VPB, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to conducting interviews or contacting references to verify the statements, documents, and information submitted in connection with the Application and may seek clarification from the Applicant's bankers and clients regarding any financial and experience issues.

5.3. Non-Conforming Applications

Applications which fail to conform to the format requirements set forth in Schedule 3 hereto or which fail to conform to any other requirement of these Prequalification Documents may or may not be rejected by the VPB. Notwithstanding the foregoing or any other provision of these Prequalification Documents, the VPB may at its sole discretion elect to retain for consideration Applications which deviate either materially or non-materially from the format requirements set out in Schedule 3 hereto or which otherwise fail to conform to any other requirement of these Prequalification Documents except the requirement of delivery of Applications prior to the Closing Time.

SECTION 6 NOTIFICATION

6.1. Notification of Prequalification

Following the Closing Time, the VPB will only notify those Applicants who are selected as being pre-qualified. The VPB hereby thanks all other Applicants for their interest.

6.2. Changes after Prequalification

Any change in the structure or formation of a Prequalified Applicant shall be subject to prior written approval of the VPB prior to the deadline for submission of proposals. The VPB may deny that approval if, as a consequence of any change, the change in the structure or formation of the Prequalified Applicant, as presented, would have affected whether or not the Applicant would have prequalified in the first instance.

6.3. VPB Rights

6.3.1. The VPB may unilaterally take the following actions, and shall not be liable for any such actions:

(a) amend the scope and description of the products and services to be procured as described in Schedule 1 - Description of Requirements, and the qualifications that may be required to meet those requirements.

(b) reject or accept any or all Applications;

(c) cancel the prequalification process and reject all Applications;

(d) The Applicant acknowledges and agrees that these Prequalification Documents are, in no way whatsoever, an offer to enter into an agreement and submission of an Application by any Applicant does not in any way whatsoever create a binding agreement. The Applicant acknowledges that the VPB has no contractual obligations whatsoever arising out of this prequalification process.

6.4. Information Disclaimer

6.4.1. The VPB and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions which may be contained in the Prequalification Documents or the schedules, data materials, or documents disclosed or otherwise provided to the Applicant pursuant to these Prequalification Documents.

6.4.2. The Applicant shall conduct its own independent investigations and interpretations and shall not rely on the VPB with respect to information, advice or documentation provided by the VPB.

6.4.3. The VPB makes no representation, warranty, or undertaking with respect to these Prequalification Documents and the VPB and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in these Prequalification Documents or of any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the VPB.

6.5. Security Requirements

The VPB reserves the right to require, as a condition of any contract entered into as a result of this RFEOI, the Applicant and each of its directors and officers consent to the VPB and its security partners conducting at the VPB's discretion, a security clearance, including without limitation a criminal records search and such other security searches as the VPB may deem advisable, together with ongoing monitoring of same. For further certainty, only those entering into a contract for services with the VPB will be required to undergo the above noted security clearance requirements.

SCHEDULE 1 - DESCRIPTION OF REQUIREMENTS

ITA Section Reference	**The instructions in this Description of Requirements and the Schedules are intended to complement or supplement the provisions in the Instructions to Applicants ("ITA"). In the event any information in the Schedules is inconsistent with the ITA or the Description of Requirements, the provisions of the ITA or the Description of Requirements, as applicable, shall prevail.**
1.1 - 1.5	**Recipient of Services** Vancouver Board of Parks and Recreation **General Description of Products and Services:** The City seeks an Expression of Interest from Applicants who have expertise in the delivery of recreation program instruction in program areas such as fitness, yoga, Pilates, health & wellness, dance, music, theatre, handicrafts, culinary, languages, education, social recreation, special events, etc.
2.1 & 5.1	**Evaluation Criteria** (a) Qualifications and relevant experience and capability of the Applicant; (b) Proven track record substantiated by recent and relevant client references; (c) Knowledge of marketplace; (d) Product approach and methodology; (e) Qualifications and relevant experience of the Applicant's key personnel and sub-contractors to be included in the project team; (f) Experience with similar facilities or equipment; (g) History of any litigation or claims made against the Applicant, or made by the Applicant against the VPB or the City of Vancouver, during the three years previous to the Closing Time; (h) Innovative ideas relating to execution and of the project services deliverables. **Note: The above evaluation criteria may not necessarily be listed in order of importance and will not necessarily be weighted equally. Short listed candidates will be invited for interviews and notice will not be given to non-short listed candidates**
4.1, 4.2 & 4.3	**Submission of Applications** **Email: creekside@vancouver.ca** Creekside Community Recreation Centre 1 Athletes Way, Vancouver BC, V5Y 0B1

	Attention: Recreation Programmer ***Closing Time:*** As set out on the front page of this RFEOI. **Number of** copies of Applications (in addition to the original) to be submitted: One (1) ***Email Subject Line marking:*** Name of Applicant Statement of Qualifications for Recreation Program Instructors **RFEOI-2027-1**

SCHEDULE 2 - LETTER OF APPLICATION

[Letterhead paper of the Applicant or participant responsible for a joint venture, including full postal address, telephone and facsimile.]

Date: _____

To: Vancouver Board of Parks and Recreation ("VPB")

Re: Statement of Qualifications in respect of RFEOI-2027-1

Private and Confidential

1. Being duly authorized to represent and act on behalf of **[Applicants are to insert full corporate name and if they are the lead participant of a joint venture, then state "on behalf of…" and list the full corporate names of the companies forming the joint venture]** (the "**Applicant**"), and having reviewed and fully understood all of the prequalification requirements and information provided, the undersigned hereby submits the attached Statement of Qualifications and supporting materials and hereby applies for prequalification for the opportunity to submit a proposal for the products as described in Schedule 1 - Description of Requirements for **RFEOI-2027**.

2. The VPB and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any and experience issues.

3. The VPB and its representatives may contact the following persons for further information:

   [Applicants are to Insert name and contact information – e-mail address must be provided.]

4. This application is made with the full understanding that:

   (a) any information submitted during prequalification may be subject to verification by the VPB during evaluation;

   (b) the VPB may:

      (i) amend the scope and description of the services to be procured as described in Schedule 1 - Description of Requirements;

      (ii) reject or accept any or all Applications;

      (iii) cancel the prequalification process and reject all Applications;

   (c) the VPB shall not be liable in any way whatsoever for any actions described under 4(c) of this letter or for any matter whatsoever in relation to this prequalification process.

5. We acknowledge receipt of the following addenda (if applicable);

Addendum No.	Date

6. The undersigned declare that the statements made and the information provided in the duly completed Application are complete, true, and correct in every detail.

Signed: _____

Name: _____

For and on behalf of [name of Applicant and companies forming joint venture]

SCHEDULE 3 - FORMAT FOR APPLICATIONS

Applications submitted by Applicants shall consist of:

I. the Letter of Application specified in Schedule 2; and

II. the Statement of Qualifications, consisting of and arranged as follows:

(a) **Title Page (1 page)**

The title page should identify the RFEOI number identified on the cover page of these Prequalification Documents, Closing Time (as specified in Schedule 1 - Description of Requirements), Applicant name, address, telephone number, e-mail address and contact person.

(b) **Table of Contents / Index**

(c) **Experience:**

- Describe the type of company (for example corporation, partnership, sole proprietor) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead
- Describe company/entity size, depth, and annual sales volume (in dollars)
- Provide client references, where possible
- Provide a history of litigation or claims made against the Applicant during the three years immediately prior to the Closing Time

(d) **Capability:**

- Describe capability (financial, experience and workload capacity) to undertake the role of supplier
- Provide resumes of proposed key personnel

(e) **Outline of Services to be Provided**

- Provide a brief description of your program idea(s) and your methodology and approach to instructing the program including any space and equipment requirements to operate your program.