

## **REQUEST FOR PROPOSALS**

### **Event Venue – MPI Ottawa Prix Prestige Awards Gala 2022**

*(released June 7th, 2022, proposals due June 30th, 2022)*

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#### **ABOUT THIS REQUEST FOR PROPOSALS (RFP)**

The Ottawa Chapter of MPI is seeking a location to host our annual Prix Prestige Awards Gala.

#### **ORGANIZATION DETAILS**

##### **About Meeting Professionals International**

Meeting Professionals International (MPI) is the pivotal force in positioning meetings as a primary communications vehicle and a critical component of an organization's success. MPI leads the industry by serving the diverse needs of all people with a direct interest in the outcome of meetings, educating and preparing members for their changing roles and validating relevant knowledge and skills, as well as demonstrating a commitment to excellence in meetings

##### **About the Ottawa Chapter**

The 175 member Ottawa Chapter of MPI, established in 1984, empowers its members to increase their strategic value with education, professional development and business growth opportunities. The association generally hosts ten regular chapter functions from August to June each year, including education workshops, networking dinners, an annual charity fundraiser, an annual Awards Gala, and a golf event. The Board of Directors also hosts two retreats each year: the mid-year retreat in the fall and the year-end retreat in the spring. For more information, please visit [www.mpi.org/chapters/ottawa](http://www.mpi.org/chapters/ottawa)

#### **TENDER PROCESS:**

- This RFP is open to both MPI members and non-members.
- RFPs are sent by broadcast email to all MPI members and are posted on the Chapter website for public viewing.
- 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 individual Event Directors. A recommendation and rationale will be presented to the committee based on the below rating matrix.
- Unsuccessful bidders will be notified by email.
- A site inspection may be conducted prior to the final awarding of the contract.

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## **EVENT DETAILS**

### **MPI Ottawa Prix Prestige Awards Gala 2022**

Date Options: October 18, 25, 26, 27, November 1, 2, 3

*Please include availability for all dates in the bid proposal.*

#### **Brief Event Summary:**

The MPI Ottawa Prix Prestige Awards are designed to recognize excellence in active chapter members for their commitment, service and involvement in the chapter or industry and community at large. MPI Ottawa's Prix Prestige Awards are presented annually in the following categories, to recognize the best of the best in the meetings industry.

- Planner of the Year
- Supplier of the Year
- Mentor of the Year
- Volunteer of the Year
- Student of the Year
- Rising Star
- Two special categories bestowed at the discretion of the President:
  - Honorary Member, and the President's Award.

#### **Details / Requirements:**

- Functions Spaces:
  - Awards Presentation Room/Theatre:
    - Room to accommodate 300 plus attendees in theatre style for awards presentation.
    - Room/theatre to accommodate staging and technical table and awards set up.
    - Ideally a venue with existing stage/ staging preferred.
  - Reception Area:
    - Stand Up Reception area for 300 plus attendees
    - Designated area of bar
    - Designated area for Registration Desk
  - Dinner Area:
    - Ability to accommodate 300 plus attendees for a sit-down dinner, ideally at tables of 8-10.
    - Able to accommodate a small stage for announcements

- First committee planning meeting to be held in person at the venue for a site visit (date to be determined)
- Final committee production schedule meeting to be held in person 2 weeks prior to event day (date to be determined).

**Budget for Food and Beverage:**

- Food and Beverage Budget: \$ 70++ per person
  - Passed and or stations for reception food
  - 3 course sit down served, dinner
  - The venue is invited to showcase their culinary skills by upgrading the food and beverage for this event. An upgraded meal will be considered an in-kind donation and will be recognized accordingly.
  - Please include all fees related to bars (cash and host) and corkage fees.
  - Please include wine list.
  - Please clearly identify taxes and gratuities separately

**Concessions required:**

- Complimentary or discounted Indoor / outdoor parking for guests
- Complimentary parking for up to 12 people
- Complimentary podiums (minimum 2)
- No patch fees if an outside AV company is awarded the contract (please include in proposal who the in-house AV company is)
- Complimentary or discounted rigging and electrical fees (fees to be clearly outlined in proposal)
- No minimum on cash bar
- One complimentary alcoholic or non alcoholic beverage per person
- 10 easels complimentary
- Complimentary function space
- Complimentary or discounted coat check/racks
- Complimentary Wi-Fi for all attendees or 12 connections for volunteers and MPI Ottawa Secretariat
- Access to green rooms for volunteers close to the function space
- Access to greenroom for awards presentation and nominees (space close to dinner reception)
- Access to green room for band (if applicable)

**Attendance Forecast**

300 persons

*Historical Attendance Information:*

- 2021: Virtual
- 2020: Virtual
- 2019: 281
- 2018: 300

- 2017: 320
- 2016: 300

### **Event Timing (tentative):**

7:00 am to 4:30pm - Setup, including AV setup (with rehearsals in all event spaces)  
5:00 pm to 6:00 pm – Reception cocktail hour  
6:15 pm to 7:30 pm – Awards ceremony  
7:30 pm to 10:00 pm – Dinner

### **A/V Requirements:**

A separate RFP will be created and sent out to all av companies once the venue is chosen. (Please identify who if any companies hold the contract for supplying AV and advise if any AV is included in function space).

Access to functions space the night prior to event at no cost is ideal so that AV set up can take place, otherwise 7:00am access on the day of the event is a must.

### **Wish list/sponsorship opportunities:**

**The awards gala provides multiple sponsorship opportunities (monetary and in-kind) for various components of the event.** MPI Ottawa Chapter reserves the right to seek additional sponsorship to enhance their event (i.e. cocktails, wine, décor, etc.), however, the host venue will get the “first right of refusal”

- **Sponsorship requests will be sent out to all members for the following items.**
- Reception Sponsor
- Wine Sponsor
- AV Sponsor
- Décor Sponsor
- Lighting Sponsor
- Auction Items

To discuss sponsorship opportunities, please contact [partnerships@mpiottawa.ca](mailto:partnerships@mpiottawa.ca) MPI Ottawa reserves the right to seek sponsorship opportunities to enhance our events (e.g., cocktails, wine, décor). The Host Venue will get the first right of refusal, and any goods and/or services extended on a complimentary basis will be recognized as in-kind contributions as per the MPI Ottawa Partnership Prospectus levels. In-kind contributions are valued at 60% of the total actual costs/contributions (e.g. complimentary services of \$8,500 are valued at \$5,100). Consideration is based on actual requirements for the event requested, as well as items listed on the events Wish List. If you choose to provide additional items, the labour and/or cost associated with said items are the responsibility of the supplier and are not applicable to the overall partnership level amount. For more information please download our [2022-2023 Prospectus](#).

### **Host Venue Benefits (The selected venue will receive the following standard benefits):**

- Introduction and recognition of your venue at the event, by the emcee
- Logo on MPI Ottawa website event page, linked to venue website
- Three (3) complimentary registration to event

- If you wish to have a table of 10 you may, however the food costs are the responsibility of the venue for the additional 7 guests
- An opportunity to address the participants at the event (maximum 2 minutes at the podium)
- Social media promotion (Twitter, Facebook, LinkedIn and Instagram)
- Opportunity to showcase your facilities and services
- Post-event registration list

**This event is organized by:**

Prix Prestige Awards Committee under the direction of the Director of Awards and Recognition.

**For more details, contact:** Pam Gosewich at [admin@mpiottawa.ca](mailto:admin@mpiottawa.ca)

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## **SELECTION PROCESS**

MPI Ottawa 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 as requested plus 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**

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**Please send your proposals to [admin@mpiottawa.ca](mailto:admin@mpiottawa.ca) by June 30<sup>th</sup>, 2022**

Pam Gosewich

MPI Ottawa Chapter Administrator

[admin@mpiottawa.ca](mailto:admin@mpiottawa.ca)

*Thank you in advance for your interest and co-operation. If you have any questions regarding this document, or the RFP process, please contact the MPI Ottawa Chapter Administrator*