



**REQUEST FOR EXPRESSIONS OF INTEREST (EOI)**  
**FOR**  
**A GOLF INSTRUCTOR AT BRUCE'S MILL CONSERVATION**  
**AREA**

**Contract # 10033678**

Please review the attached document and submit your Response to the address noted below by the Response submission deadline of:

**Monday, June 29<sup>th</sup> by 3:00pm Local Time**

To the EOI coordinator:

Julia Del Monte

julia.delmonte@trca.ca

## ATTACHMENT 1- SCOPE OF WORK AND RESPONSE CONTENTS

### RE: Golf Instructor at Bruce's Mill Conservation Area

#### 1. Scope of Work

Through an Expressions of Interest (EOI), Toronto and Region Conservation Authority (TRCA) is seeking a golf instructor to provide golf lessons at Bruce's Mill Conservation Area, located at 3291 Stouffville Road, Stouffville, Ontario. The Applicant is expected to be onsite to provide lessons to those who are interested and will manage bookings and sales of lessons through their own booking system.

The Applicant will pay TRCA 15% of all revenue generated from the sale of golf lessons on a biweekly basis by cheque, with supporting documentation demonstrating lessons booked and total revenue made.

#### 2. Response Contents

Applicants should respond under each heading clearly and concisely. Emphasis should be placed on providing information and materials that conform to these instructions, and to the completeness and clarity of content.

##### (a) Applicant's Information and Profile

The first page of the Response should include the following information:

- Applicant's full legal name (if incorporated or a partnership) or individual's name (if a sole proprietor);
- Name and title of the primary contact person for the Applicant's Response; and
- Mailing address, telephone number and email address of Applicant's primary contact.

##### (b) Applicant's Experience

Applicants shall provide the following documentation:

- Proof of Certification as a CPGA Class A professional;
- A resume, demonstrating 5 years of relevant experience and the locations the Applicant has taught at; and,
- Two reference letters.

If the successful Proponent, the Applicant must obtain a Vulnerable sector screening within two (2) weeks of award.

Applicants may choose to include additional information such as corporate brochures, photographs, promotional literature, reference contact information, etc., as appendices.

(c) Proposal Submission:

Provide a one-page business proposal that addresses the following minimum requirements:

- Daily lesson offerings (7days/wk);
- Proposed hours within TRCA driving range hours;
- Description of Applicant's booking system and web site provision;
- Description of reporting method (must be minimal of once every two weeks with supporting documents);
- Applicant should be onsite every day and will rotate their own staff; and,
- Explanation of dispute resolution process.

**Proof of Insurance is due within two (2) weeks of award or the partnership will be nullified and void. In addition, the successful Applicant shall pay by cheque, payable to TRCA every 2 weeks with supporting documentation.**

## ATTACHMENT 2- EVALUATION CRITERIA

### RE: Golf Instructor at Bruce's Mill Conservation Area

The evaluation of the Responses will be conducted as described below.

<b>Mandatory Criteria</b>
The Response must be received by the EOI Submission Deadline of <b>Monday, June 29<sup>th</sup>, 2020 by 3:00pm Local Time.</b>
The Response must be in English.
The Response must be signed by an authorized representative of the Applicant.

Responses meeting all the mandatory criteria will be further assessed against the following rated criteria.

<b>Rated Criteria</b>	<b>Weight</b>
Applicant Information and Profile	20
Applicant Experience	35
Business Proposal	45
<b>TOTAL</b>	<b>100</b>

If TRCA determines that a Response does not materially and substantially comply with all mandatory requirements and/or TRCA determines that there is an actual or perceived Conflict of Interest, then TRCA may, without liability, cost or penalty, eliminate the Response from the EOI process and such Response shall not be given any further consideration.

The evaluation committee will evaluate and score each Response in accordance with the rated criteria identified in Attachment 2 – Evaluation Criteria.

Applicants should note that this is NOT a procurement process, nor a request for proposal. TRCA may not necessarily invite offers from any Applicants and reserves it right to post future requests for proposals.

TRCA also reserves the right to proceed directly with negotiations with any preferred Applicant(s) deemed to most effectively meet specific requirements of this EOI.