



REQUEST FOR PROPOSALS

Décor Services– MPI Ottawa’s 2025 Charity Auction and Dinner

(Released December 10, 2024, proposals due January 3, 2025)

ABOUT THIS REQUEST FOR PROPOSALS (RFP)

The Ottawa Chapter of MPI is seeking décor services for our Charity Auction Dinner Event taking place Thursday, February 27, 2025, at the Westin Ottawa in the Ballroom.

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

Established in 1984, the Ottawa Chapter of MPI empowers its members to increase their strategic value with education, professional development, and business growth opportunities.

The association generally hosts twelve 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.mpiottawa.ca.

TENDER PROCESS:

- This RFP is open to both MPI members and non-members.
- RFPs are included in the weekly MPI Ottawa Express for distribution to all MPI Ottawa members and are posted on the Chapter website for public viewing. Based on the committee’s discretion, they may be provided to non-member suppliers directly.
- Board members or committee members must disclose any conflict of interest or personal intent when submitting a proposal and 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 based on a blind review of proposals using the criteria listed in the decision process section of this document.
- Unsuccessful bidders will be notified by email.

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

REQUIREMENTS

The Annual Charity Auction & Dinner is one of our industry's most anticipated nights of the year for networking, socializing, and fundraising. This year we are re-focusing on our charities and the message of *"United for change: Together we shape the future"*.

We are looking for creative décor ideas to tie into our theme of unity, connection, working together, and partnering with local charities. Our imagery on social media and communications will feature specific colours and imagery following our theme (see logo below). This will consist of mosaic tiles, puzzle pieces, etc. and we would love to see this incorporated into the decor somehow. If there is an opportunity for interactivity with the decor as well, that would be welcomed.

Please [click here](#) to be brought to our event website.

Please see below the logo for our event.



Attendance: 400-500

Schedule:

7:00am - 3:00pm - Set-up

5:30pm-7:00pm – Registration, Networking & Silent Auction

7:00pm-10:00pm – Dinner & Live Auction

Location: Ballroom Level 4, The Westin Ottawa, 11 Colonel By Dr, Ottawa, ON K1N 9H4

In Appendix A of this document, you will find a draft floor plan from the venue. [Click here](#) to visit their website.

This is a great opportunity to showcase your company to a large audience of meeting planners and meeting industry professionals. Please look at the Sponsorship opportunities below for any in-kind services you can offer and kindly note that the committee is prepared to help offset costs and can pick up items, assist with décor setup, etc.

BUDGET & PARTNERSHIP PROSPECTUS

We are working with a budget of \$6,250 for this event.

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 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). Partnerships are based on actual requirements for each MPI event. 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. Take this opportunity to support MPI events and wow the audience with the quality and service levels you are known for!

For detailed deliverables offered to our in-kind partners please see our [Partnership Prospectus](#).

SUBMISSION

KEY DATES

Wednesday, December 18, 2024 - Deadline to submit questions related to RFP

Friday, December 20, 2024 - Response to questions provided by MPI Ottawa

Friday, January 3, 2025 - Deadline for proposal

Friday, January 24, 2025 - Contract awarded/non successful bidders notified.

Please submit all proposals to Miranda Boyer at admin@mpiottawa.ca.

Any questions about this RFP please reach out to Miranda Boyer at admin@mpiottawa.ca.

******Thank you in advance for your interest and cooperation.******

APPENDIX A

Proposed ballroom floor plan:

