



RADNOR TOWNSHIP WIZARDING CAMP REQUEST FOR PROPOSAL COVER PAGE



The Radnor Township Recreation & Community Programming Department is looking for qualified individuals or firms to provide professional programming implementation for a Summer Wizarding Camp 2019! The activities and curriculum will include, but are not limited to, quidditch, herbology, potions, charms, and much more!

Individuals or firms with relevant experience and interest in leading the Summer Wizarding Camp are encouraged to submit a proposal.

See attached for the full Request for Proposal, including the camp delivery and submittal outline, or visit our website at www.radnor.com/recreation. If you have any questions please contact Tammy Cohen, Director of Recreation, 610-688-5600 tcohen@radnor.org.



Request for Proposal (RFP)
Summer Wizarding Camp - Director/Leadership
Radnor Township Recreation & Community Programming Department

1. INVITATION

The Radnor Township Recreation & Community Programming Department is soliciting proposals, from qualified individuals or firms, to provide professional programming implementation for a Summer Wizarding Camp to be offered in July and August 2019 in Radnor Township, PA. Individuals or firms with relevant experience and interest in leading the Summer Wizarding Camp, and the qualifications to perform these services outlined herein, are encouraged to submit a proposal. Individuals may work together as a team to ensure that the camp is established, operated, and provides the appropriate level of service required. Businesses or firms are welcome to submit. The submittal shall be responsible for meeting all the requirements of the proposal.

The purpose of the RFP process is to identify the individual or firm and proposal the Recreation Department determines are best suited to support the Department in implementing this traditional summer camp project that has been running for 10 years. Following an analysis of the responses to this RFP, the submittal may be invited for interviews, with one being selected for further negotiation. The submittal ultimately awarded a contract will provide services as directed by the Radnor Township Recreation & Community Programming Department.

All questions concerning this RFP shall be directed, in writing, to Tammy Cohen, Director of Radnor Township Recreation & Community Programming Department, 301 Iven Avenue, Wayne, PA 19087; 610-688-5600, x 141; tcohen@radnor.org. The RFP will remain open at the discretion of the Radnor Township Recreation & Community Programming Department and will close when a contract has been developed. Responses to any questions that substantially alter this RFP will be issued in the form of a written addendum to all those that have received an RFP. All proposals submitted shall remain open to acceptance for ninety (90) days from their opening.

2. NATURE OF SERVICES REQUESTED

The Radnor Township Recreation & Community Programming Department is seeking an individual or firm to provide the professional programming implementation for a Summer Wizarding Camp for children to be offered in July and August 2019, as it fits within a hearty schedule of various camp offerings by the Department during the summer. The camp will meet the social, emotional, and educational needs of the participants and will offer an array of activities designed to appeal to enthusiasts of author JK Rowlings' Harry Potter.

The Camp will adhere to the Department's Mission Statement:

It is the mission of the Radnor Township Recreation and Community Programming Department to provide the highest quality of life for all members of the community by providing an array of recreational activities, leisure services, parks, and facilities through reliability, loyalty, and friendly customer service.

We are committed to effective and responsible management of all levels of our service and operation. We aspire to grow and prosper by discovering innovative and cooperative ventures and creating new opportunities.

We believe in establishing the core foundations of our community by providing opportunities that encourage healthy and active lifestyles, enjoyment, relaxation, sense of community, and life-long learning as well as opportunities that enrich the well-being for present and future generations of Radnor Township.

The Camp will adhere to the Department's Philosophy on Customer Service:

The Recreation & Community Programming Department prides itself on excellent customer service and communication regarding its vast array of parks and recreational programming services. It is accessible by phone and email and always ready to provide the community with requested information in a professional and poised manner. We go above and beyond to meet the needs of our residents in every way possible.

The individual or firm will be required to adhere to the Recreation & Community Programming Department's established *Operational Guidelines for Contracted Programming*, including all of the outlined policies and procedures and requirements for insurance and background checks.

3. CAMP DELIVERY / SUBMITTAL OUTLINE

A. Delivery:

- Camp will be offered to children of school ages 6 to 15 within two five-day periods, Monday to Friday from 9:00 to 12:00 PM (Half Day) and 9:00 to 3:00 PM (Full Day) in July and August 2019.
- Submittal should outline preferred dates for camp delivery.

B. Site:

- Camp will take place at a school location within Radnor Township.
- Submittal may be asked to assist in evaluating sites.

C. Activities & Camp Curriculum:

- Submittal will provide an outline of camp curriculum and activities in detail, that will reflect the specific camp lesson plans and operational goals and objectives.
- Submittal should also provide a detailed description of his/her proposed approach to the camp and how it intends to ensure that the mission and objectives will be met, along with applicable timelines for reaching progress milestones, and ultimately, successful implementation of the camp.

The Department is requesting the camp activities will be designed to include the following, but are at the subject of the leadership and creativity of the submittal:

- Personalized "Acceptance Letter" prior to the start of camp
- Four distinct House Names and sorting of campers into Houses
- Wand making
- Quidditch
- Defense Against the Dark Arts
- Herbology
- Potions
- Divination
- Charms and Dueling
- Care of Magical Creatures
- Astronomy

- Honeydukes, Zonkos, Butter Beer, etc.
- Various crafts and additional creative activities
- Emphasis on problem solving and teamwork
- Friendly competition and rewards/point system
- End of camp ceremony/activity with an invitation for parents/guardians to attend

D. Supplies & Equipment:

- Each camper will receive a defined set of supplies, take-home projects, end-of-camp recognition, etc.
- Submittal should provide a detailed outline of the recommended supplies and equipment needed to operate the camp, along with a corresponding budget.
- Submittal should further provide a detailed outline of the number of hours dedicated to each phase of the camp development and implementation.

E. Camp Costs/Financials:

- The camp will be offered at a defined cost per participant subject to a percentage agreement between the submittal and the Department, that will be negotiated.
- The submittal's portion of the agreement will include the operating supplies – please note the Township has some equipment to contribute for usage including Quidditch poles and nets.
- The submittal should outline his/her requirements for compensation along with the detailed operational supplies and corresponding costs to ensure success of the camp.

F. Individual or Firm Information:

- Submittal should provide a summary of his/her qualifications and an outline of relevant projects that demonstrate an ability to successfully meet the requirements of the RFP.
- Submittal should provide a list of professional references.

**The above items, provided by the submittal, should be in of such quality and in such detail that they can serve as concept plans to be used for camp implementation.*

**The Submittal Outline is acceptable electronically via email or via hard copy.*

Questions and All Final Submittals shall be submitted to:

Tammy Cohen
 Radnor Township
 Director of Radnor Township Recreation & Community Programming
 301 Iven Avenue
 Wayne, PA 19087
 610-688-5600, x 141
tcohen@radnor.org

**The Recreation & Community Programming Department reserves the right to reject any or all proposals; to waive informalities and technicalities, and to accept any proposal which it deems to be in the best interest of Radnor Township.*