

REQUEST FOR PROPOSALS

Event Venue – MPI Ottawa Prix Prestige Awards Gala 2024

&

Venue RFP–MPI Ottawa Fall Education Event 2024

(Released March 25th, 2024, proposals due April 26th, 2024)

ABOUT THIS REQUEST FOR PROPOSALS (RFP)

The Ottawa Chapter of Meeting Professionals International (MPI) is seeking a location to host our annual **Prix Prestige Awards Gala and MPI Ottawa Fall Education Event 2024**.

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 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 from August to June each year, including education workshops, networking dinners, an annual charity fundraiser, 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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EVENT DETAILS

MPI Ottawa Prix Prestige Awards Gala 2024

Date Options: September 17th, 18th, 19th, 24th, 25th, 26th 2024, or
October 21st, 22nd, 28th 2024

Please include availability for all dates in the bid proposal.

Brief Event Summary:

The MPI Ottawa Prix Prestige Awards are designed to recognize excellence among chapter members for their commitment, service and involvement in the chapter or industry and the 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
- New Member of the Year
- Emerging Leader of the Year
- Volunteer of the Year
- Mentor of the Year
- President's Award

For 2024, we are also working in conjunction with the Professional Convention Management Association (PCMA) Canada East and the Canadian Society of Association Executives (CSAE) Ottawa Gatineau to have their Fall kickoff events executed in Ottawa during the same week. We expect this to drive additional attendance and exposure to the 2024 Prix Prestige Awards.

Unveiling the magic behind the scenes of the 2023 MPI PRIX Prestige Awards:

<https://www.mpi.org/chapters/ottawa/newsandviews/single-blog/article/unveiling-the-magic-behind-the-scenes-of-the-2023-mpi-prix-prestige-awards>

Details / Requirements:

- Functions Spaces:
 - Awards Presentation Room/Theatre:
 - Room to accommodate 250 - 300 attendees in theatre style for the awards presentation.
 - Room/theatre to accommodate staging and technical table and awards set up.
 - 8' x 20' stage (minimum 18' height) with 2 Podiums provided by Venue
 - Reception Area:
 - Stand-Up Reception area for 250 - 300 attendees.
 - Designated area for bar(s).
 - Designated area for a registration desk.
 - Dinner Area:
 - Ability to accommodate 250 - 300 attendees for a sit-down dinner, ideally at tables of 8-10.
 - 8' x 8' stage with Podium for announcements
- First committee planning meeting to be held in person at the venue (date to be determined).
- Final committee production schedule meeting to be held in person 2 weeks prior to event day (date to be determined).

Estimated Budget for Food and Beverage:

- Food and Beverage Budget: \$ 75++ 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 the catering menus including wine list with your proposal.
 - Please clearly identify taxes and gratuities separately.

Concessions requested:

- Complimentary podiums (3)
- Complimentary staging
- No minimum on a cash bar
- One complimentary alcoholic or non-alcoholic beverage per person
- 10 complimentary easels

- No patch fees
- General decor provided
- 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 a greenroom for the awards presenters and nominees (space close to dinner reception)
- Access to a green room for band (if applicable)
- No patch fees if an outside AV company is awarded the contract (please include in the proposal who the in-house AV company is)
- Complimentary or discounted rigging and electrical fees (fees to be clearly outlined in the proposal)
- Complimentary or discounted indoor/outdoor parking for guests
- Complimentary parking for up to 12 people

Attendance Forecast

250 - 300 persons

Historical Attendance Information:

- 2023: 241
- 2022: 207
- 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

Audio Visual (AV) 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 function space the night prior to the event at no cost is ideal so that AV set up can take place, otherwise, 7:00 am access on the day of the event is required.

Additional 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 be granted “first right of refusal”.

- **Sponsorship requests will be sent out to all members for the following items:**
 - Reception Sponsor
 - Wine Sponsor
 - Audio Visual Sponsor
 - Décor Sponsor
 - Lighting Sponsor

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 event’s 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. The 2023- 2024 Prospectus: [Partnership and Sponsorship Prospectus 2023 2024 .pdf](#)

To discuss sponsorship opportunities, please contact partnerships@mpiottawa.ca

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.
 - If you wish to purchase a table of 8-10 you may, however, the additional costs are the responsibility of the venue for the additional guests.
- 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.
- Post-event registration list of those providing permission to be contacted

This event is organized by:

MPI Ottawa’s Prix Prestige Awards Committee under the direction of the Director of Awards and Recognition.

EVENT DETAILS

MPI Ottawa Fall Education Event 2024

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

TBD – Same day as MPI Prix Prestige 2024

11:30am – 12:00pm: Registration

12:00pm – 12:15pm: Welcoming Remarks

12:15pm – 1:00pm: Lunch

1:00pm – 2:00pm: Keynote Session

REQUIREMENTS

- Room to hold up to 100p in ½ rounds of 6, plus a 10x18' stage
- Food and beverage:
- Lunch – preferably plated, served with a dessert and coffee/tea

CONCESSIONS WISH LIST

- Complimentary meeting space.
- Complimentary menu upgrades (in-kind sponsorship recognition).
- Complimentary guestroom for keynote speaker.
- 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 Event.
- Recognition and 2 minutes at podium to welcome participants.
- Social media promotion.
- Partner ribbon on name badge for sponsored event.

BUDGET & PARTNERSHIP PROSPECTUS

We are working with a budget of \$48.55 (all inclusive) for lunch.

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](#).

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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Question:

Contact: MPI Ottawa Prix Prestige Awards Gala 2024



If you have questions or require further clarification please contact Rebecca Narr, Director of Awards and Recognition at awards@mpiottawa.ca or 613-700-8653

Contact: MPI Ottawa Fall Education Event 2024

If you have questions or require further clarification please contact Meredith Slack, Director of Education Programs at edu-events@mpiottawa.ca or 613-507-8345

Proposals Due date:

Proposals are due no later than the end of day April 26th, 2024 to Pam Gosewich, MPI Ottawa Chapter Administrator at admin@mpiottawa.ca with a cc to awards@mpiottawa.ca and edu-events@mpiottawa.ca.