



MEETING PROFESSIONALS INTERNATIONAL

REQUEST FOR PROPOSAL

2007-2008 Computer Products and Services

About MPI: Meeting Professionals International is the association for the global meetings industry and is committed to delivering success for its 21,000 worldwide members by providing innovative professional development, generating industry awareness and creating business development opportunities. Founded in 1972, the Dallas-based organization delivers success through its 68 chapters and clubs in 20 countries around the world. For more information, visit www.mpiweb.org. Its strategic plan, *Pathways to Excellence*, is designed to elevate the role of meetings in business via: creating professional development levels to evolve member careers to positions of strategic understanding and influence; influencing executives about the value of meetings; and ensuring MPI is the premier marketplace for planners and suppliers.

MPI Mission and Vision: MPI is recognized as the leading global membership community that is committed to defining and shaping the meetings and event profession. MPI will be the pivotal force in positioning meetings and events as a key strategic component of an organization's success.

INTRODUCTION AND VENDOR QUALIFICATIONS

Statement of need:

MPI is seeking to establish a one-year partnership with a supplier of computer products and services. Within this partnership, the vendor of computer products and services would serve as sponsor to MPI by providing equipment and services complimentary to MPI for its 2007-2008 conferences and events. A complete list of equipment needs is located in Appendix A. Services required should include shipping, set up/installation, break-down, technical support, etc.

The term of partnership would extend from June 1, 2007 to May 30, 2008, and would include 2 major conferences and 2 smaller meeting events during the year, listed as follows.

- 2007 World Education Congress (WEC) held in Montréal, CN; July 28-31
- 2007 Institutes/Global Certification in Meeting Management; Location and Fall 2007
- 2008 Professional Education Conference-North America (PEC-NA) held in Houston, TX; February 2-5
- 2008 Leadership Conference held in Dallas/Ft. Worth, TX; Spring 2008

Vendor Qualifications:

MPI seeks to develop partnerships that operate in support of its membership by striving to exceed the objectives set out in our strategic plan, *Pathways to Excellence*. To accomplish this, MPI requests that applicants for the Computer Products and Services Partnership demonstrate in their proposals that they meet the following qualifications:

- Experience working with associations
- Experience and knowledge of the meetings industry; understanding of association, corporation, and independent meeting professionals' needs
- Ability to support MPI's objective to produce a quality educational experience by providing top-of-the-line computer products, services, and expertise
- Experience working with various types of venues
- Ability to work independently and as an integral team member with the client
- Willingness to go over and above contract requirements in a fixed budget agreement
- Commitment to maintain at least one active MPI membership during the term of the contract

THE POWER OF PARTNERSHIP

In exchange for the Computer Services and Products Partner's provision of equipment and services, MPI is prepared to offer a variety of business and marketing opportunities to maximize the Partner's return on investment. Through these marketing tools, the Partner will be in the position to place its product in front of MPI's membership of meeting professionals. MPI can provide the Partner with a unique opportunity to build brand awareness and new client relationships within a community of dedicated meeting planners and suppliers.

Marketing opportunities can include:

- Exposure in numerous MPI publications such as our monthly magazine, *The Meeting Professional* (distributed to over 30,000 meeting professionals), and conference-related print materials
- Sponsorship recognition and logo placement on MPIWeb's conference page
- Exhibition space at one of MPI's two conference trade shows
- Exposure to MPI's meeting planner members, 20% of whom are responsible for over \$3 million budgets and 22% are responsible for \$1-3 million budgets

In addition to these marketing benefits, the Computer Products and Services Partner will have the opportunity to offer its rental services with fair and competitive pricing to exhibitors at MPI's two annual trade shows, MeetingPlace (at WEC) and PEC Expo (at PEC-NA). This is an exciting chance for the Partner to showcase its products and services to exhibiting vendors while generating revenue through computer rentals. If the Partner chooses to participate, MPI will distribute the Partner's equipment rental form to all exhibiting vendors prior to the event. Vendors then have the option to utilize the Partner's computer products as they design their booths for the trade show.

PROPOSAL SPECIFICATIONS

All information provided in this RFP is proprietary and is for informational purposes only. Information should not be released without written permission from Kathy Groller, Strategic Partnerships Coordinator.

Instructions for Proposal Submission:

Companies submitting a proposal must provide responses to all of the questions/requests for information listed below, even if the response is “none” or “not applicable”. Complete proposals will be considered with higher regard than those that omit information. *Please note: expenses related to the preparation and completion of a response to this RFP are the sole responsibility of the vendor.*

Decision-making process:

Each proposal will be reviewed and evaluated by an interdepartmental review team comprised of members from MPI's Strategic Events, Meeting Planning, Professional Development, and Strategic Partnership departments. Once the review team has awarded the contract, all applicants will be notified by letter and/or phone call.

In your proposal, please respond directly to the following requests for information. Answers should reflect the company's experience as it relates to the specific questions as well as the general Vendor Qualifications described on page 2.

Experience and Client Service

- 1) Please provide a company profile including company history, scope of services, contact information, etc.
- 2) What experience, if any, do you have working with associations?
- 3) What experience do you have in the meetings industry or a related industry?
- 4) What experience do you have providing computer products and service for large meetings/conferences of up to 3,000 attendees? Please provide examples.
- 5) What experience do your technicians have in providing technical support for large meetings/conferences?
- 6) How many representatives of your company are MPI members? If none, are you willing to have members of your company join? Please note that MPI membership is required for all Partners.
- 7) Have you or members of your staff ever attended a WEC or a PEC-NA? If so, what changes or improvements might you recommend for the placement/usage of computer products at our conferences?
- 8) What specific awards, if any, has your company won for its work?
- 9) What is your overall client service philosophy?
- 10) How do you ensure that your work meets your client's needs?
- 11) What unique advantages does your company have?
- 12) Why should we select your company as our Computer Products and Services Partner?

(Proposal Specifications – cont.)

Contract and Business Parameters

1) Specifically identify your proposed costs per conference/event noting:

- Base fees for computer equipment, accessories, etc.
- Estimated shipping costs
- Staffing fees for set up, break down, general technical support
- Staff expenses such as airfare, accommodations, meals, etc.
- Any additional fees/expenses

Please also indicate which of the above costs will be offered to MPI complimentary or at a discounted rate. MPI is seeking a complete disclosure of financial exposure for the provision of computer products and services at these events.

2) Provide a list of at least four client references, with full contact information, that have experienced similar support as noted in this RFP and a contracted fee schedule for the referenced clients.

3) Provide a list of vendors with whom you have contracted in the past 12 months.

4) List the MPI members in your organization.

Deadline:

Proposals must be received by MPI no later than **March 23, 2007**. Late submissions will not be considered.

For consideration, please mail
three copies of your proposal to:

Meeting Professionals International
Attn: Kathy Groller
Strategic Partnership Coordinator
3030 LBJ Freeway, Suite 1700
Dallas, TX 75234

Notification:

Bidders will be notified by letter and/or telephone call on or prior to April 4, 2007.

Questions:

Direct all inquiries or requests for information to kgroller@mpiweb.org. No phone calls please.

Right of Refusal:

MPI also reserves the right to reject any bid regardless of price, content, or expectations expressed within the body of the Request for Proposal.

**Thank you for your interest in MPI. We look forward to
working with you soon!**

APPENDIX A – PRODUCTS AND SERVICES SPECIFICATIONS

This list represents MPI's minimum expectations for equipment/service needs based upon estimates from prior events. This list is subject to change as actual program needs are determined.

World Education Congress (WEC) – Montréal, Canada– July 29-31, 2007

WEC is a two-and-a-half-day global conference that is held annually in July for 3,200 – 3,500 participants. It is the global forum for MPI members to connect, learn and exchange cultural perspectives, featuring innovative education and unparalleled networking. It features MeetingPlace, MPI's largest trade show, featuring more than 550 exhibitors and offering unique global business opportunities.

Equipment Needs:

Cyber café	32 computers, 1 printer
Speaker Lounge	1 computer, 1 printer
Media Room	5 computers
Member Solutions	10-12 computers
MPI Central	3-5 computers
MPI Staff Offices (Registration, etc).....	20 computers, 2 printers, 20 badge printers
MPI Foundation Silent Auction	16 computers
Professional Development Tech labs:	65 computers (35-Spellos lab; 30-APEX lab)
Print Kiosks	16 computers and 10 printers (3,000 sheet capacity)
Other needs	2 copies, subject to MPI's request

Lead retrieval equipment and technology to be available for tradeshow rentals.

All computers must be loaded with Microsoft Office, Adobe Acrobat Reader, Internet Explorer

All rooms will need hubs and cables for internet, electricity, etc

All equipment must provide appropriate cables such as power strips

Staffing Needs (Thurs. 7/25 – Wed. 8/01):

- Technicians needed for setup, break down, and technical support
- Technical assistance requested in the Professional Development Tech labs
- Representative available to fulfill rental requests from exhibitors at the exhibitor service desk (during tradeshow set-up)
- Technical assistance and troubleshooting requested on the tradeshow floor to service the orders received from exhibitors (during move in hours and on-call during show hours)

Institutes/Global Certification in Meetings Management - Location TBD-Fall 2007

Institutes is MPI's highly acclaimed certificate programs, was created to help meeting professionals develop vital personal, professional and leadership skills that increase professional value and build a powerful base of knowledge. Estimated number of attendees is 350.

The Global Certification in Meeting Management (CMM) is designed for senior meeting planners and suppliers. The CMM focuses on strategic issues and executive decision-making and offers advanced level meeting professionals the opportunity for education in strategic thinking, planning and acting.

Equipment Needs:

Registration/Cyber Café	6 computers, 2 printer
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All computers must be loaded with Microsoft Office, Adobe Acrobat Reader, Internet Explorer

All rooms will need hubs and cables for internet, electricity, etc

Staffing Needs:

- 1 Technician needed for setup, breakdown, and technical support

Professional Education Conference – North America (PEC-NA) Houston, TX- February 2-5, 2008

PEC-NA is a two-and-a-half day regional conference held annually in January for 2,200 - 2,500 participants that features over 70 interactive workshops with a focus on professional, business and leadership development. This conference features the PEC Expo, the industry's premier winter marketplace.

Equipment Needs:

Cyber café	32 computers, 1 printer
Speaker Lounge	1 computer, 1 printer
Media Room	5 computers
Member Solutions	10-12 computers
MPI Central	3-5 computers
MPI Staff Offices (Registration, etc).....	20 computers, 2 printers, 20 badge printers
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Lead retrieval equipment and technology to be available for tradeshow rentals.

All computers must be loaded with Microsoft Office, Adobe Acrobat Reader, Internet Explorer

All rooms will need hubs and cables for internet, electricity, etc

All equipment must provide appropriate cables such as power strips

Staffing Needs (Thurs. 1/30 – Wed. 2/09):

- Technicians needed for setup, break down, and technical support
- Technical assistance requested in the Professional Development Tech labs
- Representative available to fulfill rental requests from exhibitors at the exhibitor service desk (during tradeshow set-up)
- Technical assistance and troubleshooting requested on the tradeshow floor to service the orders received from exhibitors (during move in hours and on-call during show hours)

Leadership Conference 2008 – Location TBD- Date Spring 2008

The annual Leadership Conference is a two-day leadership development program that brings together over 300 international; chapter leaders, committee chairs, staff and the International Board of Directors to build strategies to exceed. It includes leadership training, alignment of goals and objectives for the coming year, and opportunities to exchange best practices.

Equipment Needs:

Cyber Café	3 computers, 1 printer
Professional Development Tech lab.....	20 computers, 1 printer

All computers must be loaded with Microsoft Office, Adobe Acrobat Reader, Internet Explorer

All rooms will need hubs and cables for internet, electricity, etc

Staffing Needs:

- 1 Technician needed for setup, breakdown, and technical support