Request for Expressions of Interest RFEI #2025-02: 2STNB Social Coordinator

Provision of Two Spirit, Trans Non-Binary and Allies Programming

In the Greater Victoria Area

Sealed Expressions of Interest will be received at the office of:
Recreation Manager
West Shore Parks & Recreation Society
1767 Island Highway, Victoria BC, V9B 1J1

up until the closing time of 3:00 PM Pacific Time on Nov 24, 2025

Note: Faxed or emailed REFI or RFP submissions will not be accepted.

All enquiries related to this Request for Expressions of Interest shall be submitted by email to: gwelham@wspr.ca

SUMMARY OF KEY INFORMATION	
RFEI TITLE	The title of this RFEI: **Provision of Two Spirit, Trans Non-Binary and Allies Programming in the Greater Victoria Area** Please use this title on all correspondence.
CONTACT PERSON	The Contact Person for this RFEI is: Geoff Wellham Email: gwelham@wspr.ca Please direct all enquiries, by email, to the above-named Contact Person.
ENQUIRIES	Respondents are encouraged to submit questions by 3:00 PM Pacific Time on November 14th, 2025 (7 business days prior to submission deadline). Enquiries will be answered via Addenda posted to BC Bid.
SUBMISSION TIME	The submission time is: **3:00 PM Pacific Time on Nov 24th, 2025**
SUBMISSION LOCATION	Responses are to be submitted to: **West Shore Parks & Recreation Society** **1767 Island Highway** **Victoria BC** **V9B 1J1**

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1 INTRODUCTION

1.1 PURPOSE OF THIS RFEI

The purpose of this Request for Expression of Interest **("RFEI")** is to invite interested contractors **("Proponent")** to submit Responses indicating their interest in, and qualifications for entering into a **"Service Provider Agreement"** to provide various Two Spirit, Trans, Non-Binary & Allies Older Adult (55+) Social Programming in the Greater Victoria Area for West Shore Parks & Recreation (the "**owner**").

Based on these Responses, in accordance with the terms of this RFEI, West Shore Parks & Recreation (the "**WSPR" or the "Owner**") anticipate they will select Respondents to participate in the next stage of the selection process, the Request for Proposals ("**RFP**") stage. From which depending on the Responses received, WSPR will select a Proponent(s) from this RFP to negotiate a Service Provider Agreement to deliver and lead inclusive social programming across Westshore, Victoria, and the Saanich/Peninsula regions. The role is designed to increase access and engagement for Two-Spirit, Trans, Non-Binary (2STNB), and LGBTQIA+ older adults, particularly those who are isolated or vulnerable, by creating safe, affirming spaces for connection and community with WSPR.

WSPR may also elect to terminate the selection process without awarding any agreement.

1.2 ADMINISTRATION OF THIS RFEI

WSPR is managing this RFEI and the selection process.

1.3 ELIGIBILITY

Any interested parties may submit a Response to this RFEI. Respondents may be individuals, corporations, joint ventures, partnerships or any other legal entities.

1.4 QUESTIONS

WSPR will accept questions/enquiries pertaining to the RFEI until 3:00pm PT on Nov 14th, 2025 submitted to the Contact Person at the email below.

Questions will be answered at the discretion of WSPR and clarified or answered by way of an Addendum to this RFEI.

Date	November 14, 2025
Time:	3:00pm PT
Submissions send to:	gwelham@wspr.ca

1.5 PROGRAMMING MANDATE

Through the WSPR Program Review Initiative and Strategic Priorities, WSPR is mandated to continually review its program offerings and implement best principles and practices of recreation programs for all members of our community.

1.6 BACKGROUND

About the Organization hosting the REFI process - West Shore Parks & Recreation Society
The West Shore Parks & Recreation Society was incorporated under the Society's Act on November 21st, 2001, and operates via the Operating, Maintenance and Management Agreement between its members, being the City of Colwood, the City of Langford, the District of Metchosin, the District of Highlands and the Town of View Royal.

West Shore Parks & Recreation is jointly owned by the 5 municipalities and operated by Society. The Society provides recreation services to residents of those member municipalities whose tax dollars contribute to the operation of the facilities. The governing body is the West Shore Parks & Recreation Society Board of Directors, comprised of 5 members who each represent their municipality. Additional information about WSPR is available at wspr.ca

Project Background:
Regional Two Spirit, Trans, Non-Binary (2STNB) & Allies Older Adult Social Connection Program
Across the Greater Victoria Region—including the Saanich Peninsula, Westshore, Oaklands/Victoria, and Saanich—there is a recognized gap in inclusive gathering spaces for Two Spirit, Trans, Non-Binary (2STNB) & Allies (LGBTQIA+) older adults. In response, West Shore Parks & Recreation and the City of Victoria have partnered to launch a regionally coordinated initiative aimed at fostering social connection and reducing isolation among these often-overlooked populations. Funding is provided through the Employment and Social Development Canada (ESDC)'s New Horizons for Seniors Program.

The four-year Regional 2STNB & Allies Older Adult Social Connection Program will be led by a dedicated Social Program Coordinator. This role will work collaboratively with community partners to organize monthly social gatherings in three key geographical areas: Westshore, Victoria, and Saanich/Peninsula. These gatherings are designed to build trust, promote relationship-building, and create safe, welcoming spaces for participants.

The program provides essential supplies such as food, beverages, and welcoming spaces for gatherings. This initiative not only addresses social isolation but also strengthens the regional support network for 2STNB & Allies Older Adults, ensuring their voices and needs are reflected in programming and community development.

1.7 OBJECTIVES AND GUIDING PRINCIPLES

WSPR has identified several goals, objectives and guiding principles that are considered when hiring or working with recreation service providers.

These include the following:

(a) Develop attractive and welcoming programs that support the surrounding communities, creates community pride, and allows for multiple use by the community.
(b) Provide diverse and accessible recreational and sport opportunities that offer all residents excellent experiences for healthy active lifestyles.
(c) Use systems and tools to identify program performance and create efficiencies to allow for future program development opportunities.
(d) Strive for continual program development and improvement.
(e) Realign programs and services to the core business and if resources allow, extend into other socially beneficial offerings
(f) Adjust and adapt in a mindful way to meet the evolving needs of the organization and community.

1.8 GENERAL SCOPE AND RESPONSIBILITY OF CONTRACTOR

General SCOPE

WSPR is seeking RFEI proposals from service providers for the role of a part time Regional 2STNB & Allies Social Program Coordinator. This coordinator will lead inclusive social programming across the Westshore, Victoria, and Saanich/Peninsula regions. The position is part of a four-year, grant-funded initiative designed to enhance access and engagement for Two-Spirit, Trans, Non-Binary (2STNB), and LGBTQIA+ older adults, particularly those who are isolated or vulnerable, by creating safe, inclusive and affirming spaces that promote connection and community.
The coordinator will be responsible for:

- Organizing and promoting a series of social programs and events.
- Securing venues and managing event logistics.
- Recruiting and coordinating staff and volunteers.
- Delivering regional training to support inclusive practices.
- Developing foundational resources and strengthening partnerships to ensure program success.
- Implementing accessible transportation options.
- Managing event supplies.
- Marketing programs through social media and community networks.
- Contributing to quarterly evaluations and reporting, as required by grant guidelines.
- Encouraging ongoing program improvements.

Successful proponents of the RFEI will be invited to participate in the subsequent Request for Proposals (RFP) process. Selected service providers from the RFP stage will be required to enter into a Service Provider Agreement with WSPR for program delivery.

Upon finalizing the Service Provider Agreement, providers will collaborate with WSPR programmers to plan and lead inclusive social programming based on available space and community demand. Programming schedules will be developed seasonally.
WSPR will oversee:

- Supervision and support of the Regional 2STNB & Allies Social Program Coordinator.
- Registration for programs and services.
- Financial management of the project.

Responsibilities of the Service Provider
The service provider will provide:

A part time Regional 2STNB & Allies Social Program Coordinator will lead inclusive social programming for Two-Spirit, Trans, Non-Binary (2STNB), and LGBTQIA+ older adults (55+) across Westshore, Victoria, and Saanich/Peninsula. Over time, this initiative will expand to include the following key responsibilities and deliverables:

- **Monthly Programs**: Host one social program per month in each of the three regions.
- **Annual Events**:
    - Years 1–2: Support and fund one regional event annually.
    - Years 3–4: Support and fund two regional events annually.
- **Workshops & Retreats**: Organize one annual regional workshop and one retreat each year.
- **Online Engagement**: Provide one monthly online social opportunity for regional connection.
- **Program Sustainability**: Transition programs to long-term providers by project end.
- **Training & Resources**:
    - Deliver regional training to promote inclusive practices.
    - Develop foundational resources and regional partnerships.
- **Marketing & Outreach**: Promote programs via social media, print media, and partner networks.
- **Transportation Support**: Implement a Buddy Program and Taxi Share initiative with training.
- **Event Supplies**: Purchase, deliver and present Food/Coffee/Tea/Space to hold programs and events.
- Provide programs that create positive experiences in supportive environments
- Provide programs and practices that are well prepared and delivered in a manner considering all holistic aspects of participation (mental, physical, cultural and spiritual).
- Provide programs that are developmentally appropriate, safe and inclusive, and well run.
- Provide instructors who are trained and qualified
- Provide instructors who are screened and follow policies and procedures
- Offer recreational programs to run on a seasonal basis (September - December, January-June, July- August)
- Follow all Westshore Parks & Recreation policies with regards to program planning timelines, and invoicing as per the **WSPR Service Provider Agreement (Appendix B)**
- Support quarterly evaluations and contribute to grant-required reporting to ensure compliance and demonstrate program impact.

2 COMPETITIVE SELECTION PROCESS

This section describes the process that WSPR expects to use in the selection of qualified service provider(s) and the execution of a Service Provider Agreement(s). The anticipated competitive selection process includes two stages: (a) the RFEI stage and (b) the RFP stage, which includes execution of Service Provider Agreement(s).

2.1 RFEI STAGE

The Owner anticipates that it will select a shortlist no more than five service providers, and then issue an RFP to those shortlisted only, from which the successful Proponent will be selected in accordance with the terms of the RFP.

2.2 RFP STAGE

If the Owner elects to move to a competitive RFP, only those Respondents that are successful in the RFEI stage will be eligible to participate in the RFP stage. The Owner's objective at the RFP stage is to select the Qualified Service provider (s) with whom it may enter into Service Provider Agreement(s).

2.3 COMPETITIVE SELECTION TIMELINE

The following is the Owner's estimated timeline for the competitive selection process.
All dates in the timeline are subject to change at the discretion of the Owner.

Activity	Timeline
RFEI issue date	Nov 5, 2025
Question submission deadline	Nov 14th, 2025
RFEI CLOSING	**Nov 24th, 2025**
Announce RFEI shortlisted Respondents	Nov 27th, 2025
Issue RFP to Proponents	Dec 1st, 2025
RFP CLOSING	**Dec 8th, 2025**
Selection of Preferred Proponent (s)	Dec 12th, 2025
Finalize service provider agreements	Dec 24th, 2025
Services commence for spring/summer programs	Jan 7, 2026

3 SUBMISSION AND PROCESS INSTRUCTIONS

3.1 MANDATORY REQUIREMENTS

Responses to this RFEI must be received at the Submission Location before the Submission Time as stated in the Summary of Key Information (the "**Mandatory Requirements**"). Responses received after the Submission Time will not be considered and will be returned unopened.

3.2 RESPONSE FORM AND CONTENT

Responses to this RFEI should be submitted as per the information requested in Appendix A.

3.3 NO FAX OR EMAIL SUBMISSION

Responses submitted by fax or email will **not** be accepted.

3.4 RECEIPT OF COMPLETE RFEI

Respondents are solely responsible to ensure that they have received the complete RFEI, as listed in the table of contents, plus any Addenda. The Owner accepts no responsibility for any Respondent that does not receive all RFEI information.

3.5 ENQUIRIES

Respondents are encouraged to submit Enquiries at an early date and prior to Nov 14th, 3:00 PM Pacific Time on the day that is 7 business days before the Submission Time to permit consideration by the Owner; the Owner may, in its discretion, decide not to respond to any enquiry. All questions regarding any aspect of this RFEI should be directed to the Contact Person by email, and the following will apply to any enquiry.

3.6 UNOFFICIAL INFORMATION

Information offered to Respondents in respect of this RFEI from sources other than the Contact Person is not official, may be inaccurate, and should not be relied on in any way, by any person, for any purpose.

3.7 ADDENDA

The Owner may, in its discretion through the Contact Person, amend or clarify the terms or contents of this RFEI at any time before the Submission Time by issuing a written Addendum. Written Addenda are the only means of amending or clarifying this RFEI, and no other form of communication, whether written or oral, including written Responses to Enquiries as provided by, will be included in, or will in any way amend or clarify this RFEI.

3.8 DEFINITIVE RECORD

If there is any inconsistency between the paper form of a document and the digital, electronic or other computer readable form, the electronic conformed version of the RFEI in the custody and control of the Owner prevails.

3.9 REVISIONS PRIOR TO THE SUBMISSION TIME

A Respondent may amend or withdraw its Response at any time prior to the Submission Time by delivering written notice to the Contact Person at the Submission Location prior to the Submission Time.

4 EVALUATION

4.1 EVALUATION AND SELECTION PROCESS

The Owner (WSPR) will evaluate proposals based on the content outlined in **Appendix A** and the following **Evaluation Criteria**:

A) Proposed Program Offerings
B) Principles and Values
C) Qualifications & Skills
D) Lived Experience & Community Understanding
E) Communication & Facilitation Skills
F) Experience with Target Populations
G) Local Knowledge
H) Adaptability & Collaboration
I) Accessibility & Inclusion
J) Operational Capacity
K) Program Scope & Budget
L) References

To assist in the evaluation of the Responses, the Owner may, in its discretion, but is not required to:

(a) Conduct reference checks relevant to the Services with any or all of the references cited in a Response to verify any and all information regarding a Respondent,
(b) Review WSPR's previous experience with a Respondent, key firm or key individual, including checking with WSPR staff references and records;
(c) Seek clarification of a Response or supplementary information from any or all Respondents;
(d) Request interviews with any, some, or all Respondents to clarify any questions or considerations based on the information included in Responses or seek any supplementary information; and
(e) Rely on and consider any information obtained as a result of such reference checks, reviews of WSPR's experience with the Respondent if applicable, requests for clarification or supplementary information, interviews, and/or any additional information in the

evaluation of Responses.

WSPR is not obligated to complete a detailed evaluation of all Responses and may, in its discretion, after completing a preliminary review of all the Responses, discontinue detailed evaluation of any Respondent who, when compared to the other Respondents, WSPR judges is not in contention to be shortlisted.

WSPR will notify Respondents of the RFEI results by sending a written notice to the Respondent's representative.

WSPR will conduct a debriefing, upon request, for any Respondent if the debriefing is requested within 60 days after a shortlist has been announced. In a debriefing, WSPR will discuss the relative strengths and weaknesses of that Respondent's Response, but WSPR will not disclose or discuss any confidential information of another Respondent.

5 RFEI TERMS AND CONDITIONS

5.1 NO OBLIGATION TO PROCEED

This RFEI does not commit the Owner in any way to proceed to an RFP stage or award a contract, and the Owner reserves the complete right to, at any time, reject all Responses and to terminate the competitive selection process established by this RFEI and proceed with the project in some other manner as the Owner may decide in its discretion.

5.2 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

All documents and other records in the custody of, or under the control of, the Owner are subject to the Freedom of Information and Protection of Privacy Act ("FOIPPA") and other applicable legislation.

By submitting a Response, the Respondent represents and warrants to the Owner that the Respondent has complied with applicable laws, including by obtaining from each individual any required consents and authorizations to the collection of information relating to such individual and to the submission of such information to the Owner as part of the Response for the purposes of this RFEI and the competitive selection process.

5.3 CONFIDENTIALITY OF OWNER INFORMATION

All non-public information pertaining to, or provided by or on behalf of, the Owner obtained by a Respondent as a result of participation in this RFEI is confidential and will not be disclosed without written authorization from the Owner (as applicable). Except as expressly stated in this RFEI and subject to the FOIPPA or other applicable legislation, all documents and other records submitted

in Response to this RFEI will be considered confidential; however, such information or parts thereof may be released pursuant to requests under FOIPPA or other applicable legislation.

5.4 NO REPRESENTATION OR WARRANTY

Each Respondent acknowledges by its submission of a Response that it has investigated and satisfied itself of every condition that affects the project. Each Respondent further acknowledges and represents that its investigations have been based on its own examination, knowledge, information and judgment, and not upon any statement, representation or information made or given by the Owner, the Contact Person or any advisor to the Owner, other than the information contained in this RFEI. Submission of a Response is deemed to be conclusive evidence that the Respondent has made such investigations and that the Respondent is willing to assume, and does assume, all risks affecting the project, except as otherwise specifically stated in this RFEI. The Owner accepts no responsibility for any Respondent lacking any information.

5.5 RESERVATION OF RIGHTS

The Owner reserves the right, in its discretion, to exercise any or all of the following rights:

(a) Amend the scope of the project, modify, cancel or suspend the RFEI process or any or all stages of the competitive selection process, at any time for any reason;

(b) Accept or reject any Response based on the Evaluation Criteria as evaluated by the Owner;

(c) Disqualify a Response that fails to meet the Evaluation Criteria set out in Section 4.1, or for any of the reasons set out in Appendix A, or any other reason the Owner determines appropriate;

(d) Waive a defect, irregularity, non-conformity or non-compliance in or with respect to a Response or failure to comply with the requirements of this RFEI, except for Mandatory Requirements, and accept that Response even if such a defect, irregularity, non-conformity or non-compliance or failure to comply with the requirements of this RFEI would otherwise render the Response null and void;

(e) Not accept any or all Responses;

(f) Reject or disqualify any or all Response(s) for any reason without any obligation, compensation or reimbursement to any Respondent or any of its team members;

(g) Re-advertise for new Responses, call for quotes, proposals or tenders, or enter into negotiations for this project or for work of a similar nature;

(h) Make any changes to the terms of the business opportunity described in this RFEI; and

5.6 OWNERSHIP OF RESPONSES

All Responses submitted to the Owner become the property of the Owner.

5.7 DISCLOSURE AND TRANSPARENCY

The Owner is committed to an open and transparent Competitive Selection Process while understanding the Respondents' need for protection of confidential commercial information. To assist the Owner in meeting its commitment, Respondents will cooperate and extend all reasonable accommodation to this endeavor.

The Owner expects to publicly disclose the following information during this stage of the Competitive Selection Process: this RFEI document, the number of Respondents, and the names of Proponents.

To ensure that all public information generated about the project is fair and accurate and will not inadvertently or otherwise influence the outcome of the Competitive Selection Process, the disclosure of any public information generated in relation to the project, including communications with the media and the public, will be coordinated with, and is subject to prior approval of, the Owner.

5.8 NO LOBBYING

Respondents and their respective Respondent Teams, the members of their Respondent Teams, and their respective directors, officers, employees, consultants, agents, advisors and representatives will not engage in any form of political or other lobbying whatsoever in relation to the project, this RFEI, or the Competitive Selection Process, including for influencing the outcome of the Competitive Selection Process. In the event of any lobbying or communication in contravention of this section by any Respondent, Respondent Team members, or their respective directors, officers, employees, consultants, agents, advisors or representatives, the Owner, in its discretion, may at any time, but will not be required to, reject any and all Responses submitted by that Respondent without further consideration

Further, no such person (other than as expressly contemplated by this RFEI) will attempt to communicate in relation to the project, this RFEI, or the Competitive Selection Process, directly or indirectly, with any representative of the Owner. Respondents, any member of a Respondent or Respondent's consortium will not engage in any form of political or other lobbying whatsoever with respect to the services or to influence the outcome of the procurement process. In the event of any such lobbying or communications, WSPR, at its sole and absolute discretion, may at any time, but not be required to, reject any RFEI submitted by that Respondent without further consideration and either terminate that Respondent's right to continue participating in the RFEI stage and subsequent stages of the procurement process, or impose such conditions on that

Respondent's continued participation in the procurement stage as WSPR, at its sole discretion, may consider in the public interest or otherwise appropriate.

5.9 RELATIONSHIP DISCLOSURE AND REVIEW PROCESS

The Owner reserves the right to disqualify any Respondent that in the Owner's opinion has a conflict of interest or an unfair advantage, whether it is existing now or is likely to arise in the future or may permit the Respondent to continue and impose such conditions as the Owner may consider to be in the public interest or otherwise required by the Owner.
Respondents will submit the form attached as Appendix E and disclose all conflicts of interest or unfair advantage.

Respondents, including all firms, corporations or individual member of a Respondent Team, will promptly disclose to the Contact Person any potential conflict of interest and existing business relationships they may have with the Owner, (or any members of the Owner) or others providing advice or services to the Owner with respect to the project, or any other matter that gives rise, or might give rise, to an unfair advantage. At the time of such disclosure, the Respondent will advise the Contact Person how the Respondent proposes to mitigate, minimize or eliminate the situation.

For the purposes of this RFEI, references to unfair advantage include references to confidential information that is not, or would not reasonably be expected to be, available to all Respondents.

The Owner may, in their discretion, consider actual, perceived or potential conflicts of interest and unfair advantage.

6 DEFINITIONS AND INTERPRETATION

6.1 DEFINITIONS

In this RFEI:

"**Addenda**" or "**Addendum**" means each amendment to this RFEI issued by the Contact Person;

"**Business Day(s)**" means a standard day for conducting business, excluding government holidays and weekend;

"**Competitive Selection Process**" means the overall process for the selection of a Preferred Proponent for the project including, but not limited to, this RFEI;

"**Contact Person**" means the person identified as such in the Summary of Key Information, or such other person as may be appointed by the Owner for that purpose;

"**Contract Execution**" means the time when the Operating Agreement and all other agreements

related to the services have been executed;

"**Evaluation Criteria**" means the criteria referred in Appendix A;

"**Freedom of Information and Protection of Privacy Act**" **or** "**FOIPPA**" has the meaning set out in Section 6.2;

"**GST**" means Goods and Services Tax;

"**Guarantor**" means an entity providing financial and/or performance support to a Respondent by way of a guarantee or a commitment to provide equity or dedicated credit facilities to support the participation by the Respondent in the Competitive Selection Process and the services as described in the Respondent's Response;

"**Preferred Proponent**" means the Proponent selected by WSPR at the RFP stage to enter into a Service Provider Agreement;

"**Proponent**" means a Respondent who has been shortlisted under this RFEI to be eligible to submit a proposal in Response to the RFP;

"**Respondent**" means any individual, corporation, joint venture, partnership or other legal entity that submits a Response (and, if the context requires, includes any individual, corporation, joint venture, partnership or other legal entity that intends to submit a Response or otherwise participates in this RFEI process);

"**Respondent Team Lead**" means the legal entity or entities that is/are leading the Respondent Team and that will enter into the Operating Agreement as the Operator if the Respondent is successful in the Competitive Selection Process;

"**Response**" means a submission made by a Respondent in Response to this RFEI;

"**Restricted Party**" means those persons (including their former and current employees) who have a conflict of interest or had, or currently have, participation or involvement in the Competitive Selection Process or the design, planning or implementation of the Services, and who have or may provide a material unfair advantage, including without limitation as a result of any confidential information that is not, or would not reasonably be expected to be, available to all other Respondents;

"**RFP**" means the Request for Proposals, which may be issued by WSPR as a stage of the Competitive Selection Process;

"**RFEI**" means this Request for Expressions of Interest, including the Appendices, issued by WSPR as the first stage of the Competitive Selection Process;

"**Service Provider Agreement**" means the agreement between Owner and successful Proponent to offer

programming at WSPR.

"**Submission Location**" means the submission location indicated as such in the Summary of Key Information;

"**Submission Time**" means the time and date indicated as such in the Summary of Key Information; and

"**WSPR**" means West Shore Parks & Recreation.

6.2 INTERPRETATION

In this RFEI:

(a) When an action, decision, consent, approval or any other thing is said to be in the Owner's "discretion" or words of like effect, unless the context otherwise requires it means the sole, absolute and unfettered discretion of the Owner;

(b) The use of headings is for convenience only and headings are not to be used in the interpretation of this RFEI;

(c) A reference to a Section or Appendix, unless otherwise indicated, is a reference to a Section of, or Appendix to, this RFEI;

(d) Words imputing any gender include all genders, as the context requires, and words in the singular include the plural and vice versa;

(e) The word "including" when used in this RFEI is not to be read as limiting;

(f) All dollar values are Canadian dollars unless otherwise indicated;

(g) A reference to a "person" includes a reference to an individual, legal personal representative, corporation, body corporate, firm, partnership, trust, trustee, syndicate, joint venture, limited liability company, association, unincorporated organization, union or government authority; and

(h) Each Appendix attached to this RFEI is an integral part of this RFEI as if set out at length in the body of this RFEI.

This RFEI may be subject to one or more trade agreements.

Appendix A – Proposal Format

Form of Proposal

Respondents should submit three hardcopies of the Proposal and one electronic copy in searchable PDF file format on a USB drive. Evaluations will be conducted based on the following content.

Content of Proposal

Respondents should organize their Proposals as follows:

A) Proposed Program Offerings
Clearly describe the types of programs you intend to offer.

B) Principles and Values
State the guiding principles and values your program(s) will bring to WSPR, Victoria, and Saanich/Peninsula and its participants.

C) Qualifications & Skills
Detail your experience in community programming, social work, facilitation, or group leadership.
Formal education in social work, community development, or related fields is considered an asset.

D) Lived Experience & Community Understanding
Demonstrate lived experience and/or deep understanding of 2SLGBTQIA+ communities, especially older adult specific challenges.

E) Communication & Facilitation Skills
Showcase strong interpersonal, communication, and facilitation abilities to foster a trusting and inclusive environment.
Passionate about supporting the well-being of 2SLGBTQ+ older adults.
Strong leadership, coordination and volunteer management skills

F) Experience with Target Populations
Highlight experience working with older adults and/or equity-deserving communities and individuals facing systemic barriers.

G) Local Knowledge
Familiarity of local 2SLGBTQIA+ services and organizations is a strong asset.

H) Adaptability & Collaboration
Demonstrate the ability to work independently and collaboratively, adapting to evolving program needs.

I) Accessibility & Inclusion
Show understanding of barrier-free access and inclusive principles for diverse older adult populations.

J) Operational Capacity
Demonstrate the ability to coordinate logistics, including transportation support and community outreach. Include certification and proof of business license. Provide relevant information about your professional background and how your business has successfully delivered recreational and sport programs.

K) Program Scope & Budget

Outline the scope and specifics of the services/programs you propose to offer. Include a budget

Coordinator
Job Type: Part-time/Auxiliary
Expected hours: 14-20 hrs per week

Activity Staff
Job Type: Part-time/Auxiliary
Work Location: In person at various locations

Food costs, Client transportation, marketing

L) References
Submit three professional references and two client references.

No assumptions should be made that the WSPR has any prior knowledge of the Respondent and their experience, expertise or performance other than that which is submitted.

Respondents should refrain from including additional material not specifically requested in this RFEI, such as company brochures, practices, or policies, or any other generic information. Any extraneous or generic information not specific to the project may not be considered during the evaluation process.

_____
Name of Proponent

_____
Authorization Signature

Appendix B - Service Provider Agreement Example

WEST SHORE PARKS AND RECREATION SOCIETY
SERVICE PROVIDER AGREEMENT

SERVICE PROVIDER INFORMATION

SERVICE PROVIDER OR REGISTERED COMPANY NAME:

Cheques will be issued to the name provided

ADDRESS: _____ **CITY**: _____ **POSTAL**: _____

PROVINCE: _____ **HOME PHONE:** _____ **BUSINESS:** _____

FAX: _____ **EMAIL:** _____

BUSINESS LICENSE #: _____ **DATE:** _____

☐ COLWOOD ☐ INTERMUNICIPAL ☐ NOT APPLICABLE

SERVICE PROVIDER EXEMPT FROM GST: YES ☐ NO ☐ **GST REGISTRATION #** _____

SERVICE PROVIDER REGISTERED WITH WCB: YES ☐ NO ☐ **WCB REGISTRATION #** _____

☐ Return Cheque to Parks and Recreation ☐ Mail Cheque

PROGRAM INFORMATION

Program Names, dates, times: See Schedule 'A' – (attached)

TERMS OF PROVISIONS OF SERVICE:

The following outlines which party is responsible to provide and pay for the following:

	Service Provider	Corporation
Facility Space (Room, Field etc)		
Staff		
Design Program Content		
Equipment *(list specifics below or attach sheet if more room is needed)*		
Marketing (i.e. brochure, flyers, ads)		
Program Evaluation		
Program Set Up (room /field)		
Clean Up		
Registration/Administration		
Liability Insurance		
WCB Premiums		
Emergency First Aid Support		

CONDITIONS OF AGREEMENT

I have read and acknowledge the following:

1. In the event that registration is less than the minimum enrollment, the activity will be cancelled and this contract will be void. The West Shore Parks and Recreation Society reserves the right to cancel this contract for any reason whatsoever.

2. Criminal Record checks (completed within the last year at Service Provider's expense) will be provided to The West Shore Parks and Recreation Society for all Service Providers and their employees who have access to minors. Proof of criminal record checks must be submitted to the Society before the start date of the program.

3. Emergency First Aid certifications (at Service Provider's expense) will be provided to The West Shore Parks and Recreation Society for all Service Providers and their employees whose courses are deemed medium to high risk. Proof of Emergency First Aid certifications for the above must be submitted to the Society before the start date of the program.

4. The Service Provider will ensure their employees working with minors have appropriate Child Protection education in accordance with the Society's standards.

5. The Service Provider will provide proof of liability insurance of $2,000, 000 naming West Shore Parks and Recreation as an additional ensured party. Those programs deemed "low risk" may purchase insurance through West Shore based on a premium which would be calculated based on a rate of $5.00 per $1,000.00 of revenue.

6. The Service Provider will be required to have a City of Colwood or inter-municipal business license if gross earnings are over $1,000 per calendar year.

7. The Service Provider is aware of all West Shore's, emergency procedures and any departmental policies, which may affect the delivery of this program.

7. The Service Provider agrees to the terms of West Shore's refund and cancellation policies and how these policies may affect payment adjustments and contract renewal.

8. Classes missed by the Service Provider will be made up or credited to the participant (debiting revenue from Provider) at the discretion of the Society.

9. The West Shore Parks and Recreation Society assumes no responsibility for cancellation of an activity due to a strike, lockout, or other industrial dispute of the Society's employees or in the event that the Society's facilities are unavailable as a result of unforeseen malfunctions, breakdown of a component of the physical plant or equipment of the Society or inclement weather or natural disaster, any of which make the provision of the above named service unsafe or, in the view of the Society, impractical.

10. Contract payment will be calculated based on the number of people registered and/or the amount paid by each, as of the final day of the course.

11. The Service Provider will provide ___ spots for L.I.F.E participants with a revenue sharing of actual revenue (split of 50%).

12. Service Providers are responsible for submitting an invoice to The West Shore Parks and Recreation Society **no later than 30 days** after completion of the program. Receipts for supplies are required. Payment will be processed after completion of the program. Requests for mid-program payments, for long-running, high revenue programs, may be considered.

13. Any supply costs to be paid by registrants must be approved at the signing of this contract.

14. As a self-employed individual, the Service Provider acknowledges exclusive responsibility for tracking and reporting this income to Canada Customs and Revenue Agency authorities.

15. The West Shore Parks and Recreation Society assumes no responsibility for loss or damage to any materials, supplies, and/or personal property of any nature belonging to the Service Provider.

16. If any of the Society's property is damaged as a result of the Service Provider's provision of services, the Service Provider will be responsible for any necessary repairs or replacements.

17. The Service Provider agrees to be responsible for the assignment of registrants to appropriate program gross in terms of age, skill level, physical ability, physical condition and existing medical conditions. The Service Provider agrees to indemnify and save harmless the Society in respect of any and all liability and loss arising from the assignment of participants to program groups.

18. The Service Provider agrees to acquire and maintain any necessary accreditation in respect of its programs and instructors. Where mandatory or industry standards exist, the Service Provider agrees to ensure such standards are met and adhered to in respect of its instructors and programs.

19. The Service Provider shall ensure all staff employed in their programs is wearing identification that displays the Service Provider's name along with the Employee's name.

20. The Service Provider agrees to inform any other person associated with providing the above program the terms of this contract.

21. The Service Provider agrees to the Terms of Provision of Service as outlined in this contract.

SERVICE PROVIDER SIGNATURE | REPRESENTATIVE OF WEST SHORE PARKS AND RECREATION | DATE

APPROVED FOR PAYMENT

Program Coordinator: _____ Manager Community Recreation: _____