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**REQUEST FOR PROPOSALS**

**2021/2022 Annual Registration Partner– MPI Ottawa’s Events**

*(released October 14, 2021)*

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

* MPI Ottawa is looking to partner with an Annual Registation Partner for 2021-2024- Three Year Term
* Registration Partner to create/manage events. Also ensuring the registration process registration page set up, payment and processing as well as troubleshooting/fixes
* Optional non-exclusive no obligation use of the chosen Partner to offer integrated virtual events platform at the sole discretion of MPI Ottawa based on usability and product fit.  Technical Support included. Event Day technical labour and video editing and production not included.

**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 290 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 twelve 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.mpiottawa.ca](http://www.mpiottawa.ca/).

**TENDER PROCESS:**

* This RFP is open to both MPI members and non-members.
* RFPs are included in the weekly MPI Ottawa Express for distribution to all MPI Ottawa members and are posted on the Chapter website for public viewing. Based on the committees discretion, they may be provided to non member suppliers directly.
* Board members or committee members must disclose any conflict of interest or personal intent when submitting a proposal and 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 based on a blind review of proposals using the criteria listed in the decision process section of this document.
* Unsuccessful bidders will be notified by email.
* A site inspection may be conducted prior to the final awarding of the contract.

**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.*

1. **Amenities/Services offered: 0-40 points**

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

1. **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.*

1. **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**

* **Three year term** Registration Partner to create/manage events. Also ensuring the registration process registration page set up, payment and processing as well as troubleshooting/fixes
* Optional non-exclusive no obligation use of the chosen Partner to offer integrated virtual events platform at the sole discretion of MPI Ottawa based on usability and product fit.  Technical Support included. Event Day technical labour and video editing and production not included.

**MPI OTTAWA Deliverables**

* Chosen Partner will be the exclusive registration provider.  Any use of an alternate provider that has a registration component embedded into their platform must show a technology benefit to MPI Ottawa and be approved by the board of directors.
* Motivator Partner of MPI Ottawa Chapter in company advertising and promotion
* Use of Ottawa Chapter MPI logo, upon request, for advertising and promotion of the partnership
* Logo on MPI Ottawa Event page linked to your company website
* Logo on name badge for MPI Ottawa sponsored Event
* Mention in MPI Social Media
  + - Three tweets: 1 pre-event, 1 during event, 1 post-event
    - Two posts on MPI Ottawa Facebook page: 1 pre-event post (combined with other event partners); 1 dedicated post-event post with partner photos
    - One post-event Facebook posting with event photos on MPI Ottawa Group page
* Highlighted reference as Motivator Partner included in MPI Social Media Event recap

**EVENT SPECIFIC DELIVERABLES**

* Complimentary registrations for 1 Event/per year
  + 3 registrations at chosen sponsored event
  + Seats at table in premium location with company logo reserved sign (live event)
* Speaking and/or video presentation opportunity at podium/on stage/Virtual Event
  + 3 minute including video

OR

* + Unique activation plan (activation costs to partner, plan details approved by MPI)
* Virtual/-Room on screen logo display at sponsored event (if screen is available)
* Acknowledgment as Motivator Partner by Master of Ceremonies at sponsored event (script placement varies per event)
* Partner ribbon on name badge for sponsored event for Live event
* Event attendees contact information in electronic format for all sponsored events
* Select photos of the partner representative at sponsored event

**BUDGET & PARTNERSHIP PROSPECTUS**

We are working with a budget of 100% in-kind for this 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**](https://www.mpiweb.org/chapters/ottawa/advertising/sponsorship)**.**

**SUBMISSION**

**KEY DATES**

**October 29, 2021** - Deadline to submit questions related to RFP

**November 5, 2021** - Response to questions provided by MPI Ottawa

**November 19, 2021** - Deadline for proposal

**November 30, 2021** - Contract awarded/non successful bidders notified

Please submit all proposals [partnerships@mpiottawa.ca](mailto:partnerships@mpiottawa.ca)

[parnterships@mpiottawa.ca](mailto:parnterships@mpiottawa.ca) or call Daniela Stucki @613-731-5715 to submit any questions about this RFP.

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