



## **REQUEST FOR PROPOSAL** **Audio-Visual Services**

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

The Ottawa Chapter of MPI is seeking audio-visual and production services for the Prix Prestige Awards Gala, which will take place Tuesday, May 1, 2018 at the National Art Center (NAC). Deadline for submission of proposals is no later than Sunday, December 31<sup>st</sup>, 2017 on 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 Prix Prestige Awards Gala 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](http://www.mpiottawa.ca).

### **RFP REQUIREMENTS**

#### **Event Inspiration**

“Celebrating Excellence”

Event location itself – the newly renovated NAC

#### **Timeline**

Event Date: Tuesday May 01, 2018

Event Location: National Arts Center – Canada Room

**Specifics of the RFP:**

Please note that requirements are subject to change based on final program details.

- 2 large screens with dress kit to suit the size of the room – rear projection with short throw lens (screen must not interfere with venues service doors) 2 minimum 5000 lumen projectors
- 1 seamless switcher/scaler
- 2 laptop notebooks for Powerpoint presentations
- CD player for music
- Podium with two microphones (Plexiglas preferred)
- 4 wireless combo microphones
- Full PA system to accommodate the size of the room and up to 400 attendees
- 2 stage monitors for speakers
- Back drape to fill between screens
- Lighting for Podium/stage wash and accent lighting on back drape (up lighting)
- Technical Director for entirety of Event
- Labor for install, operate and dismantle within timelines set by venue (TBD)
- Headsets for show producers to communicate with each other and with technical staff
- Preparation of PowerPoint in collaboration with committee for event
- Ideally would use MPI gobo as part of room décor

**To Note:**

- The chosen supplier must work in good collaboration with the Recognition and Awards Committee members.
- The supplier will work with the décor supplier (to be determined) for the stage decors placement.

**Budget - \$7,000**

**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.

**SUBMISSION**

**The submission deadline for proposals is no later than Sunday, December 31<sup>st</sup>, 2017 at 4:00 pm EST.**

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

---

**Thank you for your consideration of this RFP!**