

REQUEST FOR PROPOSAL

Meeting-to-Meeting Travel Coordinating System

Issued by: Bermuda Tourism Authority

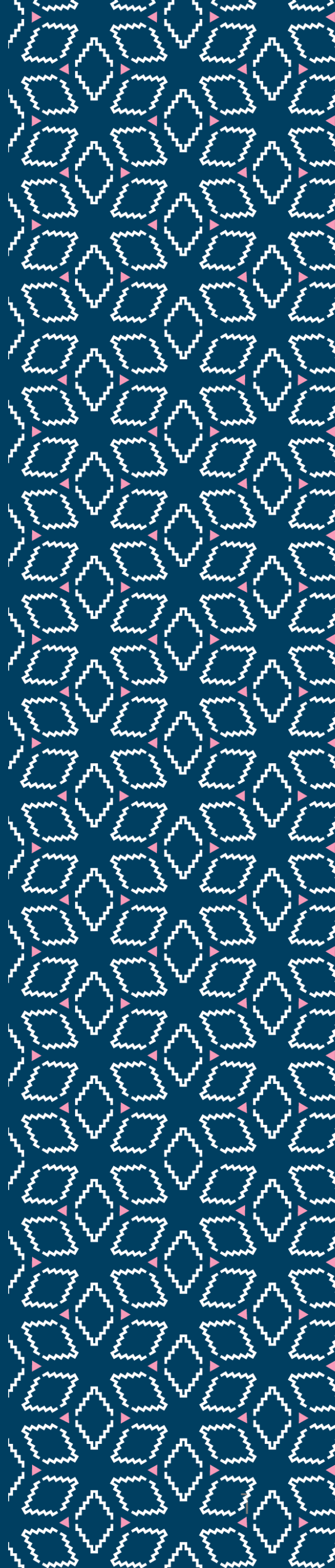
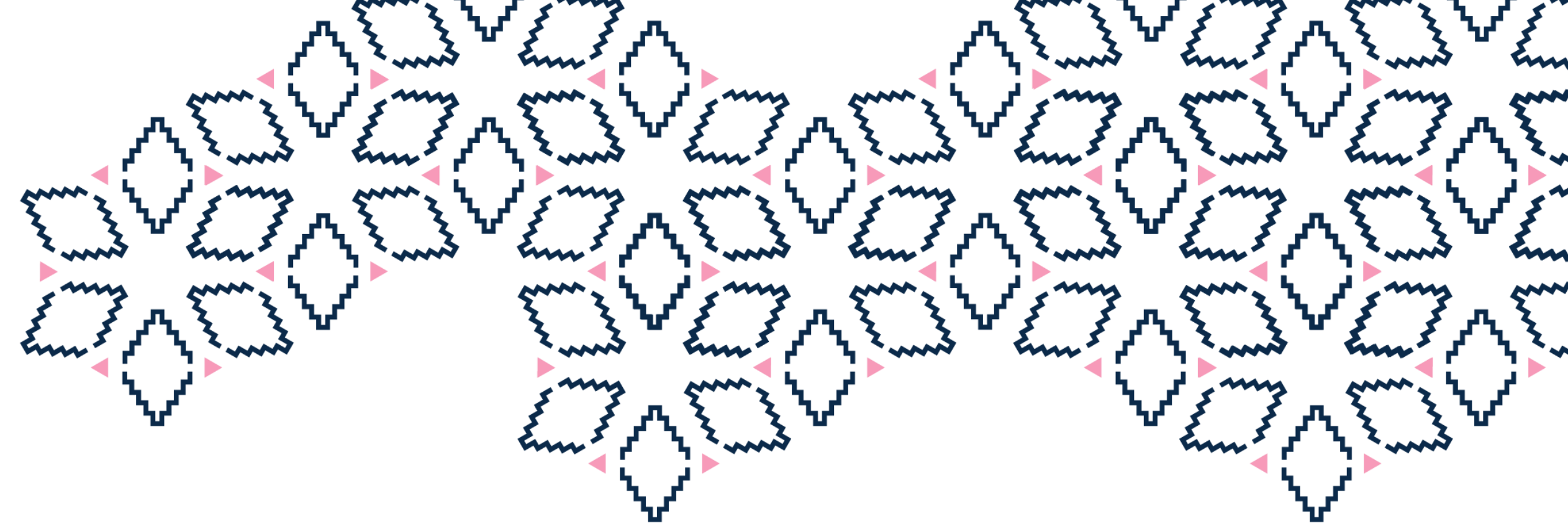


TABLE OF CONTENTS



- I. INTRODUCTION
- II. DESTINATION OVERVIEW
- III. ABOUT THE SUMMIT
- IV. PROJECT SCOPE
- V. SYSTEM REQUIREMENTS
- VI. EVALUATION CRITERIA
- VII. SUBMISSION GUIDELINES
- VIII. TIMELINE



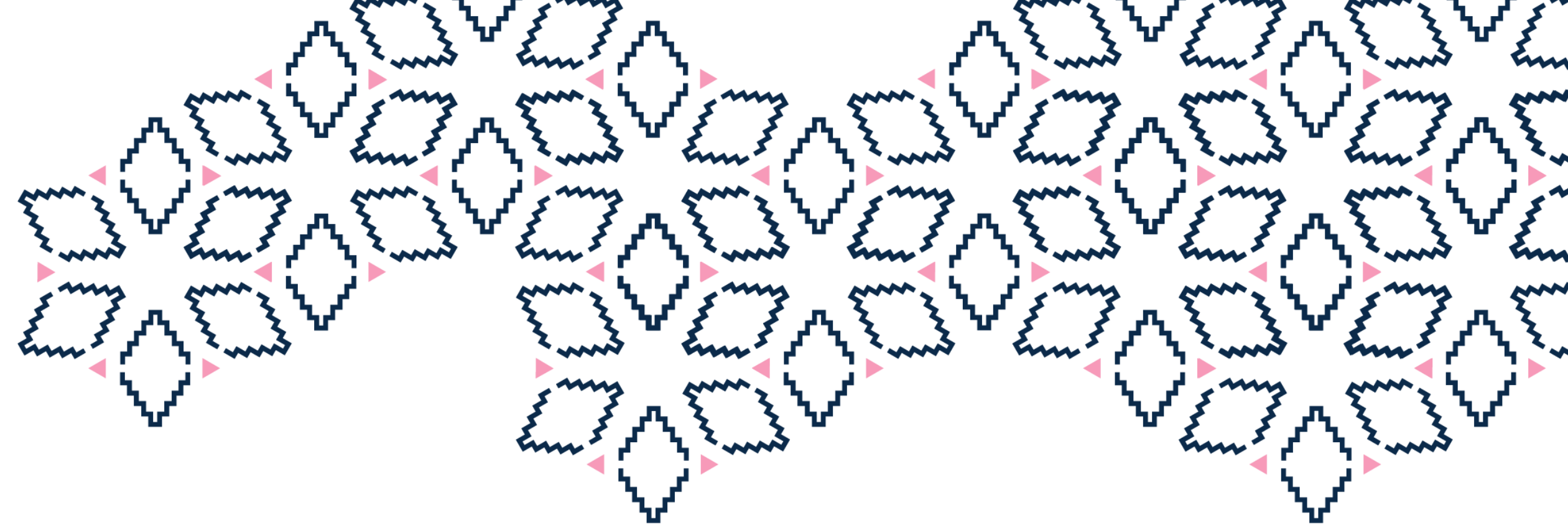
I. Introduction

The Bermuda Tourism Authority (BTA) is seeking a qualified technology partner to design and develop a user-friendly, customizable Meeting-to-Meeting Travel Coordination System. This platform will streamline travel logistics and scheduling for attendees of official BTA-hosted summits, meetings, and events.

II. Destination Overview

Bermuda is a stunning Atlantic island paradise located just 90 minutes from the U.S. East Coast. Known for its pink sand beaches, sophisticated hospitality, and unmatched proximity, Bermuda blends British charm and island soul. The destination has become a premier location for global meetings, incentives, conferences, and exhibitions (MICE), offering a compelling mix of natural beauty, connectivity, and luxury infrastructure. The Bermuda Tourism Authority is committed to delivering seamless and inspiring experiences for event attendees and global travel trade.





III. About The Summit

The Bermuda Tour Operator Summit, held annually each fall, is a strategic business development and relationship-building event that connects our local stakeholders, hoteliers, DMCs, attractions, transport providers, with regional and international tour operators and travel sellers.

Summit Goals:

Foster strategic partnerships between Bermuda suppliers and global travel distributors.

Showcase the island's tourism product and service offerings in a curated, immersive format.

Deliver seamless logistical coordination for attendees including transport, accommodation, and activity options.

Capture data and feedback for post-event analysis, business reporting, and sales enablement.



IV. Project Scope

BTA is seeking a digital tool or web-based platform that allows meeting-to-meeting coordination for all summit guests. This system should capture individual arrival/departure details, offer activity sign-ups, provide relevant travel guidance, and allow for backend data reporting to support seamless on-island operations.

V. System Requirements

User-Facing Features:

- Secure login for each attendee
- Personalized profile with editable contact information
- Input fields for arrival and departure flights (airline, flight number, times)
- Hotel stay information (select from list or input directly)
- Menu of optional pre-event and post-event activities
- Real-time itinerary builder and summary page
- Push travel guidance (weather, transport, contacts)
- Ability to upload documents or vaccination/travel records (if needed)

- Appointment Matching Capabilities

Administrative / Back-End Functions:

- Dashboard for BTA team to view all guest itineraries and preferences
- Real-time reporting on: Airport arrivals/departures, Transport needs, Hotel occupancy, Activity attendance
- Exportable spreadsheets and charts
- Email or SMS communication integration
- Integration capabilities with existing tools (e.g., Simpleview CRM)

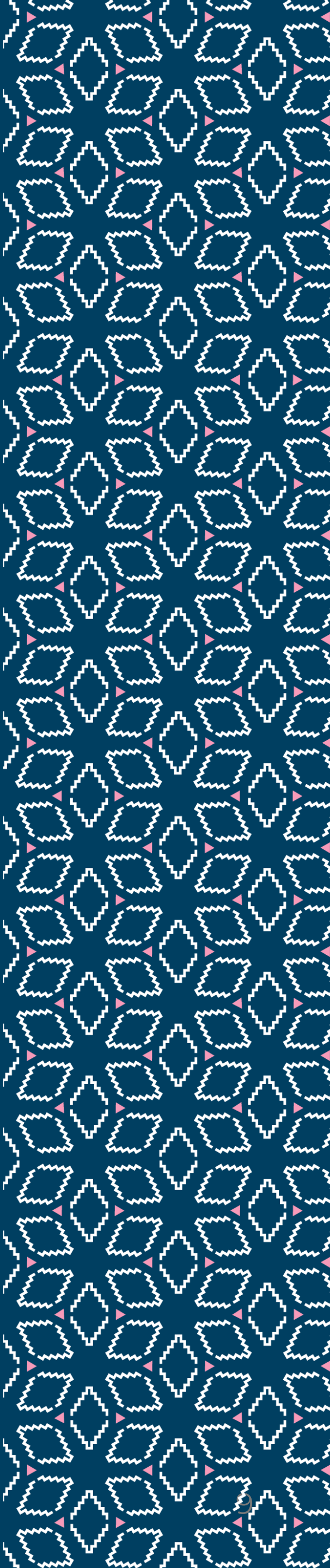


VI. Evaluation Criteria

The chosen partner must exhibit:

- Demonstrated experience in building custom event or travel coordination tools
- Platform flexibility and user interface design
- Reporting capabilities
- Pricing and timeline for deployment
- References and past performance
- Maintenance and support offering

Submission Guidelines



VII. Submission Guidelines

Deadline for Submission: July 21, 2025

Required Documents:

- Overview of your firm
- Approach and timeline for development
- Platform mockups or examples
- Pricing structure (build cost, licensing, support)
- At least 2 client references

Submit your proposals via email to:

twebb@bermudatourism.com and jdouglas@bermudatourism.com

Please ensure your submission is clearly labeled with your company name for Bermuda Tourism Authority.

VIII. Timeline

RFP Release Date: July 8, 2025

Proposal Deadline: July 21, 2025

Vendor Selection: July 29, 2025

Launch Goal: August 18, 2025

Event Date: October 19, 2025