

REQUEST FOR PROPOSALS – EVENT VENUE

MPI Ottawa Chapter - June Volunteer Appreciation Event 2025

Date of the Event: June 10, 11 or 12 2025

(released March 7, 2025, proposals due March 21, 2025)

ABOUT THIS REQUEST FOR PROPOSALS (RFP)

The Ottawa Chapter of Meeting Professionals International (MPI) is seeking a location to host our annual June Volunteer Appreciation Event.

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 200+ member Ottawa Chapter of MPI is the second largest MPI Chapter in Canada. It was established in 1984 and its mission is to empower members to increase their strategic value with education, professional development and business growth opportunities. The association generally hosts ten regular chapter functions each year, including education workshops, networking dinners, an annual charity fundraiser, and an annual Awards Gala. The Board of Directors also hosts two retreats each year: the mid-year retreat in the spring and the year-end retreat in the fall. For more information, please visit: 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.

EVENT DETAILS

MPI Ottawa Member Events June Volunteer Appreciation Event

Date Options: June 10th, 11th or 12th 2025

Please include availability for all dates in the bid proposal.

Brief Event Summary:

MPI Ottawa Chapter is seeking proposals from venues to host our June Volunteer Appreciation Event in June 2025. This event aims to recognize and celebrate the contributions of our dedicated volunteers in a casual and enjoyable atmosphere.

We are looking for a versatile venue that could offer an outdoor patio setting with summer activities or options for lawn games, board games, and a BBQ/casual dinner theme.

Details / Requirements could include the following:

- Outdoor Patio Setting: Spacious patio or outdoor space to accommodate guests comfortably.
- Swimming Option: Pool access or nearby water activities, if possible.
- Recreational Activities: Space for lawn games and/or board games.
- Indoor Space Available: Must have an air-conditioned indoor space available in case of inclement weather.
- Catering: On-site catering for a BBQ or casual dinner OR ability to accommodate external catering.
- Accessibility: Venue must be accessible and compliant with accessibility regulations.
- Parking & Transportation: Adequate parking facilities and proximity to public transport options.

Estimated Budget for Food and Beverage:

-80\$ per person for food and beverage (includes dinner and dessert and 1 alcoholic or no-alcoholic beverage)

Concessions requested: (Could include but not limited to)

- Complimentary space rental (inclusive of set-up and teardown time)
- Complimentary transportation (if required)
- Basic AV (such as sound and screen and projector)

Attendance Forecast: 50-60 people (with space up to 100-120)

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 registrations to the event.
- 3 minutes podium time during dinner
- Social media promotion (minimum 1 Pre and 1 Post per Twitter, Facebook, LinkedIn and Instagram)
- Opportunity to showcase your facilities and services- Tour of facility.
- Post-event registration list of those providing permission to be contacted

This event is organized by: MPI Ottawa's Connex Committee

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

Contact

MPI Ottawa June volunteer Appreciation Event

If you have questions or require further clarification please contact Emily McKay, Director of Member Events at memberevents@mpiottawa.ca or 613-879-4851.

Proposals Due Date

Proposals are due no later than the end of day March 21st, 2025 to Miranda Boyer, MPI Ottawa Chapter Administrator at admin@mpiottawa.ca with a cc to memberevents@mpiottawa.ca.