



Request for Expression of Interest (EOI)

Aquafit Instructor

EOI KEY INFORMATION

Overview of the Opportunity	The Regional District of Central Kootenay (RDCK) is requesting information from interested parties to provide the following services: Aquafit Classes at the Castlegar & District Community Complex
Opening Date	16 September 2026
Closing Date and Time	5:00 PM PST 05 October 2026
Questions	Respondents must email their question(s) to the RDCK Representative, quoting your name and specialized service in the subject line, before 4:30pm PST on 02 October 2026 . Questions received after that time may not receive a response.
RDCK Representative	Jesse Bourgeois Regional Recreation Programmer jbourgeois@rdck.bc.ca
Responding to this EOI	Responses must be emailed to the RDCK Representative or, if too big to email, transferred via a secure file link. Responses must be in Microsoft Word and any other supporting documents must be consolidated in one PDF file. 1. In the "Subject Field" enter: Aquafit Instructor and Name 2. The RDCK email server has about a 10 mb file size limit. Respondents must ensure that they have received a confirmation email prior to the closing time. If your document is too large to send by email, please request a secure file link from the RDCK Representative or break down your response into two or more emails, clearly identifying each email as being one out of x.

RDCK OVERVIEW

- 1 The RDCK operates the Castlegar & District Community Complex, which includes an aquatic centre serving Castlegar and the surrounding area. Aquafit is offered year-round as a low-impact group fitness option for adults, and the RDCK strives to provide a safe, inclusive and welcoming experience for all participants.
- 2 Aquafit classes are 45 to 60 minutes in length and are scheduled within the Complex's published aquatic schedule. The Castlegar & District Community Complex anticipates a requirement of approximately 2-4 classes per week.

- 3 The RDCK provides the pool facility, aquatic fitness equipment, participant registration and payment processing, program promotion, and lifeguard coverage on deck during scheduled classes.
- 4 The instructor is responsible for designing and delivering class content appropriate to the participants, in collaboration with RDCK Regional Programming staff, and consistent with the scope of practice of their certification, and for arriving prepared for each scheduled class. Travel costs incurred by the instructor will be at the instructor's expense. RDCK participant screening requirements apply to all fitness programming.
- 5 Logistics vary between class types, and Personal Service Agreements are used between the RDCK and the instructor.
- 6 Additional requirements for working with an RDCK Aquafit program are:
 - Current certification or registration as an Aquatic Fitness Instructor
 - Current Standard First Aid with CPR Level C
 - Satisfactory Criminal Record Check
 - Skills, expertise and experience leading aquatic fitness programming

INSTRUCTIONS TO RESPONDENTS

- 7 Respondents are specifically requested not to submit any pricing information.
- 8 Respondents may be a company or an individual interested in a contractual opportunity. If responding as a company and not an individual, please provide your company name, individual/instructor name and insurance policy number.
- 9 Respondents are requested to provide a concise and focused response in the following format:
 - Profile Overview or Resume including:
 - Key contact person's name, address, telephone, and email address.
 - The services listed on the first page of this EOI that you are able to provide.
 - Experience overview, including: a brief outline of your experience and success providing the services noted above, number of years of experience providing these types of services, achievement in this area of service, whether you are a company or an individual interested in a contractual opportunity, and if a company, a high-level overview of your company.

RULES FOR PARTICIPATION

- 10 This EOI is intended to discover whether there is enough interest from the marketplace for providing the above noted services. The information provided may assist the RDCK in the development of a future procurement process.
- 11 In the event there is sufficient information received, the RDCK may, but is not obligated to, initiate

a competitive bidding opportunity.

- 12** Submissions for services other than those listed will not be considered, and inquiries related to services other than those listed will not be responded to at this time. Submissions of an Expression of Interest will not guarantee an invitation to participate in any future contracting process.
- 13** This EOI is not an invitation to tender or request for proposal or other competition. By participating in this EOI, respondents expressly agree that no contract of any kind is formed under, nor any legal obligations whatsoever will arise out of this EOI. The RDCK will not be responsible for any costs incurred by any supplier in responding to this EOI.
- 14** All responses to this EOI become the property of the RDCK and will be held in confidence, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Respondents to this EOI consent to the RDCK incorporating any submitted ideas, concepts, approaches, or strategies into any planning, design, procurement, or contractual activities related to any aspect of the project without any obligation, liability, or consideration on the part of the RDCK.