



## **MPI Outsourced 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.



### Key Information

1. Chapter Name

2. Acronym

3. Website Address

4. What prompted the search?

5. Proposal Deadline

6. What is the budget amount for services?

7a. Must your new AMC be headquartered in a specific location?

Yes

No

b. If yes, specify which country, region, state or metro area.

8. Who is/are the current provider(s) of the services?

9. Type of organization

Trade Association

Professional Society

Foundation

Other

10. Local Tax Classification

501(c)3

501(c)6

Other

**Services Requested**

11. Services Requested  
(select all that apply)

- Advisory Services (Consulting, Leadership Development, Strategic Planning, etc.)
- Financial Management
- Certification/Accreditation Management
- Conferences/Meetings Management
- Consulting Services (Management Consulting, Strategic Planning, Leadership Training, etc)
- Government Relations
- International Expansion
- Marketing/Communications
- Membership/Database Services
- Order Fulfillment
- Public Relations
- Sponsorship Sales
- Survey Services (Needs Assessment, Salary Survey, etc)
- Website Development and/or Management
- Other

12. Do you require specific industry expertise or experiences?

- Yes
- No

13. If yes, please indicate what type of industry expertise, experience or special credentialing is expected of the AMC or its personnel.

14. Does the chapter have a formalized search committee?

- Yes
- No

15. If you are using formalized search committee, are you using a third party?

16. Contact Name

17. Contact's position within the chapter/board

18. Contact's Email Address

19. Mailing Address Line 1

20. Mailing Address Line 2

21. City

22. State/Province

23. Postal Code/Zip

24. Country

25. Phone

26. How did you hear about the AMC Institute RFP process?

27a. How would you like proposals to be delivered to you?

- Mail  
 Email  
 Both

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

28. What is the date for initial screening of proposals by the Search Committee?

29. What is the target date for completion of due diligence on short-listed proposals?

30. What is the date for selected proposal presentation(s)?

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

32. What is the start of the transition process?

33. What is the formal start date?