

# **Township of Blandford-Blenheim**

## **Request for Information (RFI)**

### **Community Recreation Programming Partnership**

**Summer Day Camp Services – Summer 2027**

**RFI Number:** CS-RFI-2026-01

**Issued By:** Community Services Department

**Issue Date:** September 24th, 2026

**Submission Deadline:** Oct 16th, 2026

## **SUBMISSION INSTRUCTIONS**

Completed RFI submissions and all required supporting documentation must be submitted electronically by email to:

[tbaer@blandfordblenheim.ca](mailto:tbaer@blandfordblenheim.ca)

**Email Subject:** RFI CS-RFI-2026-01 – Community Recreation Programming Partnership

Proponents are responsible for ensuring their complete submission is received by the submission deadline.

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# **1. Executive Summary**

The Township of Blandford-Blenheim is seeking an experienced recreation provider interested in partnering with the Township to deliver high-quality Summer Day Camp programming beginning in Summer 2027.

The Township is looking for a partner that can provide safe, affordable, inclusive, and engaging recreation opportunities for children while maximizing the use of Township-owned recreation facilities.

Although the initial focus of this Request for Information (RFI) is Summer Day Camps, the Township is also interested in learning about additional recreation programming opportunities that may be offered throughout the year.

Responses received through this RFI will assist the Township in identifying a preferred organization for future partnership discussions.

# **2. Introduction**

The Township of Blandford-Blenheim is committed to providing quality recreation opportunities that improve the health and well-being of residents while making effective use of municipal facilities.

The Community Services Department is seeking information from qualified organizations interested in operating Summer Day Camps beginning in Summer 2027.

The Township is interested in organizations that have demonstrated experience delivering safe, professionally operated camps that encourage recreation, creativity, learning, inclusion, and community engagement.

### 3. About the Township

The Township of Blandford-Blenheim is located in Oxford County and provides numerous parks, recreation facilities, playgrounds, trails, halls, sports fields, and community gathering spaces.

The Township has invested significantly in recreation infrastructure, including accessible playgrounds, accessible washroom improvements, splash pads, parks, and community facilities to better serve residents.

The Township wishes to continue expanding recreation opportunities through partnerships with experienced organizations that share our commitment to quality programming.

### 4. Project Overview

The Township is seeking one qualified organization to operate Summer Day Camp programming at one or both of the following locations:

**Plattsville Memorial Community Arena & Plattsville Park**

68 Mill Street East, Plattsville, Ontario

**Princeton Centennial Hall & Princeton Park**

35 Main Street, Princeton, Ontario

Organizations may submit proposals for one location or both locations.

### 5. Township Goals

The Township is seeking a partner that will:

- Deliver safe, engaging, and inclusive summer day camp programming.
- Provide affordable recreation opportunities for Township families.
- Maximize the use of municipal recreation facilities.
- Support children of varying abilities through inclusive programming.
- Deliver exceptional customer service.
- Build strong relationships with residents and community organizations.
- Encourage healthy, active lifestyles.
- Create positive experiences for children and families.
- Promote creativity, learning, teamwork, and physical activity.

## **6. Facility Locations**

### **Plattsville Memorial Community Arena & Park-68 Mill St. Plattsville ON**

Available amenities include:

- Arena floor/pad (summer use)
- Community room
- Accessible washrooms
- Accessible playground
- Splash pad
- Pavilion
- Baseball diamonds
- Open green space
- Parking

### **Princeton Centennial Hall & Princeton Park-35 Main St Princeton ON**

Available amenities include:

- Centennial Hall
- Kitchen
- Accessible washrooms
- Accessible playground
- Pavilion
- Baseball diamond
- Open green space
- Parking

Facility information sheets, maps, and photographs are included in the appendices.

# **7 TOWNSHIP OF BLANDFORD- BLENHEIM SUMMER CAMP SURVEY - (2026-07-06)**

The Township recently completed a Camp Survey to better understand camp priorities within the community.

The survey identified increased interest in:

- Summer Day Camps

Survey results are included within this RFI package and should be considered when preparing your submission.

## **8. Project Scope**

The Township is seeking information regarding:

- Summer Day Camp operations
- Camp management
- Staffing
- Registration
- Customer service
- Facility requirements
- Financial partnership models
- Resident discounts
- Long-term programming opportunities

## **9. Submission Requirements**

Each submission shall include:

- Completed response to all requested information
- Company profile
- Three references
- Proof of insurance
- Sample camp schedule

- Promotional materials (if available)
- Parent handbook (if available)
- Staff handbook (if available)
- Emergency procedures (if available)
- **Building/Parks Walk-Through**

Please contact the **Manager of Community Services** to schedule a walk-through of the applicable buildings and/or parks.

All walk-throughs must be scheduled **no later than two (2) days prior to the RFI closing date of October 16, 2026.**

**Contact:**

Manager of Community Services

Phone Number- 519 463 5347

Email: [tbaer@blandfordblenheim.ca](mailto:tbaer@blandfordblenheim.ca)

## **10. Information Requested**

### **A. Company Information**

Provide:

- Company name
- Address
- Contact person
- Phone
- Email
- Website
- Years in business
- Number of employees
- Organizational structure
- Mission statement

Describe your organization and its history.

### **B. Company Experience**

Please describe:

- Years operating camps
- Municipal partnerships
- School partnerships
- Recreation facilities served
- Number of campers annually
- Similar communities served

## **C. Financial Stability**

Please provide information regarding:

- Years in operation
- Number of camps currently operated
- Approximate annual registrations
- Full-time and seasonal staffing levels

## **D. References**

Provide a minimum of three references.

Include:

- Municipality or organization
- Contact person
- Position
- Phone
- Email

## **E. Proposed Summer Camp Program**

Please describe your proposed program.

Include:

- Ages served
- Camp dates
- Number of weeks

- Camp hours
- Before-care availability
- After-care availability
- Daily schedule
- Weekly schedule
- Minimum enrolment
- Maximum enrolment

Include a sample weekly calendar.

## **F. Camp Themes**

Provide examples of camp themes.

Examples include:

- Sports
- Outdoor Adventure
- Arts
- Music
- STEM
- Nature
- Science
- Drama
- Leadership
- Multi-Sport
- Creative Arts

The Township welcomes innovative programming ideas.

## **G. Camp Capacity**

For each location, identify:

- Minimum campers
- Maximum campers
- Maximum capacity by age group
- Number of staff required

## **H. Registration Process**

Describe:

- Registration software
- Online registration process
- Waitlist management
- Payment methods
- Refund procedures
- Customer service process

## **I. Parent Communication**

Please explain:

- Parent communication methods
- Emergency notifications
- Weekly newsletters
- Daily reports
- Camp reminders

## **J. Staffing**

Provide details regarding:

- Hiring practices
- Staff qualifications
- Vulnerable Sector Checks
- First Aid
- CPR
- HIGH FIVE Certification (if applicable)
- Accessibility training
- Inclusion training
- Behaviour management training
- Staff orientation
- Ongoing professional development

## **K. Staff Ratios**

Identify:

- Staff-to-camper ratios by age
- Camp Supervisors
- Camp Directors
- Float staff
- Emergency replacement procedures

## **L. Health & Safety**

Describe your procedures for:

- Emergency response
- Missing child procedures
- Behaviour management
- Incident reporting
- Severe weather
- Air quality
- Heat warnings
- Medication administration
- Allergy management

## **M. Insurance**

Provide:

- Proof of Commercial General Liability Insurance
- Insurance limits
- Confirmation that the Township of Blandford-Blenheim can be added as an Additional Insured
- WSIB Clearance (if applicable)

## **N. Accessibility & Inclusion**

Describe:

- Inclusive programming
- Experience supporting children with disabilities
- Behavioural supports

- Accommodation process
- Staff training related to accessibility
- Financial accessibility initiatives

## **O. Facility Requirements**

Describe:

- Indoor space required
- Outdoor space required
- Storage needs
- Kitchen use
- Washroom needs
- Wi-Fi requirements
- Equipment storage
- Parking requirements

Please identify any support or services required from the Township.

## **P. Equipment Requirements**

Please identify:

- Equipment supplied by your organization
- Equipment requested from the Township
- Storage requirements

## **Q. Cleaning & Facility Care**

Describe your procedures regarding:

- Daily cleaning
- Garbage removal
- Facility inspections
- End-of-day cleanup
- Equipment storage
- Damage reporting
- Opening and closing procedures

## **R. Marketing & Promotion**

Describe how you market your camps.

Include:

- Website
- Social media
- School promotions
- Community advertising
- Printed materials

Please identify what marketing support you would expect from the Township.

## **S. Performance Measurement**

Describe how your organization measures program success.

Examples include:

- Parent surveys
- Camper feedback
- Repeat registrations
- Attendance
- Incident statistics

## **T. Resident Discounts**

The Township is interested in making recreation affordable for local families.

Please indicate whether your organization would provide discounted registration fees for Township residents if the Township reduced or waived facility rental fees.

If yes, explain:

- Proposed resident discount
- Estimated savings
- Administration of the program

## **U. Financial Proposal**

Please provide:

- Weekly camp fees
- Daily camp fees
- Before-care fees
- After-care fees
- Other participant fees

Please also indicate:

- What you propose paying the Township for use of the facilities.
- Whether your proposal is based on a weekly rental, seasonal rental, revenue sharing, or another partnership model.
- Whether your proposal differs if operating one location versus both locations.

## **V. Community Engagement**

Please explain:

- Why you are interested in partnering with the Township of Blandford-Blenheim.
- What makes your organization unique.
- How you would become involved in the community.
- How you would support Township events and initiatives.

## **W. Future Programming Opportunities**

In addition to Summer Day Camps, please indicate whether your organization could provide:

- PA Day Programs
- March Break Camps
- Holiday Camps
- Youth Recreation Programs
- Arts Programs
- Music Programs
- STEM Programs
- Leadership Programs
- Adult Recreation Programs

- Seniors Programs
- Family Recreation Programs

## **X. Partnership Term**

Please indicate whether your organization would be interested in entering into a multi-year partnership with the Township, subject to annual performance reviews and mutual agreement.

## **Y. Additional Information**

Include any additional information that would assist the Township in evaluating your organization.

# **11. Evaluation Process**

Responses will be reviewed by Township staff to determine which organization best aligns with the Township's recreation goals and objectives.

The review may consider:

- Company experience
- Program quality
- Staffing
- Health and safety
- Accessibility
- Affordability
- Resident benefits
- Community engagement
- Financial proposal
- Facility compatibility
- References
- Overall value to the Township

The Township may request additional information, clarification, or meetings with one or more proponents before identifying a preferred partner.

## 12. Interview Process

Shortlisted proponents may be invited to:

- Attend an interview.
- Present their proposed program.
- Participate in a question-and-answer session.
- Meet Township staff.
- Tour Township facilities.

## 13. Proposed Timeline-Could change

| <u>Activity</u>          | <u>Estimated Timeline</u> |
|--------------------------|---------------------------|
| RFI Released             | September 2026            |
| Site Visits              | September/October 2026    |
| Questions Due            | September/October 2026    |
| Submission Deadline      | October 16 2026           |
| Staff Review             | October–November 2026     |
| Interviews (if required) | October 2026              |
| Council Report           | November 2026             |
| Partnership Discussions  | December 2026             |
| Registration Opens       | Winter 2027               |
| Summer Camps Begin       | Summer 2027               |

## 14. General Conditions

The Township reserves the right to:

- Accept or reject any or all submissions.
- Request clarification or additional information.
- Conduct interviews or presentations.
- Negotiate the terms of a partnership with one or more proponents.
- Amend or cancel this RFI if deemed to be in the Township's best interest.

Following the review process, the Township intends to identify a preferred partner for Summer Day Camp programming and may enter into partnership discussions, subject to any required Township approvals.

## 15. Submission Checklist

Please ensure your submission includes:

- ☐ Company Profile
- ☐ Company Experience
- ☐ References
- ☐ Proposed Camp Program
- ☐ Weekly Camp Schedule
- ☐ Staff Information
- ☐ Staff Training
- ☐ Insurance Certificate
- ☐ Facility Requirements
- ☐ Financial Proposal
- ☐ Resident Discount Proposal
- ☐ Marketing Plan
- ☐ Additional Information

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## **16. Appendices**

**Appendix A** – Copy of TOWNSHIP OF BLANDFORD-BLENHEIM SUMMER CAMP SURVEY - Excel Report(2026-07-06)

**Appendix B** – Submission Checklist

# Appendix A – Summer Camp Survey Results

The Township of Blandford-Blenheim Summer Camp Survey results are included as an embedded Excel attachment to this document. **Double-click the attachment icon below to open the Excel report.**

**TOWNSHIP OF BLANDFORD-BLENHEIM SUMMER CAMP SURVEY –  
Excel Report (2026-07-06)** 