



REQUEST FOR PROPOSALS

Venue

MPI Ottawa's 2024 Festive Dinner *(released March 1, 2024)*

ABOUT THIS REQUEST FOR PROPOSALS (RFP)

MPI Ottawa is seeking a venue to showcase and host its Annual Festive Dinner and to kick off the holiday season. Our annual Festive Dinner is the chapter's last event of the calendar year and is an opportunity to come together and celebrate the holidays and successes of the year.

Once again, this year, we are keen to bring our membership together to kick off the 2024 holiday season in person and in a safe and joyous way. The planners of this event have several exciting ideas that they will bring to life to make the event a memorable one and are keen to embrace a different space option – we are looking for a **gothic, old-fashioned, medieval** setting in order to be able to bring in our own decorations.

As our exclusive venue for this event, you will have a chance to showcase your space to the planner and supplier attendees who are your potential clients and to show its adaptability and flexibility in a COVID recovering environment. This holiday event will be a roaming theatrical event with a focus on networking.

Requested date(s): **November 26 (choice #1), or 27th, 2024.**

Historical attendance:

- 2023: 80 in person
- 2022: 100 in person
- 2020: 120-virtual
- 2019: 132 in person
- 2018: 142 in person

Estimated Timeline:

- 1:00PM – 5:00PM: Committee Set-up
- 5:30PM: Registration Opens
- 5:30PM – 6:30PM: Arrival & Cash Bar Reception
- 6:30PM – 8:30PM: Medieval Banquet
- 8:30PM – 10:00PM: Medieval Games & Networking
- 10:00PM: Tear down/clean up

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 Volunteer Recognition 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.

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 committee's 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.

REQUIREMENTS

- Complimentary function space and where we can decorate to the theme of the evening.
- Registration area: 1-2 6ft. tables with chairs
- Function space indoors for 100 - 150 people.
- Traditional indoor venue
 - Cocktail/networking reception area
 - Sit-down dinner – we will be selling tables to Sponsors.
 - Separate space for indoor games
- Complimentary parking, if available, or 3 parking passes
- Complimentary podium and microphone
- Display screens to put up a PowerPoint Slide Show
- No minimum F&B spend
- No minimum spend on cash bar
- Complimentary coat check/coat racks
- Ability to cancel without penalty due to COVID related restrictions.

The venue is invited to showcase culinary skills or special venue activities by upgrading the food and beverage or by adding additional activities for this event. An upgraded meal or added activity will be considered an in-kind donation and will be recognized accordingly.

BUDGET & PARTNERSHIP PROSPECTUS

A budget has not yet been determined for this event. Based on the bids we receive we will craft our costs around them. Please put forward your best proposal. Should you have multiple cost options please include.

In-kind partnerships are a great way to showcase your services to the MPI membership who are of course your current and potential clients. 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 to 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 email our Director of Partnerships, Allyson Tonelli, at partnerships@mpiottawa.ca .

SUBMISSION

KEY DATES

April 2nd - Deadline to submit questions related to RFP

April 15th - Response to questions provided by MPI Ottawa

April 30th - Deadline for proposal

May 15th - Contract awarded/non successful bidders notified

Please Submit all proposals to admin@mpiottawa.ca

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

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