



REQUEST FOR PROPOSALS

Décor

(Released November 15, 2017)

ABOUT THIS REQUEST FOR PROPOSALS (RFP)

Meeting Professionals International, Ottawa Chapter is seeking a décor provider for our 2018 Prix Prestige Awards Gala to take place in the newly renovated Canada Room at the National Arts Centre on Tuesday May 1, 2018.

The Meeting Planners International (MPI) Ottawa Prix Prestige Awards are designed to recognize excellence in active Chapter members for their commitment, service and involvement in the chapter or industry and community at large. MPI Ottawa's Prix Prestige Awards reflect the best of the best in the meetings industry and are awarded each year under the following categories: Planner of the Year, Supplier of the Year, Mentor of the Year, Volunteer of the Year, Student of the Year, and Rising Star. There are also two special categories bestowed at the discretion of the President: Honourary Member, and the President's Award.

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 315 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 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

EVENT INFORMATION

Event Inspiration: “Celebrating Excellence”

SUBMISSION REQUIREMENTS

Three elements to the evening:

Element 1 - Opening Reception

Location: Foyer

- Reception will take place for approximately 1 hour, outside of the Studio area
- Memorable entrance experience that creates a formal celebration feeling
- 8-10 cruiser tables
- Specialty tables or tablecloths for cruiser tables (venue will provide cruiser if specialty tables are not included in RFP)
- Décor for entrance/reception area
- Décor for bar area

Element 2 - Awards

Location: Studio

- 25-30 boutonnieres for award nominees

Element 3 - Evening Reception

Location: Canada Room

- Dinner will take place in the new Canada Room
- Approximately 35 tables, rounds of 10 people
- Specialty tables or tablecloths
- Napkins
- Specialty chairs or chair covers (please include cost if its additional fee for chair cover install)
- Centerpieces for tables
- Décor for stage
- Décor for bar & dessert stations

BUDGET

In the vicinity of \$12,000.00

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 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 Event Director. A recommendation and rationale will be presented based on the rating matrix below.

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

SUBMISSION

The submission deadline for proposals is no later than 4PM EST on December 15, 2017.

Please send this completed response form with full proposals and detailed quotes by email to:

Alexis St-Cyr

MPI Association Manager

T: 613-853-0788

admin@mpiottawa.ca

Notification of receipt will be provided and a selection will be made by January 22, 2018. MPI Ottawa reserves the right to accept in whole or in part any submission as well it reserves the right to not select any of the submitted proposals should the selection criteria (price and experience) not be met.

Thank you for your consideration of this RFP!

Ottawa Chapter of MPI
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