

REQUEST FOR PROPOSALS

Venue RFP–MPI Ottawa’s November Education Session

(Released June 26, 2025, proposals due July 18, 2025)

ABOUT THIS REQUEST FOR PROPOSALS (RFP)

The Ottawa Chapter of MPI is seeking a venue to showcase their services and welcome our event and meeting professional members for the **ABCs of RFPs**. The schedule of events is as follows:

Wednesday, November 26, 2025

9:30am – 10:00am: Registration & networking

10:00am – 11:30pm: ABCs of RFPs

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 190 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 September to June 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 fall and the year-end retreat in the spring. 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.
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DECISION 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 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

REQUIREMENTS

- Room to hold up to 60 people in ½ rounds of 6
- Small riser at the front of the room with a lectern and microphone

Food and beverage:

- Breakfast

CONCESSIONS WISH LIST

- Complimentary meeting space
- Complimentary menu upgrades (in-kind sponsorship recognition)
- Simple table décor

BENEFITS AND DELIVERABLES

- Host Venue Partner of MPI Ottawa Chapter in company advertising and promotion
- Logo on MPI Ottawa Event page linked to your company website
- Use of Ottawa Chapter MPI logo, upon request, for advertising and promotion of the partnership

EVENT SPECIFIC DELIVERABLES

- 1 Complimentary registration to the MPI ABCs of RFPs session
 - Recognition and 2 minutes at podium to welcome participants
 - Social media promotion
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BUDGET & PARTNERSHIP PROSPECTUS

We are working with a budget of \$53.27 (all inclusive) for the breakfast during the event.

In-kind partnerships are a great way to showcase your services to the MPI membership who are of course your current and potential clients. In-kind partnerships are valued at 60% of the total actual costs/contributions (E.G. An \$8,500 contribution is valued at \$5,100 and considered a Gold In-Kind partnership). Partnerships are based on actual requirements for each MPI event. If you choose to provide additional “Showcase Specialty Items”, the labour and/or cost associated with said items are the responsibility of the In-Kind Partner and are not applicable to the overall partnership level calculations. Take this opportunity support MPI events and wow the audience with the quality and service levels you are known for!

For detailed deliverables offered to our in-kind partners please see our [Partnership Prospectus](#).

SUBMISSION

KEY DATES

July 18, 2025 - Deadline for proposals

July 31, 2025 - Contract awarded/non successful bidders notified

Please submit your proposals via email to: admin@mpiottawa.ca and edu-events@mpiottawa.ca .

Email admin@mpiottawa.ca to submit any questions about this RFP.

Thank you in advance for your interest and co-operation.