



Town of Creston

REQUEST FOR PROPOSAL (“RFP”)

For

1607 Canyon Street Childcare Space

Proposal submissions marked “1607 Canyon Street Childcare Space” will be received at the Town of Creston

Issue Date:	June 12, 2026
Town Hall Address:	238-10 th Avenue North Box 1339 Creston, BC V0B 1G0
Closing Date and Time:	Proposals must be received at Town Hall by postal mail, or the e-mail set out at paragraph 3.4 prior to: 3:00 pm (15:00 hrs.) Pacific Time, July 10, 2026
Questions and Inquiries to be sent to:	Natasha Ewashen email: natasha.ewashen@creston.ca Before the closing of business day, July 3, 2026

All RFP documents may be obtained from the Town’s website or BC Bid. It is the sole responsibility of proponents to check the Town’s website and/or BC Bid for any updated information and addenda before the ClosingDate and Time.

The Town reserves the right to accept or reject any or all proposals and will not be responsible for any costs incurred by the proponents in preparing a proposal.

Should there be any discrepancy in the information provided, the Town’s original file copy will prevail. There will be no public opening of proposals.

Kirsten Dunbar
Corporate Officer
Town of Creston

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1.0 GENERAL INFORMATION

1.1 Request

The Town of Creston (the “Town”) is requesting Proposals from licensed childcare providers (the “Proponent”) with expertise in delivering childcare services in profit or nonprofit sectors.

Proponents with a desire to deliver licensed childcare are invited to submit Proposals, which set out how they propose to meet the goals, objectives, and other requirements of this RFP. The Town is interested in leasing the community-use space, locally known as the “Compass Building”, (the “Building”), located at 1607 Canyon Street. The Town’s goal is to receive Proposals that meet or exceed the mandatory requirements of this RFP, evaluate the submitted proposals, and enter into a lease agreement with a Proponent for the operation of a childcare facility at 1607 Canyon Street.

The Town intends to select a Proponent who submits a Proposal which meets the Town’s goals and represents the best overall value to the Town. As part of the Town’s commitment to Social Procurement, the Town will include Social Value Criteria in evaluation of proposals as determined by Proponents’ completion of the Social Value Questionnaire in attached Schedule 3.

The Successful Proponent will be required to enter into a Lease Agreement with the Town. The following summarizes key lease considerations:

- **Lease Term:** To be negotiated, with consideration for operator investment and continuity of service.
- **Lease Rate:** To be proposed by the Proponent or negotiated with the Town.
- **Operating Costs:** The Successful Proponent will be responsible for all operating costs, including utilities, maintenance, and repairs unless otherwise agreed.
- **Capital Improvements:** The Successful Proponent will be responsible for all costs associated with renovations, upgrades, and licensing compliance.
- **Insurance:** As outlined in Section 2.9.
- **Termination:** The Lease Agreement will include provisions addressing termination, including the Town’s right to terminate in the event the property is required for future public purposes, subject to reasonable notice.

1.2 Terminology

The following terms will apply to this RFP:

- **“Town”** means the Corporation of the Town of Creston;
- **“Closing Date and Time”** means the date and time provided on the cover page of this RFP;
- **“Lease Agreement”** means the written agreement resulting from this RFP;
- **“Proponent”** means an individual or organization that submits or intends to submit, a proposal in response to this RFP;
- **“Proposal”** means a submission by a Proponent in response to this RFP;
- **“RFP”** means this Request for Proposals;
- **“Specifications”** means the description of the goods or services to be procured set out in Schedule 1;

- “Submission Location” means the address provided on the cover page of this RFP; and,
- “Successful Proponent” means the Proponent selected by the Town.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Review and Interpretation of Proposals

Every Proponent bears exclusive responsibility to thoroughly review all the Request for Proposal (RFP) materials, including any supplementary documents issued throughout the RFP process. It is their obligation to understand all the information and any terms that could impact the Proposal in any manner prior to its submission.

2.2 Inquiries and Clarifications

Any questions and requests for clarification relating to the RFP may only be directed to Natasha Ewashen (250) 428-2214 (423) or natasha.ewashen@creston.ca. Email is the preferred method of contact.

2.3 Non-Solicitation

Proponents and their agents may only contact the Town representatives listed in this RFP and will not contact any other staff members or members of the Town Council with respect to this RFP at any time prior to the award of an Agreement or the termination of the RFP. The Town at its sole discretion may reject the Proposal of any Proponent that makes any such contact.

2.4 Addenda

The Town reserves the right to modify the terms of the RFP at any time at its sole discretion up to the Closing Date and Time. Written addenda are the only means of varying, clarifying, or otherwise changing any of the information contained in this RFP. It is the sole responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP. If required, an addendum will be published on the following websites:

- a) BC Bid: [Opportunities: BC Bid](#)
- b) Town’s website: www.creston.ca

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on the Town’s website and BC Bid and deemed to have considered the information inclusion in the Proposal submitted. Information given by way of oral or verbal communication shall in no way be binding upon The Town for the purpose of this RFP.

2.5 Omissions or Discrepancies

Should a Proponent find discrepancies in, or omissions from the RFP, or should they be in doubt as to their meaning, they should at once notify the Town in writing who may send a written directive to all Proponents. No oral interpretations will be given by the Town to any Proponent as to the meaning of any part of the RFP Documents.

2.6 Proposal Requirements

For a Proposal to be considered responsive, it must meet all requirements described in Section 3.0.

2.7 Modification or Withdrawal of Proposals

Modification to Proposals already submitted will only be allowed if submitted in writing prior to the Closing Date and Time. The Town reserves the right to request and receive modifications after the Closing Date and Time for purposes of clarification.

Submitted Proposals may be withdrawn by written notice provided such notice of withdrawal is received prior to the Closing Date and Time.

2.8 Opening Proposals

Proposals will NOT be opened in public. Proposals may be opened by the Town at any time after the Closing Date and Time.

2.9 Insurance, WorkSafeBC, and Indemnity Requirements

The Successful Proponent will, at its own expense and for the duration of the lease, obtain and maintain all insurance required to operate a child care facility in British Columbia, including but not limited to:

- Commercial General Liability insurance, with limits not less than \$5,000,000 per occurrence, inclusive of bodily injury, property damage, personal injury, and contractual liability
- Any other insurance customarily carried by prudent operators of child care facilities

The Successful Proponent will provide proof of insurance upon request and ensure that the Town of Creston is named as an additional insured where appropriate.

The Successful Proponent will comply with all requirements of the Workers Compensation Act (British Columbia) and the Occupational Health and Safety Regulation.

Where the Successful Proponent employs or engages workers and is required to be registered, they will maintain active WorkSafeBC coverage for the duration of the lease and provide evidence of registration and good standing upon request, including a WorkSafeBC clearance letter if requested by the Town.

Where the Successful Proponent is not required to register with WorkSafeBC, they must confirm this status to the Town and are encouraged to obtain optional personal coverage.

The Successful Proponent will indemnify and save harmless the Town of Creston, its officers, employees, and agents from and against any and all claims, demands, actions, losses, damages, costs, or expenses arising out of or related to the Proponent's operation of the child care facility, except to the extent caused by the negligence of the Town.

3.0 SUBMISSION REQUIREMENTS FOR PROPOSAL

3.1 Mandatory Requirements

All requirements described in Section 3.0 are mandatory requirements and must be met for a Proposal to be considered responsive.

3.2 Content

Each Proposal must include the following:

- 1) A completed and signed Proposal Submission Form (Schedule 2)
- 2) **Executive Summary**
 - A summary describing the Proponent's organization, experience, and overall proposal
- 3) **Proponent Qualifications and Experience**
 - Experience operating licensed childcare facilities, including program types and scale
 - Organizational structure and governance model
 - Demonstrated compliance with childcare licensing and regulatory requirements
- 4) **Operational Approach and Program Overview**
 - Description of the proposed childcare model and programming
 - Approach to inclusion, accessibility, and serving diverse populations
 - Alignment with community needs and expectations
- 5) **Start-up Planning and Operational Readiness**
 - Proposed timeline to achieve licensing and commence operations
 - Staffing strategy, including recruitment and retention
 - Identification of key risks and mitigation strategies
- 6) **Tenant Viability and Financial Capacity**
 - Demonstrated financial capacity to establish and sustain operations
 - Description of funding sources (e.g., equity, financing, grants, fundraising)
 - High-level financial assumptions supporting operational viability
- 7) **Community Fit and Partnerships**
 - Approach to integrating with the local community
 - Partnerships with local organizations, where applicable
- 8) **Social Value Submission**
 - Completed Social Value Questionnaire (Schedule 3)
- 9) **References**
 - Minimum of three references demonstrating relevant operational experience

Additional information may be included to support the Proposal.

3.3 Signatures

The Proposal Submission Form must be signed by an authorized representative of the Proponent.

3.4 Delivery

Proposal submissions must be received by the Town before the Closing Date and Time at the Submission Location or by email.

Proposals submitted by mail must be posted in sufficient time to be received by the Town prior to the Closing

Date and Time. The obligation to ensure this falls solely upon the Proponent.

Proposals submitted by email must be completed and submitted, no later than the RFP Closing Date and Time. The RFP Closing Date and Time will be determined by the email system web clock.

Proposals submitted by email must be sent to kirsten.dunbar@creston.ca. Email submissions must not exceed 100MB in total file size.

Late proposals will not be accepted.

3.5 Proposal Validity

Proposals should remain open for acceptance for at least 90 days after the closing date to provide the Town with sufficient time to evaluate the Proposals and award a lease agreement.

4.0 EVALUATION and SELECTION

4.1 Evaluation of Proposals

Proposals will first receive a preliminary evaluation to determine if they meet all submission requirements described in Section 3.0. Proposals determined not to meet the submission requirements will be deemed unresponsive and not evaluated further, subject to the Town's right to waive minor deficiencies.

No totals, weights, prices, or scores will be provided to any Proponent.

The Town may elect to shortlist some Proponents and require short-listed Proponents to provide additional information or details. This information would be incorporated to complete the evaluation.

Responsive Proposals will be evaluated and scored on the following basis:

Evaluation Criteria	Maximum Points Possible
PROPONENT'S QUALIFICATIONS	
Experience Operating a Licensed Childcare	15
Organizational Stability, Governance, and Compliance Track Record	10
Tenant Viability & Financial Capacity	30
Start-up Planning & Operational Readiness	20
Community Fit & Alignment with Town Objectives	20
Social Value	5
References	Pass/Fail
TOTAL	100

Failure of the References category may result from the inability to verify experience or from adverse reference information indicating material operational, financial, or compliance concerns.

The Town reserves the right to establish minimum scoring thresholds for key evaluation categories, including Tenant Viability & Financial Capacity and Start-up Planning & Operational Readiness. Proposals that do not meet minimum thresholds may be deemed non-responsive.

4.2 Selection

The Proponent with the highest score will be invited to enter an agreement containing terms and conditions substantially in the form set out in Schedule 4. If the invited Proponent fails to enter a binding agreement in a reasonable period, the next highest-scoring Proponent will be invited to enter the agreement, and so on.

5.0 TERMS AND CONDITION OF RFP

5.1 Acknowledgment

By submitting a Proposal, each Proponent acknowledges that it has read, understood, and agrees to be bound by all terms and conditions contained in this Section 5.0.

5.2 Preparation of Proposal

All Proponents will be solely liable for all costs incurred in the preparation of proposals in response to this RFP. This RFP does not commit the Town to award an agreement, to pay costs incurred in the preparation of a proposal, or to enter into an agreement for the services offered.

5.3 Conflict of Interest

By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the Town or their immediate families which might in any way be seen by the Town to create a conflict.

5.4 Interpretation

In the case of any inconsistency or conflict between the provisions of the RFP, the provisions of such documents and addenda thereto will take precedence in governing in the following order: 1) Addenda, 2) RFP, 3) all other documents referenced in RFP.

5.5 No Claim

Except as expressly and specifically permitted in this Request for Proposal (RFP) no Proponent will have any claim for any compensation of any kind whatsoever, relating to this RFP and by submitting a Proposal each Proponent will be deemed to have agreed that it has no claim.

5.6 Not a Tender

This is a Request for Proposal and not a tender call or call for quotations. No contractual, tort, or other legal obligations are created or imposed on the Town or any other individual, officer or employee of the Town by the Request for Proposal documentation or by submission or consideration of any proposal by the Town.

5.7 No Obligation to Proceed

Though the Town currently intends to fully proceed through the RFP, to select the services, the Town is under no obligation to proceed to the lease agreement, or any other stage. The receipt by the Town of any information (including submissions, ideas, plans, drawings, models, or other materials

communicated or exhibited by any intended Proponent, or on its behalf) will not impose any obligations on the Town. There is no guarantee by the Town, its officers, employers, or managers that the process will be initiated by the issuance of this RFP will continue, or that this RFP process will result in a lease agreement with the Town for the operation of a childcare facility.

5.8 Town's Reservations

The Town reserves the right to:

- a) amend, cancel, delay, suspend, terminate, or withdraw this RFP at any time;
- b) re-advertise the RFP or to commence a new procurement process in any other form;
- c) to not evaluate any Proposal after the Closing Date and Time;
- d) waive any minor defect or irregularity in a Proposal;
- e) after evaluation of Proposals has been performed, to not award the RFP to any Proponents; and
- f) amend or negotiate terms of the agreement, including contents of Schedule 1 with one or more Proponents.

5.9 Applicable Law

The law applicable to this RFP will be the law in effect in the Province of British Columbia. No action in respect to this RFP may be brought or maintained in any court other than in a court of competent jurisdiction of the Province of British Columbia.

5.10 Freedom of Information and Protection of Privacy Act

Information received by the Town will be held in confidence and will become the property of the Town. The Town is however, bound by the provisions of the *Freedom of Information and Protection of Privacy Act*, and all parties are advised that submissions will be treated as public documents and their contents disclosed if required to do so, pursuant to the Act.

Schedule 1 SPECIFICATIONS OF REQUIRED SERVICES

Background

Community Context

The Town of Creston is a municipality located within the Regional District of Central Kootenay (RDCK), south of Kootenay Lake in the Kootenay River Valley, between the Selkirk and Purcell Mountain ranges.

Creston has experienced steady population growth, increasing by 4.1% between 2016 and 2021 to a population of 5,583. Population projections indicate continued growth over the next decade, with the Town expected to reach approximately 6,212 residents by 2031. Creston functions as the commercial and service hub for the broader Creston Valley, serving a regional population of approximately 14,000 residents.

Demographic trends demonstrate a growing need for childcare services. From 2016 to 2021, the population of children aged 0–18 years increased by 16%, while the young adult population (ages 20–34) grew by 10%. These trends point to an increasing number of young families choosing to live and work in Creston.

Childcare Need and Service Gap

The Town of Creston and the greater Creston Valley are currently experiencing a significant shortage of licensed childcare spaces. A 2021 Child Care Needs Assessment identified that only 8 out of every 100 children seeking licensed childcare (ages 0–12) were able to access care. Between 2021 and 2024, licensed childcare spaces for children aged 0–3 declined from 12 to nine.

This ongoing shortage has wide-ranging community impacts, including barriers to workforce participation, challenges with employer recruitment and retention, constraints on population growth, and reduced overall family well-being. Increasing licensed childcare capacity is a key community priority.

Childcare Facility Location – 1607 Canyon Street

The proposed childcare facility is located at 1607 Canyon Street, in the heart of downtown Creston.

Due to the potential future realignment of Highway 3, the Town may require the Building for municipal purposes, including demolition. The timing and likelihood of such an event are unknown. The Lease Agreement will include provisions addressing termination in these circumstances, including reasonable notice to the Successful Proponent.

The site offers a centrally located, accessible setting well suited for the delivery of childcare services.

The building consists of two levels:

- Upper floor: Previously used as office space
- Lower floor: Previously operated as a licensed daycare facility

The existing daycare space includes:

- One washroom
- Designated play areas
- Storage space
- Cubbie/entry area
- Usable outdoor play space
- Kitchen
- Janitorial closet

The existing office space includes:

- Offices or small classrooms
- 2 washrooms
- One kitchen
- Storage space

The Town of Creston is interested in leasing part or all of the building for the provision of licensed childcare services. The Successful Proponent will be responsible for undertaking any renovations or upgrades required to meet licensing and operational requirements. Proponents are encouraged to identify any proposed lease terms or considerations as part of their submission.

Financial and Regulatory Considerations

The Proponent shall be responsible for providing funding for the Project, whether it be in the form of debt financing, equity, tax credits or a combination of these methods. If debt financing is used, no financial risk or credit risk shall be imposed upon or borne by the Town.

The Successful Proponent will be required to pay an annual business licence fee to the Town of Creston in accordance with Fees and Charges Bylaw No. 1763, as amended from time to time, for the operation of a childcare facility within the Building.

The Successful Proponent will also be required to pay a lease fee. The Town is not prepared to provide ongoing funding or emergency financial support.

General Operator Responsibilities

The selected childcare operator will be expected to:

- Be responsible for demolition, rehabilitation, construction, and commissioning of any site improvements including obtaining all permits, fees, and approvals or permits necessary.
- Manage the delivery of high-quality childcare services.
- Directly deliver all childcare services
- Demonstrate and uphold anti-discrimination and equal opportunity practices, including:
 - Cultural competence and sensitivity training for staff
 - Inclusive programming, curriculum, and materials
 - Promotion of equity, respect, and diversity

RFP Scope and Evaluation Considerations

Through this RFP process, the Town will seek information related to each proponent's:

- Experience and track record in licensed childcare delivery
- Readiness and timing to open a new childcare facility

Key qualities of a successful childcare operator include:

- Demonstrated compliance with relevant licensing and regulatory requirements
- Commitment to high-quality early childhood education and care
- Active engagement with the community
- Inclusive practices and a demonstrated commitment to diversity and equity
- Understanding of local childcare needs, including priority or underserved populations
- Financial capacity

Project Timeline: 1607 Canyon Street will become available August 1, 2026.

Schedule 2 PROPOSAL SUBMISSION FORM

DRAFT



PROPOSAL SUBMISSION FORM

Town of Creston
REQUEST FOR PROPOSAL

1607 Canyon Street Childcare Space

Submitted by: _____
(Proponent name)

1.0 Period of Acceptance of Proposal

The proposal will remain firm to this date: _____

2.0 Locations

2.1 Head Office

Address:	
Phone:	
Fax:	
Website, Email:	

2.2 Local Office (if different from Head Office)

Address:	
Phone:	
Fax:	
Website, Email:	

3.0 Proposal Components

The Proponent confirms that all required submission components described in **Section 3.2 of the RFP** have been included in this Proposal.

4.0 References

Provide a minimum of three (3) references demonstrating relevant experience operating licensed childcare facilities.

The Town may contact these references to verify operational performance, financial stability, and compliance history.

Recipient of Services	
Basic Job Description	
Reference Contact and Title	
Telephone and Email	
Date of services provided	

**Town of Creston Childcare Space
Submission Form**

Recipient of Services	
Basic Job Description	
Reference Contact	
Telephone and Email	
Date of services provided	

Recipient of Services	
Basic Job Description	
Reference Contact	
Telephone and Email	
Date of services provided	

Proponents may submit additional information on references as an attachment.

5.0 Addenda

We acknowledge the receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued	Date Received

6.0 Authorization

We hereby submit our Proposal as per the requirements described in this RFP and and that the information contained in this Proposal is accurate, and that the signature(s) below are those of duly authorized signatory of the Proponent, having the authority necessary to make this Proposal.

Company Name	
Street Address	
City, Province, Postal Code	
Tel No.	
Fax No.	
Email	
GST Registration No	
PST Registration No	
Name and Title (please print)	
Signature	

Schedule 3: SOCIAL VALUE QUESTIONNAIRE

The Town of Creston's Procurement Policy incorporates Social Procurement principles, which require the assessment of social value, sustainability, as well as environmental and ethical accountability. The Town's procurement decisions are steered by values such as integrity, optimal value, transparency, and equity, including the promotion of inclusivity and fairness.

Instructions to bidders:

Complete the following questionnaire as a means for the purchaser to assess the social value component of your bid. Each question asks for a yes or no answer. If you answer "yes" you may be required to submit along with your bid the documentation that supports or verifies your answer. Documentation could include proof of 3rd Party Certification, a copy of your corporate policy on social procurement, or a link to your website where the policy is described.

The Town reserves the right in all circumstances to ask for further verification or for proof of fulfillment of the activity and commitment in relation to the lease agreement.

This Questionnaire weighting as a percentage of the whole proposal can be found in the summary of evaluation.

The Town reserves the right to verify the information reported in the Social Value Questionnaire by the Successful Proponent.

Proponent Name: _____

Date questionnaire completed: _____
(YYYY-MM-DD)

RFP #: _____

	Procurement Practices	Yes	No	Describe or provide supporting documentation
1	<p>Do you currently have strategies or policies around inclusive employment practices to ensure the provision of employment opportunities for equity deserving groups or persons facing barriers to employment?</p> <p><i>(Examples of equity deserving groups include youth (16-29), Indigenous, racialized minorities, people with disabilities and people experiencing homelessness)</i></p>			

**Town of Creston Childcare Space
Submission Form**

	Procurement Practices	Yes	No	Describe or provide supporting documentation
2	<p>Do you have an apprenticeship, paid internship, or paid work experience program?</p> <p><i>(Details should include how many apprentices or individuals have participated.)</i></p>			
3	<p>Do you provide extended health and dental benefits to your employees?</p> <p><i>(If yes, please indicate provider)</i></p>			
4	<p>Do you work with social enterprises in any manner?</p>			
5	<p>Do you have written policies in place respecting hiring, salary, benefits, termination and/or retirement practices to prevent discrimination based on age, gender, gender identity, gender expression, race, ethnicity, religion, or sexual orientation?</p>			

Scoring

Yes with documentation/description – 1 points

Yes with no documentation/description – 0 points

No – 0 points