

## **REQUEST FOR PROPOSALS**

### **Event Venues for MPI Ottawa Spring Board Retreat – May 14, 2022**

*(released March 2022)*

#### **Summary**

The MPI Ottawa Board of Directors hosts two in-person board retreats per year. Due to the COVID-19 pandemic we have not been able to hold this spring meeting in person since 2019. We are ready to dip our toes back in the water and hold a 1 day in-person retreat on Saturday, May 14<sup>th</sup>, 2022.

**Proposals must be submitted to [presidentelect@mpiottawa.ca](mailto:presidentelect@mpiottawa.ca) by no later than 5:00pm Friday, March 11th, 2022**

#### **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 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 in the summer. The Board of Directors hosts two retreats each year: the mid-year retreat in the fall and the year-end retreat in the spring.

For more information about MPI Ottawa, please visit <https://www.mpi.org/chapters/ottawa>

#### **TENDER PROCESS**

- This RFP is open to both MPI members and non-members.
- This RFP is sent by broadcast email to all MPI members and is posted on the Chapter website and social media outlets for public viewing.
- Board members or committee members must disclose any conflict of interest or personal intent when proposing and remove themselves from contracting discussions.
- All proposals will be acknowledged upon receipt.
- Proposals will be reviewed by the Office of the President. A recommendation and rationale will be presented based on the rating matrix below.
- The successful quote will be selected by. Unsuccessful bidders will be notified by email.
- A site inspection may be conducted prior to the final awarding of the contract.

**EVENT DETAILS**

<b>Spring Board Retreat</b>	
<b>Date:</b> Saturday, May 14 <sup>th</sup> , 2022	<b>Duration:</b> 1 day
<p><b>Brief Event Summary:</b>            The Spring Retreat for the Board of Directors to focus on business plans for the Chapter and transition the new board members into their roles. This generally includes a day of sessions, with breakfast, lunch, breaks, and an evening dinner with team building element on the first night. Team Dinner and team building activity can be held on or off site.</p> <p><b>Event Date:</b> Saturday, May 14, 2022 – Date is not flexible at this time</p> <p><b>Attendance Forecast:</b> 20-22 people</p> <p>Event Timing (tentative):  <b>Saturday</b>            8:30 - 9:30 – Arrivals &amp; Coffee break            9:30 - 10:30 – Session 1            10:30 - 11:00 – Health Break            11:00 - 12:30 – Session 2            12:30 - 1:30 – Lunch            1:30 - 3:00 – Session 3            3:00 - 3:30 – Health Break            3:30 - 5:30 – Session 4            6:00 - 7:30 – Reception &amp; Dinner (Could be on or off-site so please send us fun ideas for your venue)*            7:30 - 9:00 – Team building activity*</p> <p>*TBD depending on budget/what is offered</p> <p><b>Details/Requirements:</b></p> <ul style="list-style-type: none"> <li>• Main meeting room for up to 22 participants - preferably u shape or hollow square with space for social distancing</li> <li>• Meal room if available</li> <li>• Foyer or outdoor space for small team discussions</li> <li>• Approximately 3-5 guestrooms could potentially be used on Friday May 13, 2022* Based on our budget, we would only be able to have attendees stay over if Hotels are able to offer either complimentary accommodation or heavily discounted guestroom rates. MPI Ottawa will recognize this as in-kind sponsorship. This is an opportunity to showcase the venue to Board members who are industry influencers and purchasers.</li> </ul> <p><i>*Note, it is not a requirement of this RFP to supply Accommodations, but any inclusion will be considered as part of the offer. Venues with accommodation facilities may submit proposals inclusive of accommodations, with accommodations as an option, or without accommodation.</i></p>	

**Concession Requests:**

- All or most expenses covered by venue in kind (see below for more information on how you can be recognized)
- Complimentary WiFi connections - guestrooms and meeting space
- No patch fees
- Basic AV included at no cost (see below for needs)

## Anticipated AV Requirements

**(please advise if any AV is included in function space):**

- LCD projector and screen
- Flipchart
- Power bars set up for participant laptop charging at the board table
- Webcam and room mic(s) should we have anyone join virtually

**Wish List / Partnership Opportunities:**

- Fully or majority in kind offering
- Complimentary guestrooms
- Complimentary parking
- F&B menu enhancements over and above budget
- No patch fees
- Team building activity

**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**

We offer In-Kind Partnerships for proposals that include complimentary offers. We would love to work with you to creatively showcase your property. Please see our Partnership levels below and include any complimentary items you feel would enhance our experience.

## **In-Kind Partnership**

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 an 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 and wow us with the quality and service levels you are known for!

Here are the different levels and deliverables, if you are offering any in kind services in your proposal please be sure to include the value:

### **IN-KIND MOTIVATOR PARTNERSHIP**

*Contribution valued from \$5,000 - \$9,999.99*

#### **MOTIVATOR PARTNER BENEFITS & DELIVERABLES**

- 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
- Mention in MPI Social Media
- Three social media posts across platforms: 1 pre-event, 1 during event, 1 post-event
- 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
- Partner Profile on MPI Social Media, limit of one per year

### **IN-KIND ENHANCER PARTNERSHIP**

*Contribution valued from \$1,500 - \$4,999.99*

#### **ENHANCER PARTNER BENEFITS & DELIVERABLES**

- Enhancer 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
- Mention in MPI Social Media

*We are open to other ways to spend your in-kind credit as well such as trading for advertising space on our website. We welcome you to submit how you would prefer to be recognized for your in kind sponsorship within the proposal.*

## **SUBMISSION**

The submission deadline for proposals is to **5PM EST Friday, March 11<sup>th</sup>, 2022.**

If you have any questions about the RFP process, please email [presidentelect@mpiottawa.ca](mailto:presidentelect@mpiottawa.ca)

Please submit your proposal to Karen Wiersma, MPI Ottawa President Elect via email at [presidentelect@mpiottawa.ca](mailto:presidentelect@mpiottawa.ca)

Thank you in advance for your interest and co-operation. If you have any questions regarding this event, please contact Karen Wiersma.