



## **MPI Full-Service RFP**

### **Getting Started**

#### **Instructions**

MPI Chapters can use this form to request association management services that are of a full-service nature.

### **More About the Organization**

#### **About MPI**

Meeting Professionals International (MPI) is the largest meeting and event industry association worldwide. Founded in 1972, MPI provides innovative and relevant education, networking opportunities and business exchanges, and acts as a prominent voice for the promotion and growth of the industry. MPI has a global community of 60,000 meeting and event professionals including more than 17,000 engaged members and its Plan Your Meetings audience. It has 70 chapters and clubs with members in 75 countries worldwide.

"When we meet, we change the world."

[www.mpi.org](http://www.mpi.org)

#### **MPI Key Facts**

- Founded in 1972
- 17,000 engaged MPI members representing 75 countries
- 70 chapters and clubs with members in 75 countries worldwide
- 44 chapters in the United States
- 7 chapters in Canada
- 2 chapters and clubs in Latin America
- 12 chapters and 1 club in Europe and Asia-Pacific
- 23 student clubs in North America
- More than \$26 billion in global buying power
- 5200 planner members exclusive to MPI have about \$11.5 billion in buying power
- IRS Classification of 501(c)3

## Chapter Administrator Program Contract Requirements

1. All chapter paid staff support/Administrator contracts for services must include the following language:
  - a. Chapter Administrators and their support staff will represent the chapter and MPI Global in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI Global.
  - b. Chapter Administrators and their support staff will follow all MPI Global and Chapter bylaws, policy & procedures, financial budgeting requirements and any other defined requirements set forth by Chapter or MPI Global.
  - c. Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See Program guidelines for specific requirements.
  - d. Chapter Administrators or paid support staff must be licensed and insured with a minimum of 1 million dollars in general liability and provide proof of said policy to Chapter and MPI Global annually by July 1st.
2. Chapters must ensure that all required contracting language is added to paid staff or Administrator contracts and that the Administrator is adhering to all requirements annually.
3. Chapters must provide proof of paid staff's valid, government issued business license and insurance annually by July 1st.
4. Chapters must complete an annual performance review of services provided by paid administrators. Reviews should begin at least 90 days prior to the end of each fiscal term. The outcomes of the review as well as any updated contracts for service should be submitted annually to Global by July 1st.
5. Chapters must ensure that paid support staff is contracted as a vendor for services and is not an employee of the chapter.
6. Chapter Administrators or paid staff cannot be family or an immediate relative of board members. Family or immediate relative is defined as, spouse, children, parents, siblings or grandchildren.
7. Chapter Administrators will hold board accountable to define MPI performance standards, policies and Principles in Professionalism. Chapter Board of Directors will support Administrators in this process.
8. Chapter Administrators are required to take the CAP online training and maintain a passing score annually by September 30th.



## MPI Full Service RFP

### Key Information

1. Chapter Name
2. Acronym
3. Website Address
4. What prompted the search?
  
5. Proposal Deadline
6. What is the current budget for Chapter Administration Services?
- 7a. Must your new Chapter Administrator have headquarters in a specific location?

Yes
No
- b. If yes, specify which country, region, state or metro area.
8. Membership history for the past 3 years?
9. What is your current management structure?
10. If managed by an AMC, which one?
  
11. How many years has the chapter worked with the with its current administrator?

Yes
No
12. Has the current administrator been asked to submit a proposal?

13. Has the current administrator been notified of the search?

14. Does your current administrator plan to submit a proposal?

15. Has the chapter's board authorized this search?

Yes

No

16. How many full time hours does your current administrative provide annually in total?

17. Services Requested (select all that apply)

Educational Workshops/Seminars

Financials

Governance/Board

Marketing

Meeting/Conventions

Membership Management

Publications

Web Management

Other

18. Describe any credentials your new chapter administrator should have (e.g. CMP, CAE).

### Search Process and Contact Information

19. Does the chapter have a formalized search committee outside the board?

Yes

No

20. Is the RFP being distributed through any other organizations or platforms?                      Yes  
No

21. Contact Name

22. Contact's Position within the chapter/board

23. Contact's Email Address

24. Mailing Address Line 1

25. Mailing Address Line 2

26. City

27. State/Province

28. Postal Code (Zip Code)

29. Country

30. Phone

31a. How would you like proposals to be delivered to you?

b. If by mail, how many copies are required?

32. Are any members of your chapter's search committee or board employed by an AMC?                      Yes  
No

33. By what date do you plan to complete the first round of proposal review?

34. By what date do you plan to schedule interviews on proposals that have passed the first review?

35. What is the estimated date for the final proposal presentation(s)?

36. What is the tentative location for selected proposal presentation(s)?

37. What is the desired start date for the transition process?

38. What is the desired formal start date?

39. Year Chapter established

40. Total number of local members

41. Total number of planner members

42. Total number of supplier members

43. Total number of affiliate members

44. Total number of student members

45. Number of committees

46. Number of board members

47a. Does your chapter have a strategic or business plan?

Yes

No

b. If strategic, what year was it developed?

c. Do you aim to create a strategic plan & should that service be a required part of the proposal?

48. Do you plan to include your strategic or business plan with the RFP?

49. Key membership benefits

Community  
Education  
Industry research and trends  
Networking  
Marketplace opportunities  
Other

50. What software does your chapter use to manage your database?

### Conferences and Meetings

51. Number of in-person board/executive committee meetings per year (via conference & video)

52. Number of in person committee/Special Interest Group meetings per year (via conference & video)

53a. How many standard monthly education meetings does your chapter have?

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Yes

No

b. If so, how often?

59. Enter the amount of  
your last annual dues  
rebate from MPI Global.