



Request for Proposal - Audio-Visual Services
MPI Ottawa's 2025 Charity Auction and Dinner
Submission Deadline: October 23, 2024 at 4:00 pm EST

Information Regarding Request for Proposals (RFP)

MPI Ottawa is seeking audio-visual and production services for its annual Charity Auction and Dinner on **February 27, 2025**.

Organization Details

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 and the Charity Auction and Dinner

The 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 important non-government funded charities in the local region. The funds raised from the event assist youth, adults and families through a variety of programs. For more information about our chosen charities, please visit www.mpiottawa.ca.

RFP Requirements

The successful bidder of the MPI contract will be responsible to produce, provide equipment, and technical support for the MPI Charity Auction Dinner.

The budget is \$20,000 for this event.

Specifics of the RFP

- The room must be set up and ready to go by 3:00 pm or earlier.
- The AV company must be ready for a full run through of the event with the MC, the entertainment, the sponsors and the MPI committee members at 3:30pm. A complete event rehearsal and run schedule will be developed and provided to the successful bidder.
- The event will include an MC, entertainment, several sponsors, videos, logo loops, music, a countdown clock, silent and live auction, a live leaderboard, and PowerPoint slides.
- At this time the specific needs and requirements of the sponsors presenting are still to be determined.

Room Layout and Stage

- Approximate stage size – 24' x 12' x 32 inches
 - Ideally the stage will be accessible by a ramp as well as stairs.
- 55 round tables of 10 (tbc)
- Tech table

- Silent auction tables

Audio Visual Requirements:

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

- Complete PA system to accommodate the size of the room, and the number of expected guests (between 500 to 550 people)
- Stage backdrop (we require details and/or photos of the backdrop)
- Stage lighting for: podiums, stage wash, accent drape (ground support)
- Room Lighting: TBD and ground supported
- 2 screens and projectors to accommodate the size of room
- 2 translucent 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
- 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 simultaneously.
- Countdown clock
- 2 stage monitors for presenters and MC
- One video camera with camera person for duration of the event (IMAG)
- Copy of video of the event to be provided on USB or via Dropbox post-event
- Labor to install, operate and dismantle equipment
- Auction Table Lighting: lighting on stands to light up prizes (4 – 8 foot tables – located inside the room)
- 1 TV screen to setup outside of event hall to display the event floor plan with table numbers (ideally a screen that can be put portrait or landscape)

The chosen supplier must work collaboratively with the Co-chairs of the MPI Charity Auction dinner and members of the Community Outreach Committee.

A representative from the A/V company is invited to attend event planning meetings in a consultant capacity. This person will not be considered an active volunteer member with voting authority

The AV company will also be responsible for working with the dedicated committee representative(s) to coordinate the videos and sponsor presentations.

PARTNERSHIP PROSPECTS

Take this opportunity to support the Charity Auction and Dinner and wow the audience with the quality and service levels you are known for! Consider an In-kind partnership which is a great way to showcase enhancements of your services to the MPI membership who are, of course, your current and potential clients.

In-kind partnerships are valued at 60% of the total actual costs/contributions (e.g. An \$8,500 contribution is valued at \$5,100 and considered a Gold In-kind partnership). If you choose to provide additional “Showcase Specialty Items”, the labour and/or cost associated with said items

are the responsibility of the In-kind Partner and are not applicable to the overall partnership level calculations.

For detailed in-kind investment partner benefits and deliverables, please see the attached full prospectus.

DECISION PROCES

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.
- The successful quote will be selected and awarded by **November 1, 2024**. Unsuccessful bidders will be notified by email.

SUBMISSION

The submission deadline for proposals is no later than October 23, 2024 at 4:00 pm EST.

Please send your proposals and detailed quotes by email to admin@mpiottawa.ca

Thank you for your consideration of this RFP.