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

The MPI Ottawa Chapter is seeking a digital event platform in-kind partner for its April 8 Global Meetings Industry Day (GMID) event. It will take place online from 8:00am to 9:30am. The attendance is expected to be anywhere from 60 to 80 participants. 50% or more are expected to be event planners. GMID will be bringing together leaders from across the meetings and events industry, showcasing the impact that business meetings, conferences, conventions, incentive travel, trade shows and exhibitions have on our industry.

**THE OPPORTUNITY**

MPI Ottawa’s virtual education events have been a huge success this year attracting participants from across Canada. GMID is usually a particularly popular draw when it is an in-person event so we are anticipating the same enthusiasm virtually.

As our event partner, you will have the opportunity to showcase your services to the planner and supplier attendees who are your potential clients.

The committee is looking for this service as an in-kind partnership. In-kind partners benefit from the exposure, and an array of benefits based on the value of the partnership. All partnership levels include the following:

• Participant registration contact list (those who gave permission to share)

• Logo placement during the event

• Mention from the MC during the event

Additional Benefits are chosen by the partner from a list of options based on the $ value of your partnership. These benefits can include options such as:

• Advertising on MPI Ottawa Website with logo linked to your company website

• Social media post(s) on MPI’s social channels promoting the partner

• Complimentary registrations to the event

***This is not an inclusive list. If there are other benefits you are interested in as part of your partnership, please indicate these when submitting your proposal.***

**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 210 member Ottawa Chapter of MPI, established in 1984, empowers its members to increase their strategic value with education, professional development, and business growth opportunities.

In a regular year, 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).

**RFP REQUIREMENTS**

The successful bidder of the MPI contract will be responsible to provide a virtual event platform which will encourage engagement. We will have a keynote speaker (soon to be announced) who will be uplifting and energetic. Proposed timing of the event is below:

8:00 – 9:30 AM

8:00-8:15 – Welcome/Opening Remarks

8:15-8:25 – Awarding of the Annual Influence Award

8:25-9:10 -Keynote Presentation

9:10-9:20 – Q&A

9:20-9:30 – Closing Remarks

**SUBMISSION**

**KEY DATES**

**Monday, March 1, 2021** - Deadline to submit questions related to RFP. Response to questions provided by MPI Ottawa **Tuesday March 2, 2021**

**Friday, March 5, 2021** - Deadline for proposal

**Monday, March 8, 2021** - Contract awarded/non successful bidders notified Please submit all questions and proposals to edu-events@mpiottawa.ca

**TENDER PROCESS:**

• This RFP is open to both MPI members and non-members.

• RFPs are included in the bi-weekly MPI Ottawa Express for distribution to all MPI Ottawa members and are posted on the Chapter website for public viewing. Based on

the committee’s discretion, they may be provided to member and 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.

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:

**DECISION PROCESS:**

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

*The number of services or amenities offered as per the above request, including any extras offered which were not requested.*

**2. Responsiveness: 0-5 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.*

**3. Membership: 5 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: 50 points**

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