



## **REQUEST FOR PROPOSAL FOR ONLINE REGISTRATION PROVIDER**

### **ASSOCIATION SUMMARY**

#### ***Vision and Mission Statement***

The mission of the Meeting Professional International Washington State Chapter (MPIWSC) is to be the premier MPI chapter for the global meetings and events industry.

MPIWSC strives to be the pivotal force in Washington in providing meeting planners and suppliers superior educational, networking, and leadership development opportunities while establishing and implementing our business plan to ensure membership growth, retention, and future development of the Chapter and its leadership.

#### ***Profile***

The MPI Washington State Chapter was chartered on May 26, 1981. In that year, we started the Chapter with 50 members and have grown to over 300 members. We continue to experience growth within the Chapter with a retention rate of 79%. The Chapter has a very distinct demographic of members with a blend from Eastern and Western Washington.

**MPIWSC empowers its members to increase their strategic value with education, professional development and business growth opportunities.**

### **OVERVIEW**

MPIWSC is seeking partnership with an online registration provider. We are looking for a provider that has online registration forms, event website, email marketing, payment processing, reporting and analytics, event surveys. Ideally, we are looking for a partner that is willing to sponsor MPIWSC for all the registrations in return for sponsorship from MPIWSC.

MPIWSC current host around 8-10 events per year, with the average attendance of 75. We also use our online registration tool to sign up affiliate members, collect donations for our annual auction and more.

### **REQUIREMENTS**

- Event Registration
  - Collect profile information from registrants (name, address, phone, email, etc)
  - Add custom questions
  - Set up multiple registration types for each event
  - Offer discounts and provide codes to registrants
  - Collect payment from registrants via credit card during the registration process
  - Ability to test the registration site before making it active
  - Confirmation emails to registrants when finish registration
  - Ability to email registrants after register
  - Option to email administrator when registrant registers for an event
  - Unique event url for each event

- Event website should be customizable, ability to brand it to match our branding and add images
- Ability to close registration when hit maximum capacity
- Ability to set up a close registration date
- Reporting
  - Create custom reports
  - Ability to share reports with public
  - Ability to password protect reports and share
  - Have cross event reports
- Surveys
  - Create custom surveys
  - Ability to ask a variety of questions (with multiple of options for the answers)
- Need to be able to search registrants to see all events each person attended
- Ability to print badges
- Ability to copy events, reports and surveys
- Online training, phone and email support for MPIWSC administrators
- Multiple user logins – with capabilities of only granting read access to some users
- Payment processing – need to be able to collect payment via credit card and connect payment to our merchant account

### **PROPOSAL GUIDELINES**

Proposals will be accepted until August 18, 2017. All costs must be itemized to include an explanation of all fees and costs.

Please submit proposals to [sales@mpiwsc.org](mailto:sales@mpiwsc.org). Questions, contact Katy Radelich at 206-779-4626 or Jessica Walz at 206-254-4439.

### **PROPOSAL EVALUATION & DECISION PROCESS**

Proposals will be reviewed by the MPI Washington State Chapter Board of Directors and they will make the final selection for the provider. Proposals will be evaluated based on measuring how well MPIWSC's needs are met, qualifications of the provider and financial terms.

### **DECISION TIMELINE**

RFP Distribution: August 9, 2017

Proposals Due: August 18, 2017

Start of Negotiations: August 23, 2017

Decision: September 4, 2017