



Request for Proposals – Summer Camp Provider

Third-Party Summer Camp Hosting at the PowerPlex and Fortis Canada Games Complex

Issued by: the Newfoundland and Labrador Sports Centre Inc.

Issue Date: November 20th, 2025

Submission Deadline: December 12th, 2025

Contact Person: Janine Campbell; janinecampbell@gov.nl.ca. No phone inquiries, please.

1. Introduction

The Newfoundland and Labrador Sports Centre is seeking proposals from qualified third-party organizations to design, manage, and operate summer camp programs at two of our athletics facility located at 100 Crosbie Road and 20 Lambe's Lane in St. John's. The selected provider will be responsible for delivering active, engaging, safe, and inclusive programming for youth during the summer months of 2026. Prospective providers can bid on one or both locations for camps depending on what facilities are needed to suit their plans. Proposals for individual locations or both locations will all be considered.

2. Objectives

The selected provider will be expected to align their summer camp programming with the mission of the NL Sports Centre.

Specific objectives include:

- Deliver high-quality recreational and athletic programming that supports youth development and healthy living.
- Ensure safety, inclusivity, and accessibility for all participants, reflecting the values of the NL Sports Centre.
- Maximize facility usage during summer months through engaging, diverse, and mission-aligned programming.
- Promote community engagement and foster a lifelong appreciation for sport and recreation.

3. Scope of Services

- Develop and deliver summer camp programming (sports, recreation, wellness, etc.).
- Manage camper registration, staffing, and daily operations.
- Ensure compliance with all health, safety, and insurance requirements.

- Coordinate with facility staff for scheduling and logistics.
- Provide all necessary equipment and supplies outside of major facility equipment, unless otherwise agreed.

4. Facility Details

- Location: Fortis Canada Games Complex; 20 Lambe's Lane
 - Available Spaces:
 - Full Exterior Track with interior grass field
 - Indoor Multipurpose Room (With access to track)
 - Hours of Operation: 8am – 5pm (max)
 - Capacity – up to bidder to suggest based on proposed camp plan (max of 80)
- Location: PowerPlex; 100 Crosbie Rd
 - Available Spaces:
 - Indoor Turf Space (Benvon's Room)
 - Occasional Access to half gymnasium
 - Exterior of building space
 - Concessions Room
 - Hours of Operation: 8am – 5pm (max)
 - Capacity – up to bidder to suggest based on proposed camp plan (max of 60)

5. Fee Structure

- Facility rental fee: based on space allocated for camp
 - Powerplex; Benvon's Room Exclusive Access all Summer - \$3000/wk
 - Fortis CGC; Track and Grass Field and Multi-Purpose Room - \$6200/wk
 - Rates adjustment can be discussed based on proposed camp not using all allocated space as above.
- Payment schedule:
 - 25% upon contract being awarded
 - 50% on/before June 26th, 2026
 - 25% on/before August 31st, 2026

5. Proposal Requirements

- Organizational background and experience.
- Proposed camp structure, schedule, and curriculum.
- Staffing plan and qualifications.
- Safety protocols and risk management strategies.
- Budget and pricing model
- References/reviews of previous camps programs

6. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

A. Organizational Experience and Qualifications (30%)

Demonstrated experience in managing youth summer camps, particularly in athletic or recreational settings. Credentials and certifications of key personnel (e.g., camp director, coaches, first aid). History of successful partnerships with similar facilities or municipalities.

B. Program Design and Alignment (30%)

Quality, variety, and structure of proposed programming. Alignment with the NL Sports Centre's mission to promote safe, inclusive, and accessible sport. Integration of physical literacy, athlete development, and healthy lifestyle promotion.

C. Safety and Risk Management (15%)

Detailed safety protocols, including emergency response plans and supervision ratios. Staff screening and training procedures (e.g., background checks, first aid certification). Insurance coverage and liability mitigation strategies.

D. Inclusivity and Accessibility (10%)

Strategies to ensure participation from diverse backgrounds, including underrepresented groups. Accessibility accommodations for campers with disabilities or special needs.

E. References and Past Performance (15%)

At least two references from previous camp partnerships. Testimonials or evaluations from past participants or facility partners. Evidence of program impact (e.g., participant growth, satisfaction surveys).

7. Submission Instructions

Submit proposals electronically in PDF format to janinecampbell@gov.nl.ca by November 30th, 2025. Late submissions will not be considered.

8. Timeline

- RFP Issued: November 20, 2025
- Questions Due: November 27, 2025
- Proposal Deadline: December 12, 2025
- Selection Notification: January 9, 2026
- Program Start: week of June 29, 2026

9. Terms and Conditions

- The Newfoundland and Labrador Sports Centre reserves the right to reject any or all proposals.
- It is expected that camp providers follow all provincial/municipal guidelines with respect to caring for children (mandatory supervision ratios, training and screening, etc). Failure to outline compliance with these guidelines will result in disqualification.
- All providers must hold their own participant liability insurance with a minimum coverage of \$2,000,000 with the NLSC listed as another named insured.
- All submitted materials become the property of Newfoundland and Labrador Sports Centre.
- The selected provider will enter into a formal agreement outlining responsibilities, liabilities, and compensation.