

## **REQUEST FOR PROPOSALS**

### **Décor Services – MPI Ottawa Prix Prestige Awards Gala 2024**

*(released May 31, 2024, proposals due July 8, 2024)*

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

The Ottawa Chapter of MPI is seeking décor services for our annual Prix Prestige Awards Gala taking place **Tuesday, September 24<sup>th</sup>, 2024 from 6:00 pm – 10:00 pm EST (approximate times) at the Brookstreet Hotel.**

#### **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 183-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. 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.mpi.org/chapters/ottawa](http://www.mpi.org/chapters/ottawa)

#### **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 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 individual Event Directors. A recommendation and rationale will be presented to the committee based on the below rating matrix.
- Unsuccessful bidders will be notified by email.

## **EVENT DETAILS**

### **MPI Ottawa Prix Prestige Awards Gala 2024**

Tuesday, September 24<sup>th</sup>, 2024

*The Brookstreet Hotel*

#### **Event Summary:**

The MPI Ottawa Prix Prestige Awards are designed to recognize excellence in active chapter members for their commitment, service and involvement in the chapter or industry and the community at large. MPI Ottawa's Prix Prestige Awards are presented annually (now in September) in the following categories, to recognize the best of the best in the meetings industry.

The 2024 Awards categories are as follows:

- New Member of the Year
- Emerging Leader of the Year
- Volunteer of the Year
- Mentor of the Year
- Supplier of the Year
- Planner of the Year

Two special categories bestowed at the discretion of the Board & President are:

- Honorary Member Award
- President's Award

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## **REQUIREMENTS**

### **Theme:**

The overarching event theme is a formal celebration event for the “Prix Prestige Awards Show”.  
The colour palette is White and fuchsia with an accent of Gold.

Given this, we are looking for any Enchanted, Glamorous, Sparkle, Fuchsia, awards show-related décor companies have to offer. We are open to your creative ideas.

Some of the committee’s ideas are as follows but are not requirements. We encourage creativity, innovation, and your suggestions.

### **Cocktail Reception**

Glamorous inspired lounge furniture  
Coloured Themed linens for cocktail tables  
Centrepieces for cocktail tables (numbers to be determined)  
Floral/Photo wall backdrop that reflects theme colours  
Fuchsia/Hot pink carpet runner to lead nominees to Floral Wall for photo op area  
White/black & Gold Stanchions to rope off photo op area

### **Awards Ceremony/Dinner**

Pop of Fuchsia Centerpieces for 25-30 tables  
White linens for round tables  
Accent of Black/Fuchsia napkins  
Themed chairs – White chair covers with splash of Fuchsia  
Charger Plates that reflects theme colours  
Awards Show décor











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### Miscellaneous Information

#### **Access (To be Confirmed)**

Access to the room for setup is the day of the event as of 3:00 pm on Tuesday, September 24<sup>th</sup>, 2024. **The Ballroom must be set up by no later than 5:45 pm and Foyer by 5:30 pm.** There will be a run-through/ rehearsal tentatively scheduled at 4:00 pm on September 24<sup>th</sup> with the MC, sponsors, and nominees.

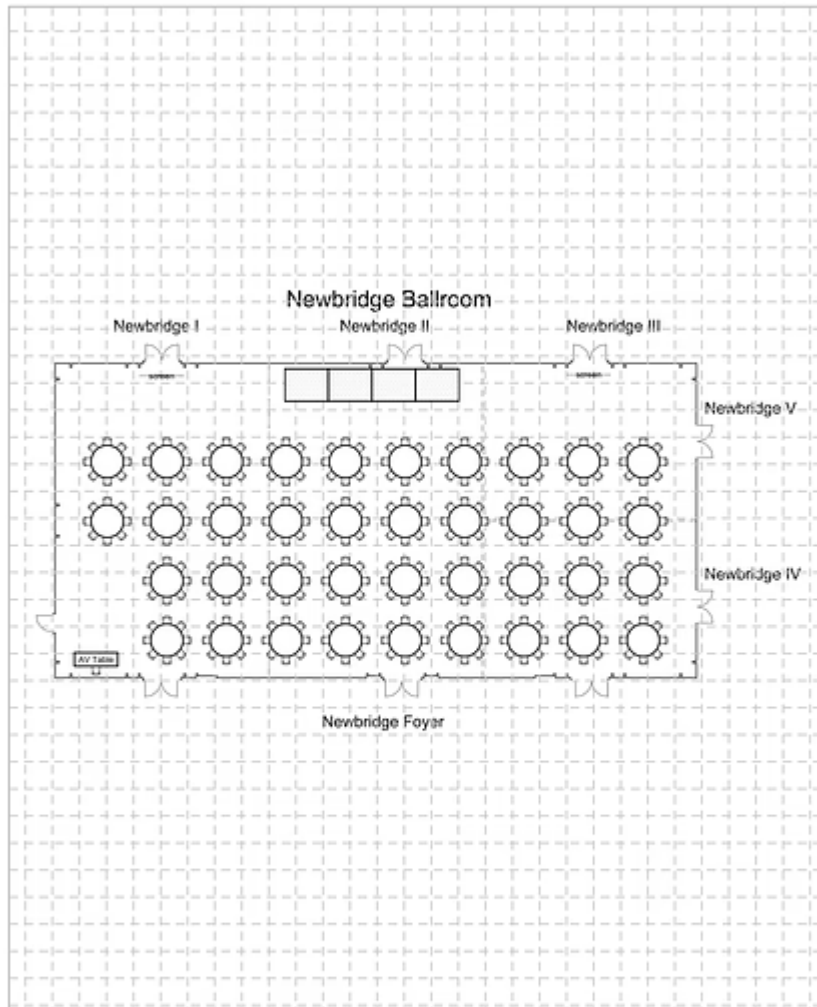




	Area (sq.ft)	Ceiling Height (ft)	Boardroom	U-Shape	Theatre	Classroom	Hollow Square	Rounds 10 72" tables	Rounds 10 60" tables	1/2 Rounds 6	Reception
Newbridge Ballroom	7200	20	-	-	600	500	-	500	550	300	1200
Newbridge I & II or II & III	4800	20	-	-	400	300	-	310	350	196	700
Newbridge I, II or III	2400	20	48	54	200	150	64	150	170	90	300
Newbridge IV or V	1200	20	28	30	100	60	34	60	80	48	120
Grand Scheme Ballroom	5188	17	-	-	500	300	-	330	380	228	500
Signed-Sealed or Sealed-Delivered	3458	17	75	100	300	160	120	200	250	150	250
Signed or Sealed or Delivered	1729	17	40	50	150	80	60	100	100	60	125
Shakers	1655	9.5	32	36	140	60	40	100	110	66	150
Traders	721	9.5	20	21	50	24	24	30	40	24	50
Network	603	9.5	18	16	40	20	18	30	40	24	40
Founders	511	9.5	12	14	40	16	14	30	30	18	20
Leaders	490	9.5	12	14	40	16	14	20	30	18	25
Strategy	365	9.5	12	-	-	-	-	-	-	-	-

All capacities shown above reflect a maximum set-up and do not include space for audio visual, dance floors or other special requirements.





Brookstreet Hotel

305 seats 39 tables  
0 booths

**Draft Floorplan**  
**Rounds of 8 x 39 tables**  
(16'x8'x20" stage)

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**Attendance Forecast**

300 persons

[www.mpi.org/chapters/ottawa](http://www.mpi.org/chapters/ottawa)  
[admin@mpiottawa.ca](mailto:admin@mpiottawa.ca)

*Historical Attendance Information:*

- 2023: 250
- 2022: 250
- 2021: *Virtual*
- 2020: *Virtual*
- 2019: 281
- 2018: 300
- 2017: 320
- 2016: 300

**Event Timing (To be Confirmed):**

3:00 pm to 5:45 pm – Setup, including Decor setup (with rehearsals in all event spaces)

4:00 pm to 5:45 – Run-through/Rehearsals

6:00 pm to 7:00 pm – Registration & Cocktail (Newbridge Ball Room Foyer)

7:15 pm to 10:00 pm – Dinner & Awards ceremony (Newbridge Ball Room)

**BUDGET & PARTNERSHIP PROSPECTUS**

We are working with a budget of **\$5,000 + Tax** for this event, including any delivery, set up or administrative fees.

*In-kind partnerships are a great way to showcase your services to the MPI membership who are of course your current and potential clients. 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 for the event requested and items listed on the event's Wish List. If you choose to provide additional items, the labour and/or cost associated with said items are the responsibility of the supplier and do not apply to the overall partnership level amount. For more information please download our [2023-2024 Prospectus](#).*

**This event is organized by:**

Prix Prestige Awards Committee under the direction of the Director of Awards and Recognition.

**For more details, contact:** Miranda Boyer at [admin@mpiottawa.ca](mailto:admin@mpiottawa.ca)

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**SELECTION 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**

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## **SUBMISSION**

**Please send your proposals to [admin@mpiottawa.ca](mailto:admin@mpiottawa.ca) by July 8, 2024.**

Miranda Boyer

MPI Ottawa Chapter Administrator

[admin@mpiottawa.ca](mailto:admin@mpiottawa.ca)

*Thank you in advance for your interest and co-operation. If you have any questions regarding this document or the RFP process, please contact the MPI Ottawa Chapter Administrator*