

Meeting Professionals International (MPI) Toronto Chapter is seeking an **Audio-Visual Partner** for our **May 15 & November 13, 2025**, education session.

The MPI Toronto Chapter is the largest chapter in Canada 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 are valued based on the knowledge that they share the same goals and principles. 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 Strategic Partnership Committee, noted below.

Additional information can be requested upon request.

FIRM DEADLINE TO RESPOND: February 5, 2025

DECISION DEADLINE BY COMMITTEE: February 19, 2025

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

Erinn Young
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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 venue 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 Committee and Chair. A recommendation and rationale will be presented to the committee based on the matrix below.
- Unsuccessful bidders will be notified by email.

STRATEGIC PARTNERSHIP REQUEST FOR PROPOSAL

EVENT & COMMITTEE INFORMATION					
Event Overview:	Objectives: Objectives: The Professional Development session is a Continuing Education Event for Event Professionals wanting to advance their skills and work/maintain their professional designations, designed with the Events Industry Council CMP-IS in mind.				
Professional Development Education Event					
Projected # of Attendees	60	% Planner/Supplier:	40/60	Half-Day Session	10:00AM – 1:00PM OR 1:00PM – 4:00PM
OVERVIEW OF SPONSORSHIP REQUIREMENTS					
The MPI Toronto Chapter, Professional Development committee is seeking In-kind Audio-Visual or best offer of services.					
Thursday, May 15 & Thursday, November 13 (dates are flexibility within the week on a Tues, Wed or Thurs)					
AUDIO VISUAL REQUIREMENTS					
DETAILS:	For the Audio-Visual we will require the following: Audio/Visual: <ul style="list-style-type: none"> (1) Screens/Projectors Podium (unless provided by the venue) Switcher, (1) Laptops and Perfect Cue Podium Mic, (up to 5) Lav Mics (with headsets), Laptop DIs Stage (estimate 8x12) Labour for install, operate and dismantle 				
Chapter's Budget	\$1,700.00 per event (<i>power not included</i>)				
Please advise your Total Value of Sponsorship:	Note: In-Kind sponsorship will be allowed a brief podium address to attendees. Additional Partnership offerings can be made, based on total value \$ of In-Kind package.				

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