



## **REQUEST FOR PROPOSALS**

### **Entertainment**

*(Released November 15, 2017)*

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

Meeting Professionals International, Ottawa Chapter is seeking an Entertainment 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.

#### **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](http://www.mpiottawa.ca)

## **EVENT INFORMATION**

### **Event Inspiration**

- “Celebrating Excellence”
- Event location itself – the newly renovated National Arts Centre

### **Timeline**

- Event Date: Tuesday May 01, 2018
- Event Location: National Arts Centre – Dinner will take place in the Canada Room
- Set-up/Sound check– from approx. 5-7pm on event date
- Entertainment will be for approx. 3 hours, 7-10pm over the dinner hour  
(Background music during dinner & then more of an after party atmosphere after dinner)

## **BUDGET:**

In the vicinity of \$2,000.00

## **SUBMISSION REQUIREMENTS**

Please provide the following in your submission package

- Name of Performer/ Group
- Contact Information- email- phone number- mailing address
- Bio/Background information on artist/performance group
- Sample track listing, Links to any YouTube videos or online website
- Listing of 3 references to similar events or festivals they have performed
- Audio-Visual or Technical requirements
- Pricing
- Hospitality or rider requirements for artist/performance rider (if applicable)
- Contract details

## **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 29, 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](mailto:admin@mpiottawa.ca)

Notification of receipt will be provided and a selection will be made by February 1, 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!**

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