



Meeting Professionals International (MPI) Toronto Chapter is seeking a **DE&I Workshop Facilitator** for our: Professional Development virtual session.

***The date is not set and considering one of the following:***

- Week: January 26 (M-Th: 26, 27, 28, 29)
- Week: February 2 (M-Th: 2, 3, 4, 5)
- Week: February 9 (M-Th: 9, 10, 11, 12)

The MPI Toronto Chapter represents the largest Canadian chapter in MPI and is known for having a great community of industry professionals. Our members believe in working with companies they know and trust along with fellow members and supporters of MPI. Let us connect you with your fellow industry professionals by partnering with our chapter.

Please ensure your proposal addresses the requests of this form and forward your proposal to the MPI Toronto Chapter representative as noted below.

Additional information can be provided upon request.

**FIRM DEADLINE TO RESPOND:** December 22, 2025

**DECISION DEADLINE BY COMMITTEE:** January 09, 2025

If you have any questions about this proposal, please contact:

Erinn Young, Chapter Administrator

[erinn@mpitoronto.org](mailto:erinn@mpitoronto.org)

905-567-9591

#### **TENDER PROCESS:**

- This RFP is open to both MPI members and non-members.
- RFPs are sent by broadcast email to all MPI members
- Board members and/or committee members must disclose any conflict of interest or personal intent when submitting a proposal and must remove themselves from contracting discussions.
- All proposals will be acknowledged upon receipt.
- Proposals will be reviewed by the Professional Development Committee & collaboration with DEI committee. A recommendation and rationale will be presented to the committee based on the below rating matrix.
- Unsuccessful bidders will be notified by email.
- A short ZOOM meeting may be required prior to the final awarding of the contract.

## STRATEGIC PARTNERSHIP REQUEST FOR PROPOSAL

EVENT & COMMITTEE INFORMATION	
Event Overview:	For an MPI Toronto Chapter Professional Development session to take place virtually at the end of January or the beginning of February 2026.
Overview of Education Requirement:	We are seeking a DE&I Workshop Facilitator with hands-on experience helping organizations turn diversity, equity, and inclusion into actionable strategies. In a maximum 90-minute session for our chapter members, you will focus on practical ways to embed DE&I into our chapter's events. Participants will leave with tools, checklists, and techniques to create inclusive programs, equitable engagement, and accessible experiences. This is an opportunity to help shape a chapter that's energized, equipped, and united in making inclusion a lived experience for all members and event participants.
Facilitator to provide:	<p>The 90-minute session should cover the following topics:</p> <ol style="list-style-type: none"> <li><b>1. Value of DE&amp;I Investments:</b> Demonstrating how DE&amp;I initiatives enhance event outcomes, engagement, and attendee experience.</li> <li><b>2. Addressing Hesitations and Barriers:</b> Identifying and overcoming obstacles that may prevent equitable participation or representation in events.</li> <li><b>3. Defining Progress and Implementation:</b> Establishing clear goals, actionable steps, and measurable outcomes to embed DE&amp;I throughout all event types.</li> </ol> <p>The session will equip participants with tools, strategies, and techniques to integrate DE&amp;I into every aspect of event planning and execution, ensuring that inclusion is a tangible, actionable part of the chapter's events and activities.</p> <p>Interested facilitators are requested to provide a detailed proposal on the three themes above and submit a detailed proposal including the following:</p> <ol style="list-style-type: none"> <li><b>1. Workshop Content Overview:</b> A practical, action-oriented description of the 90-minute session, including strategies, tools, and techniques for implementing DE&amp;I in events. As the facilitator, you can suggest the best format for the session by providing a breakdown of the agenda; whether as a keynote, facilitating a panel of subject matter experts or to be interactive with break-outs or a combination of the above.</li> <li><b>2. Testimonials/References:</b> Two testimonials or references from clients who have benefited from your DE&amp;I training in event-focused settings.</li> <li><b>3. Biography:</b> A one-page biography highlighting your relevant experience and qualifications.</li> <li><b>4. Availability:</b> Confirmation of your availability for the January 2026 meeting.</li> </ol>

Projected # of Attendees:	60	% Planner/Supplier:	40/60	Time:	TBC Morning or Afternoon
Attendance: entire MPI Toronto Chapter Leadership required, chapter members optional					
Budget:	Monetary Compensation: Honorarium \$2,000 + HST				

## SELECTION PROCESS

MPI Toronto reserves the right to accept, in whole or in part, any submission; it also reserves the right to not select any of the submitted proposals should the selection criteria (price and experience) not be met.

Proposals will be evaluated on the following criteria:

### 1. Price: 0-50 points

All costs and extra options must be clearly identified; however, price will not necessarily be the determining factor. Services offered on a complimentary basis will be taken into account and must be clearly identified in your proposal with a dollar valuation.

### 2. Amenities/Services offered: 0-40 points

The number of services or amenities, including any extras offered which were not requested.

### 3. Responsiveness: 0-10 points

Based on submitting proposals on time, responding to inquiries in a timely manner, openness to questions on aspects of the proposal and demonstration within the proposal of how the supplier will react (timeline) to inquiries/requests, and general administration requirements during the contract period, etc.

### 4. Membership: 10 points

MPI members are not awarded contracts by default. Membership will be a determining factor if all remaining criteria are equal between bidders.

**Total possible score: 110 points**