



Central Coast
REGIONAL DISTRICT
That we may be good people together

Central Coast Regional District Request for Quotation (RFQ) Swim and Lifesaving Instructor Course Delivery

Centennial Pool – Hagensborg, BC

Issue Date: 2025-09-04

Closing Date: 2025-09-19 at 4:00 PM

Contact:

Nicola Koroluk

Works and Services Coordinator

Central Coast Regional District

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Phone: 250-982-0081

1. Introduction

The Central Coast Regional District (CCRD) is seeking quotes from qualified instructors to deliver the following aquatic certification programs at the Centennial Pool in May 2026:

- **Swim Instructor Course** (Lifesaving Society)
- **Lifesaving Instructor Course**
- **Swim Instructor Recertification**

The CCRD is committed to supporting safe programming for the Bella Coola Valley and invites instructors certified and in good standing with the relevant accrediting bodies to submit their proposals.

2. Scope of Services

The successful proponent will be responsible for coordinating and delivering all required instruction and evaluation for Swim and Lifesaving Instructor candidates including:

- Delivering a recertification session for existing Swim Instructors.
- Delivering a lifesaving and swim instructor course.
- Bringing or arranging required training materials and supplies.
- Working with local CCRD staff to confirm course schedule, venue access, and participant registration.
- Providing proof of current certifications, insurance, and, if required, a current criminal record check with vulnerable sector screening.

Tentative delivery window: May 2026 (final dates to be coordinated with CCRD staff).

Location: Centennial Pool, Hagensborg, BC

3. Quote Requirements

Please include the following in your submission:

- Company/Instructor name, contact details, and current certifications.
- A brief description of experience delivering aquatic instructor courses.
- Availability during May 2026.
- Fee proposal (inclusive of instruction fees, travel, accommodation, materials, and any applicable taxes).
- Any conditions or requirements you may have for delivering the program.
- References

4. Evaluation Criteria

Submissions will be evaluated on:

- Cost-effectiveness
- Experience and qualifications
- Availability and flexibility

- Understanding of regional context (preference may be given to those with experience in remote or rural communities)

5. Submission Instructions

Please submit your quote by email to Nicola Koroluk, Works and Services Coordinator at nkorluk@ccrd.ca

- **Subject Line:** "RFQ – Swim & Lifesaving Instructor Course – Bella Coola"
- Submissions will be accepted on a rolling basis until a suitable candidate is engaged. Early submission is encouraged.

6. Additional Notes

The Centennial Pool is a seasonal facility operated by the CCRD, with a strong focus on youth and community programming.

Local staff will assist with promotion and registration of participants.

The CCRD reserves the right to reject any or all quotes and is not obligated to accept the lowest or any bid.

**Nothing in this request for quotations should be construed as obligating the CCRD to enter into a contract with any respondents to this RFQ. The CCRD reserves the right to reject any or all submissions.*