



REQUEST FOR PROPOSALS

Photography Services

(released June 14, 2017)

ABOUT THIS REQUEST FOR PROPOSALS (RFP)

Meeting Professionals International, Ottawa Chapter is seeking an official photographer for its events held for the 2017-2018 fiscal year.

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 ten 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.

REQUIREMENTS

Photography services for the following events:

| Date | Event | Timing |
|--------------------|------------------------------|-----------------|
| August 14, 2017 | Golf Day | 1PM – 8PM |
| September 14, 2017 | Kick Off & AGM | 5:30PM – 9PM |
| October 19, 2017 | Hands-On Workshop | 5:30PM – 9:30PM |
| November 8, 2017 | Education Event | 8AM – 2PM |
| November 30, 2017 | Festive Dinner | 5PM – 9:30PM |
| February 1, 2018 | Charity Auction Dinner | 4:30PM – 10PM |
| February 16, 2018 | Tasting Tour | 4PM – 8PM |
| April 12, 2018 | GMID | evening |
| May 9, 2018 | Prix Prestige Awards Gala | 4PM – 8PM |
| June 14, 2018 | Volunteer Appreciation Event | 5:30PM – 9PM |

Note: Exact dates, times and locations to be confirmed.

Scope of Work

At each event, the photographer will be required to take a number of shots of the event, individuals in attendance, award winners and event sponsors. A minimum of 30 shots for each event must be submitted for events listed under 175 in attendance. A minimum of 60 shots for each event must be submitted for events listed over 175 in attendance. Mandatory Shots for each event include:

- All speakers, award recipients and other acknowledged individuals in attendance
- Event Sponsors – list to be provided
- Venue and Venue Sponsor
- Event Photos

Workshops, Luncheons, Discussions will run approximately 2-3 hours. AGM, Awards and Charity events will run approximately 4-5 hours, unless otherwise specified.

All photos must be submitted in a digital format, high and low resolution JPG via cloud based transfer or directly into the MPI Content Management System for the website within 48 hours of the event. If the RFP is not priced hourly, please include an hourly rate for additional services.

Copyright & Ownership

MPI Ottawa Chapter
 4 Cataraqui St., Suite 310, Kingston, ON K7K 1Z7
 Tel: 613-507-7537 | Fax: 866-303-0626 | Email: admin@mpiottawa.ca

Copyright and ownership must rest exclusively with MPI Ottawa Chapter or be transferred exclusively to the MPI Ottawa Chapter.

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.
- The successful quote will be selected and awarded by June 30, 2017. Unsuccessful bidders will be notified by email.

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 5PM EST on June 23, 2017.

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

Larissa Johnston

MPI Ottawa Chapter Management Office

T: 613-507-7537

admin@mpiottawa.ca

Notification of receipt will be provided and a selection will be made by June 30, 2017. 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!