

REQUEST FOR PROPOSAL
Audio-Visual Services
(released Thursday, November 21st, 2017)

ABOUT THIS REQUEST FOR PROPOSALS (RFP)

The Ottawa Chapter of MPI is seeking audio-visual and production services for the Charity Auction and Dinner, which will take place Thursday February 1, 2018 in the International Ballroom at the Delta Ottawa Hotel. Deadline for submission of proposals is no later than Wednesday, November 29th, 4:00 pm EST.

ORGANIZATION'S DETAILS

About Meeting Professionals International (MPI)

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 of MPI

The 320 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 MPI Ottawa Charity Auction and Dinner brings together members, industry sponsors and partners, colleagues and friends from across Canada to raise awareness and funds for the Ottawa Network for Education - [Ottawa School Breakfast Program](#) and [Hopewell](#), while providing an outstanding networking opportunity.

For more information, please visit www.mpiottawa.ca.

RFP REQUIREMENTS

The successful bidder of the MPI contract will be responsible to produce/provide support for the MPI Charity Auction Dinner.

Specifics of the RFP:

Access to the Room:

- Access to the International Ballroom, will be granted on Thursday, February 1, 2018 at 7:00a.m. The room must be set up and ready to go for 3:00 pm. There will be run through at 4:00pm on Thursday February 1, 2018.

Dinner Event:

- Sponsors, entertainment and other guests who will be speaking or presenting during the event will be asked to come for a run through rehearsal at 4:00. A complete event rehearsal and run schedule will be developed and provided to the successful bidder.

- The event will include, an MC, a comedian, several sponsors, videos, logo loops, music, countdown clock, auction and some PowerPoint.
- At this time specific needs and requirements of the sponsors presenting are still to be determined.
- This year the MC will, once again, be Brian Henry of Quality Entertainment and the Auctioneer will be Ryan Watson.

Room Set Up:

The stage will be placed on the west facing wall of the International Ballroom. If possible we would like to use lighting as décor for the room, stage and auction tables.

- ❖ Stage Size – 24' x 12' x 32 inches
 - Minimum two sets of stairs (either side) – depending on how the event develops (entertainment, presentations etc., a middle set of stairs may be required)
- ❖ 55-60 round tables of 10
- ❖ Tech table north wall (we will draft a floor plan and can schedule a walk-thru to determine optimal placement) – 20' x 6' x 32"
 - one set of stairs

Audio Visual Requirements:

The firm awarded the contract will be expected to provide all of the following services:

- Complete PA system to accommodate the size of the room, and the number of guests (550-600) in attendance
- Stage backdrop/drape (TBD – open to black or white)
- Stage lighting for: podiums, stage wash, accent drape (ground support)
- Room Lighting: TBD and ground supported
- 2-3 screens and projectors to accommodate the size of room, front projection from truss towers on the East wall of the International Ballroom
- 2 podiums (optional) Delta Ottawa will be providing us with two podiums
- 2 podium microphones
- 2 wireless handheld microphones
- 1 lapel microphone
- Comfort monitor
- Seamless switcher/scaler
- Background music to be provided by AV company
- 2 direct inputs for computer sound if needed
- 3 laptop computers for power point presentations and sponsor videos
 - Perfect Cue (aka DSAN Cue) which connects to both presentation laptops and can forward the presentations on both laptops at the same time.
- Countdown clock
- 2 stage monitors for speakers
- One video camera with camera person for duration of the event (IMAG)
- Copy of video on USB or provided via Dropbox post event
- Labor for install, operate and dismantle

- **Auction Table Lighting:** lighting on stands to light up prizes (4 – 8 foot tables – location TBD)
- The chosen supplier must work collaboratively with the Co-chairs of the MPI Charity Auction dinner and members of the Community Outreach Committee.

Notes:

- The successful bidder must be willing to work under the direction of the event committee.
- A representative from the A/V company will be encouraged to attend event meetings in a consultant capacity, but will not be considered an active volunteer member with voting authority.
 - The AV company will be responsible for working with the MPI Ottawa Director of Strategic Alliances to coordinate the videos and sponsor presentations.

PARTNERSHIP PROSPECTS

The selected firm will be considered the event's A/V Partner, and will receive benefits commiserate with in-kind contributions. In-kind contributions are valued at 60% of the total actual costs/contributions (e.g. complimentary services of \$8,500 are valued at \$5,100). Consideration is based on actual requirements as requested above. If you choose to provide additional items, the labour and/or cost associated with said items are the responsibility of the supplier and are not applicable to the overall partnership level amount.

As the event A/V Partner, you will receive the following benefits:

- Permission to use Ottawa Chapter MPI logo, upon request, for advertising and promotion of the partnership
- Logo on MPI Ottawa event page, linked to company website
- Public acknowledgment of partnership by Master of Ceremonies
- Reference as In-Kind Partner included in the Communiqué report on the event
- Opportunity to work alongside committee with creative input for the overall look and design of the audio visual set up
- Access to event sponsors (at the Committee's discretion) in order to coordinate stage time presentations and/or creative process in a timely manner. This will be managed and overseen by both the A/V company and Committee Co-Chairs jointly.

In addition, in-kind contributions valued at \$10,000 and higher will receive:

- 2-month, rotating web banner advertisement (months TBD by MPI)
- Mention in MPI Social Media (Twitter/Facebook)
- 10 complimentary registrations (or 1 Table) for the sponsored event
- 2 minute video and/or speaking opportunity at podium
- In-Room on screen logo display
- Reception area signage display (materials supplied by Partner)
- In-Kind partnership ribbon on name badge
- Event attendees contact information in electronic format

In addition, in-kind contributions valued between \$5000-\$9999 will receive:

- 3 complimentary registrations for the sponsored event
- In-Room on screen logo display
- In-Kind partnership ribbon on name badge
- Event attendees contact information in electronic format

In addition, in-kind contributions valued between \$1500- \$4999 will receive:

- 1 complimentary registration for the sponsored event
- In-Room on screen logo display
- Event attendees contact information in electronic format

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

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 Chriss Holloway, Director of Community Outreach and CSR Committee, along with her event co-chair, Brian Henry. A recommendation and rationale will be presented based on the above rating matrix.
- The successful quote will be selected and awarded by Wednesday, December 6th, 2017. Unsuccessful bidders will be notified by email.

SUBMISSION

The submission deadline for proposals is no later than Sunday, December 3rd, 2017
at 4:00 pm EST.

Please send your proposals and detailed quotes by email to:
Alexis St-Cyr astcyr@eventsmgt.com

Thank you for your consideration of this RFP!