



Meeting Professionals International (MPI) Toronto Chapter is seeking a **venue partner** for our **Summer Social & Fundraiser and Volunteer Appreciation – June 10**

This is a revised proposal since the previous version issued March 24.

The MPI Toronto Chapter is the largest chapter in Canada and is known for having a great community of industry professionals. Our members believe in working with companies they know and trust along with fellow members and supporters of MPI who are valued based on the knowledge that they share the same goals and principles. Let us connect you with your fellow industry professionals by partnering with our chapter.

We offer a number of networking events throughout the year, so if at this time you are not able to support, please let us know if we can reach out to you again for another date and time.

FIRM DEADLINE TO RESPOND: Wednesday, April 30, 2025

DECISION DEADLINE BY COMMITTEE: Wednesday, May 7, 2025

Please ensure your proposal addresses the requests on this form and forward your proposal to the MPI Toronto as noted below.

Additional information can be requested upon request.

Erinn Young
MPI Toronto Chapter Office
erinn@mpitoronto.org
905-567-9591 | Mobile 416-300-8899

TENDER PROCESS:

- This RFP is open to both MPI members and non-members.
- RFPs are sent by broadcast email to all MPI venue members
- Board members and/or committee members must disclose any conflict of interest or personal intent when submitting a proposal and must remove themselves from contracting discussions.
- All proposals will be acknowledged upon receipt.
- Proposals will be reviewed by the Committee and Chair. A recommendation and rationale will be presented to the committee based on the matrix below.
- Unsuccessful bidders will be notified by email.
- A site inspection may be conducted prior to the final awarding of the contract.

STRATEGIC PARTNERSHIP REQUEST FOR PROPOSAL

EVENT & COMMITTEE INFORMATION					
<p>Event Overview:</p> <p>Social Event</p>	<p>We are seeking an in-kind venue partner to showcase their event space to planners and suppliers in the events industry. In exchange for showcasing their venue, the sponsor will provide complimentary access to their space along with a complimentary or discounted Food & Beverage package.</p> <p>Objectives: The Annual MPI Toronto Chapter's Social's primary objective is to bring together industry professionals, including event planners and suppliers, in a fun and unique experience for the Summer. The evening will primarily focus on networking and add a fun element with the fundraising.</p> <p>We will additionally be hosting a Volunteer Appreciation event within this event to celebrate their achievements and involvement with the chapter.</p> <p>We will provide a theme once selected by the committee.</p>				
Projected # of Attendees	75-100	% Planner/Supplier:	40/60	Load IN:	7:00AM (flex)
				Volunteer Event:	5:00PM-6:30PM
				Summer Social:	6:30PM-9:30PM
				Load Out:	9:30PM-12AM
OVERVIEW OF SPONSORSHIP REQUIREMENTS					
<p>The MPI Toronto Chapter is seeking an in-kind venue rental for their annual Summer Social & fundraiser and Volunteer Appreciation event.</p> <p>The date is set: Tuesday, June 10</p>					
Volunteer Recognition - VENUE REQUIREMENTS					
<p>DETAILS:</p> <p>Volunteer Recognition:</p> <p>5:00 – 6:30 PM</p>	<p>For the venue we will require the following:</p> <p>Volunteer Recognition:</p> <ul style="list-style-type: none"> 1,250 sq.ft in total space for 50 Attendees (<i>prefer separate space from Summer Social event</i>) Complimentary meeting space rental with rounds & cocktail set up In-House AV - waive associated costs should MPI Toronto wish to partner with an alternate supplier. Complimentary Power Complimentary Wi-Fi <p>Food & Beverage:</p> <ul style="list-style-type: none"> Light snacks Custom cookie/dessert with MPI Toronto logo Sparkling wine & sparkling cider (non-alcoholic) Budget is \$30.00 (<i>inclusive of gratuities and administration charges</i>) 				

	<ul style="list-style-type: none"> • Coat check • Complimentary parking for all, or please indicate the number of complimentary passes. • Please indicate your self-parking rate or closest offsite lot
MPI Toronto Chapter Budget:	<p>*Budget: \$30.00 & \$60.00 per person inclusive of gratuities/service and admin fees, for venue and F&B. HST would be in addition to.</p> <p>*MPI cannot guarantee minimum spends, however the history of these events has been 1.5 drinks per person on average for cash bar.</p> <p>*Cocktail Reception: Venue's choice, we suggest this is your opportunity to get creative and show off your venue's culinary capabilities.</p>
MPI Sponsorship Deliverables:	Note: In-Kind sponsors will be allowed a brief welcoming address to attendees and can offer site inspections to those that wish. Low costs benefit our participants by increasing attendance and therefore increasing your exposure to potential clients.
Please advise your Total Value of Sponsorship:	Additional sponsorship deliverables can be offered, based on retail value of the proposal.

SELECTION PROCESS

MPI Toronto 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