



110 Thunder Road | Mill Bay, BC | V0R 2P4

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Project Information
Description and objectives of the project: To provide Occupational Therapy Services to children ages zero to six years old in Malahat Nation childcare centre of in community buildings. Session can include working with parents, working with staff and working individually with children pending parent/guardian permission.
Background information for the project (e.g. context, challenges, etc.): Malahat Nation currently operates a licensed childcare facility with two classrooms; one licensed for children under three years old and one for children aged three to five. We have identified a need for some occupational therapy for children within the childcare facility and within the community and are seeking a private therapist to support with services.
Scope of the project: Description of Services: Provide services in a variety of ways to promote development of children under the age of six. There is flexibility to meet the needs of each individual child. Contact will be to a maximum 6 hours per week.

Expected Output and Timeline: Start date of October 1st, 2026, contract extending to March 31st, 2027, or until total contract amount has been expensed. Annual renewal of contract may be available pending funding and established relationships in community.

Contractor must provide their own insurance, computer and case note system that is confidential.

Contractor will be required to submit a bid as well as engage in a non-formal interview process.

Deliverables:

Provide Occupational Therapy in a variety of settings to children under the age of six. Contractor will be expected to provide a consistent schedule for up to 6 hours per week exclusive of Malahat Nation's two-week winter break closure (following the SD79).

Expected Invoicing/Payment Schedule:

The contractor is expected to provide an invoice for services provided monthly following contract billing guidelines.

Specific requirements:

Contractor must provide evidence of the following:

1. Registered Occupational Therapist
2. WCB Coverage, in good standing with WorkSafe BC
3. Liability Insurance, minimum \$2,000,000 per occurrence general liability
4. Vehicle Insurance, minimum \$2,000,000 per occurrence liability
5. Successful candidate to provide Criminal Records Check for people who work with children and vulnerable adults.

Other Information

Each Bidder is required to prepare a detailed itemized budget in submitting their quotation, including cost to provide all services under the contract, projected expense reimbursements and administrative support charges (if applicable), specifying the number of hours/days required.

At the time of submitting a quotation, the Bidder agrees there is no conflict of interest, actual, potential or apparent, unless specifically and clearly identified in the proposal with a recommended plan to manage the conflict of interest. The Bidder agrees to notify the Malahat Nation immediately if an actual or potential conflict of interest arises.

Bidders should familiarize themselves with the Malahat Nation's Financial Administration Law (FAL) and related policies and procedures, as they are applicable to the management and delivery of Malahat Nation projects. The FAL and policies are available on the Nation's website at: <https://www.malahatnation.com/about/governance/laws/fal/>

Nothing in this Request for Quotation will be construed to create any binding contract (express or implied) between the Malahat Nation and any Bidder until a written contract, if any, is entered into by the parties.

Submissions and Questions can be Directed to:	
Contact Name & Title:	Jessica Stevens, Director of Early Learning Child and Family Supports
Address:	110 Thunder Road, Mill Bay, BC, V0R 2P4
Email:	Jessica.stevens@malahatnation.com
Telephone:	250-743-3231

Relevant answers for any question submitted shall be distributed to all Bidders, with confidential information redacted (if applicable).

By bidding in response to this Request for Quotation, you and/or your company agree to comply with any conditions herein and acknowledge that Malahat Nation retains the right to choose any or none of the quotations received.