



Professional Fire Fighters of Wisconsin Charitable Foundation



Monday, February 20th, 2023

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Program Coordinator

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**RE: Request for Proposal: Host Site Needed for our
Summer Camp for Burn Injured Youth August 13th - 19th, 2023**

Greetings,

Thanks so much for taking the time to read this request and for your consideration in helping us in our time of crisis. On Friday, February 17th, 2023, we received the sad and unexpected news that Trinity International University will be closing Camp Timber-lee. For more than 28 years, Camp Timber-lee has been home to our Summer Camp for Burn Injured Youth. We hope to determine your interest in submitting a proposal to host Burn Camp.

At the Professional Fire Fighters of Wisconsin Charitable Foundation, we serve as champions for burn survivors, fire fighters, and safe communities across Wisconsin. Everyone is touched by the work we do whether through our fire safety and prevention initiatives or the work we do to support fire fighters and their family during times of need. Obviously, our goal is to prevent fires and burns from happening at all. However, when a burn injury does occur, we are there to provide meaningful support to burn survivors of all ages and in all stages of recovery. Each of our four areas of programming is connected in a way to support our mission. All our programming has experienced tremendous growth and impact over the last few years. Especially, within our Burn Survivor Support and Fire Fighter Support programming where we are providing meaningful year-round support services.

Burn Camp is a fun, week-long summer camp for kids with life-changing burn injuries that is offered at no cost to all that attend. This remarkable continuation of care and aftercare program promotes healing, peer support, and life beyond unimaginable injuries. More than 100 burn survivors and volunteers make this camp special for everyone that attends.

Each year our Burn Camp Steering Committee works year-round to plan Burn Camp around a theme that changes each year and makes each child's experience fresh, unique, and more impactful. The week of Burn Camp is filled with fun, love, and life-changing activities that require the support of great people and organizations to make it all possible.

Our Campers, Board of Directors, Staff, and Burn Camp Steering Committee are excited about this year's Burn Camp and remain 100% committed to ensuring the indefinite continuity thereof. We look forward to partnering with your organization. If you have any questions, please feel free to contact Executive Director Michael Vos at (414) 430-3697 (or by email at Mike@pffwcf.org). Specifics on our needs and instructions on how to submit a proposal are on the back side of this letter. We sincerely appreciate your consideration of our request and look forward to hearing from you soon.

Sincerely,


Mahlon Mitchell
Chairman


Michael J. Vos
Executive Director


Aine King
Program Coordinator


Melissa Kersten
Burn Camp Director

"Champions for Burn Survivors, Fire Fighters, and Safe Communities"

**321 East Main Street, Suite 200 Madison, WI (608) 630-8440 Mike@pffwcf.org www.pffwcf.org
Tax Identification Number: 81-0548082**

Professional Fire Fighters of Wisconsin Charitable Foundation

Request for Proposal

Host Site Needed for our Summer Camp for Burn Injured Youth
August 13th – 19th, 2023

The Professional Fire Fighters of Wisconsin Charitable Foundation (PFFWCF) is seeking a site, preferably in southeastern Wisconsin to host our 29th annual Summer Camp for Burn Injured Youth (Burn Camp) August 13th-19th, 2023. Burn Camp is a week-long overnight summer camp for kids with life-changing burn injuries. Each year, nearly 100 campers and volunteers come together for a week of indoor and outdoor activities. PFFWCF will provide required insurance, our own volunteer camp staff, and meals for the week (*supplied and prepared mostly by Wisconsin fire departments*). **We are seeking a site that will allow us to continue many of the traditions that make Burn Camp special**, including but not limited to a fire apparatus parade with up to 50 fire trucks, Bike Night with up to 200 motorcycles, and Visitors Day with 300 visitors. For a full schedule of events and activities from our previous camps, please contact Program Coordinator, Aine King (608) 630-8440 or Aine@pffwcf.org for a document featuring the 2022 Burn Camp schedule. It is difficult to convey everything we are seeking in this document, please contact us for assistance, more information, or clarification. This letter is your invitation to submit a proposal, in accordance with the following:

Requirements

- When:** August 13th-19th, 2023.
If possible, we would like to start moving our supplies and equipment in on or before 8/12/23.
- Where:** Southeastern Wisconsin is preferred.
- Lodging:** Overnight accommodations of 100 people is required.
- Meals:** Daily Breakfast for 100. Access to clean drinking water. Commercial kitchen for cold storage and safe preparation of food and accommodation of special dietary restrictions is preferred.
- Activities:** Provide a list of available camp activities when submitting proposal. Many Activities and outside vendors are coordinated by the PFFWCF. However, traditional camp activities like swimming, fishing, boating, horse back riding, archery, ropes course, leather shop, animal encounters, rock wall, burn ball and more have been utilized from the host camp.
- Site visit:** Include a point of contact to conduct a site visit and the earliest availability to do so.
- Details:** Please provide as much detail, literature, and/or descriptions of what your camp has to offer. As well as what you will required and expected of the PFFWCF. If helpful, please figure on an equal grouping of campers and camp staff (*genders and age groups...* Our youth camp is 7-12 and our teens are 13-17, Young Adult Leadership Program is 18-20, Camp Staff is 21+, Explorer day camp is 3-7) utilizing your own policies, procedures, or practices.
- Cost:** Please provide a detailed estimate of the costs associated with your proposal.

PROPOSAL SUBMISSION INSTRUCTIONS

PROPOSAL IS DUE: NO LATER THAN FRIDAY, MARCH 10th, 2023 AT 3:00 P.M. (CST)

Please deliver your proposal in ".pdf" format via email to Executive Director, Michael Wos (Mike@pffwcf.org) AND carbon copy (cc) Program Coordinator, Aine King (Aine@pffwcf.org) AND Burn Camp Director, Melissa Kersten (Melissa@pffwcf.org)

After all proposals have been reviewed by the PFFWCF, you will be advised of the status of your proposal prior to Friday, March 17th, 2023 by 5:00 p.m. (CST)

If requested, proposal presentations and a review of the scope of work with a PFFWCF representative can be scheduled by appointment prior to Monday, March 6th, 2023, at 4:30 p.m. (CST) by calling (608) 630-8440 or contacting Executive Director Michael Wos directly. The Professional Fire Fighters of Wisconsin Charitable Foundation is not obligated to accept the lowest cost proposal or any other proposal. **You are welcome to submit more than one proposal for other facilities or solutions that you think would fit our needs.** The right to reject any or all proposals and waive all formalities are hereby reserved by the PFFWCF. Thank you for your time and consideration, please contact us with questions at any time.