

**RFP Details**

<b>RFP Name</b>	2022 October Combined Standing Committees Meeting - FY23 - 25796
<b>Response Due Date</b>	Fri, Dec 10, 2021
<b>Decision Due Date</b>	Fri, Jan 7, 2022
<b>RFP Type</b>	Meeting Space and Guest Rooms
<b>RFP Code</b>	Z7N7WDL4L24
<b>Description</b>	This is an RFP for an AAMVA working group meeting. A working group meeting has attendees from U.S and Canadian motor vehicle and law enforcement industries.
<b>Decision Factors</b>	Ability to meet sleeping room and meeting room needs Location of hotel Dining and entertainment venues within walking distance Overall price Room block cut-off date
<b>Billing Information</b>	Billing Procedures: AAMVA needs 30 days after receipt of agreed upon invoice in order to pay. Invoices must be sent to <a href="mailto:financeap@aamva.org">financeap@aamva.org</a> . Direct billing will be established.
<b>Concession and Contractual Information</b>	<ul style="list-style-type: none"> <li>• EXHIBITS A&amp;B MUST BE SIGNED AND RETURNED WITH PROPOSAL</li> <li>• Priority will be given to proposals that include an A/V price sheet</li> <li>• Rooming list will be provided</li> <li>• Hotel to ensure that no one will be “walked” without prior discussion with our meeting coordinator. We understand that these are difficult decisions so we want to make sure that our coordinator provides some guidance to the hotel staff</li> <li>• Walked reservations to be counted toward room block commitment and complimentary room calculations</li> <li>• Room rates cannot be more than rates offered through Internet</li> <li>• Group rates 3 days pre and post</li> <li>• Three-week cut off for room block.</li> <li>• Room attrition should specify our ability to reduce room block by 20%-30 days prior to event</li> <li>• Government per diem is requested since attendees are primarily government employees. If unable to provide rates at per diem, please respond with best group rate available</li> <li>• Complimentary room for each 40 room nights cumulative</li> <li>• Complimentary wireless internet in all guest rooms</li> <li>• No storage or delivery charges for meeting materials either prior to arrival or upon departure</li> <li>• If the hotel charges for guest parking, complimentary parking space for “staff” vehicles beginning two days before the published meeting date through and including one day after the published meeting date</li> <li>• Discounted or complimentary self parking for 10 cars</li> <li>• COMPLIMENTARY AND OTHER NEGOTIATED CONCESSIONS</li> </ul> <p>The Hotel hereby agrees that no meeting planner points, hotel reward points, or anything else of value exceeding \$25 dollars shall be given to AAMVA’s meeting planner or third party representatives or agents of AAMVA for booking this event. This does not preclude the Hotel from honoring individual reward programs for guests that are checking into the hotel.</p>

**Key Contact Information**

<b>Contact Name</b>	Allie Mamone	<b>Email Address</b>	<a href="mailto:amamone@aamva.org">amamone@aamva.org</a>
<b>Organization</b>	AAMVA	<b>Phone Number</b>	7039085773
<b>Title</b>	Meetings Manager		
<b>Preferred Contact Method</b>	Cvent		
<b>Address</b>	4401 Wilson Blvd. Suite 700 Arlington, VA 22203 USA		
<b>Website</b>	<a href="http://www.aamva.org">www.aamva.org</a>		

**2022 October Combined Standing Committees Meeting - FY23 - 25796**

American Association of Motor Vehicle Administrators

Organization Information			
<b>Organization Name</b>	American Association of Motor Vehicle Administrators		
<b>Organization Type</b>	Association	<b>Industry</b>	Other
<b>Address</b>	4401 Wilson Blvd. Suite 700 Arlington, VA 22203 USA		
<b>Employees</b>	101 - 150		
<b>Events per Year</b>	40		
<b>Multi-Day Events</b>	100%	<b>Total Room Nights per Year</b>	5,001 - 10,000
<b>Organization Information</b>	The American Association of Motor Vehicle Administrators (AAMVA) is a tax-exempt, nonprofit organization developing model programs in motor vehicle administration, law enforcement and highway safety. The association also serves as an information clearinghouse in these areas, and acts as the international spokesman for these interests.		

Event Information	
<b>Event Name</b>	2022 October Combined Standing Committees Meeting - FY23 - 25796
<b>Total Attendees</b>	70
<b>Event Type</b>	Conference or Convention
<b>Commission</b>	No
<b>Event History</b>	The planner has indicated that this event has been held before.
<b>Dates Flexible</b>	No
<b>Event Dates</b>	Wed, Oct 5, 2022 - Fri, Oct 7, 2022
<b>Destinations Under Consideration</b>	Fairfax County, Loudon County, Montgomery County, Prince George County, Annapolis Baltimore

View Event History							
This event has been held in the following locations:							
Venue Name	City	State	Date	Attendees	Room Block	Room Pick-Up	Food and Beverage Spend
Double Tree Crystal City	Arlington	Virginia	2018	60	132	135	32,000
Hyatt Regency Crystal City	Arlington	Virginia	2019	60	134	155	24,000
Hyatt Regency Crystal City	Arlington	Virginia	2021	50	105	126	19,404.30

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**Guest Room Requirements**

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Mon, Oct 3, 2022					
Tue, Oct 4, 2022	54				5
Wed, Oct 5, 2022	58				5
Thu, Oct 6, 2022	35				5
Fri, Oct 7, 2022	2				

**Check-In Date** Mon, Oct 3, 2022

**Total Room Nights** 164

**Peak Room Nights** 63

**Additional Information**

- Room rates cannot be more than rates offered through Internet
- Three-week cut off for room block.
- Group rates available 3 days pre and post
- Room attrition should specify our ability to reduce room block by 20%-30 days prior to event
- Government per diem is requested since attendees are primarily government employees. If unable to provide rates at per diem, please respond with best group rate available

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American Association of Motor Vehicle Administrators

**Meeting Room Requirements**

**Start Date** Wed, Oct 5, 2022

Day	Time	Agenda Item	Meeting Room Requested
Wed, Oct 5, 2022	7:00 AM-5:00 PM	<b>Small Conference Office</b> Office <i>Notes or Exceptions: 2-4 person office, preferably with windows. (4)- 6ft tables, Chairs, power at table, trash can, recycle bin</i>	Other 4 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Wed, Oct 5, 2022	8:00 AM-9:00 AM	<b>Steering Committee Breakfast</b> Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the combined committees meeting.</i>	Hollow Square ( <b>Meeting Room Required</b> ) 25 people
Wed, Oct 5, 2022	8:00 AM-9:00 AM	<b>Breakfast</b> Breakfast <i>Notes or Exceptions: This breakfast will be for everyone not attending the Steering Committee Breakfast.</i>	Rounds for 8 ( <b>Meeting Room Required</b> ) 50 people
Wed, Oct 5, 2022	9:00 AM-5:00 PM	<b>Combined Committees Meeting</b> Meeting <i>Notes or Exceptions: This room will need a special set. Please see the uploaded diagram, that includes seating for 76 at long tables with 10 additional chairs and some additional tables. This room should be between 2,500 - 2,800 square feet, pillar free is preferred.</i>	Other ( <b>Meeting Room Required</b> ) 3,500 Sq. Ft. / 86 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Wed, Oct 5, 2022	9:00 AM-5:00 PM	<b>Driver Standing Committee Breakout</b> Breakout Session <i>Notes or Exceptions: Screen and AV cart, flip chart, power at tables, 2 people per table</i>	U-Shape 30 people
Wed, Oct 5, 2022	9:00 AM-5:00 PM	<b>Law Enforcement Standing Committee Breakout</b> Breakout Session <i>Notes or Exceptions: Screen and AV cart, flip chart, power at tables, 2 people per table</i>	U-Shape 30 people
Wed, Oct 5, 2022	9:00 AM-5:00 PM	<b>Vehicle Standing Committee Breakout</b> Breakout Session <i>Notes or Exceptions: Screen and AV cart, flip chart, power at tables, 2 people per table</i>	U-Shape 30 people
Wed, Oct 5, 2022	10:30 AM-10:45 AM	<b>Morning Break</b> Break <i>Notes or Exceptions: Beverages only.</i>	
Wed, Oct 5, 2022	12:00 PM-1:00 PM	<b>Lunch</b> Lunch <i>Notes or Exceptions: Separate meeting room from Combined Committee Meeting.</i>  <i>Set with rounds and buffet</i>	Rounds ( <b>Meeting Room Required</b> ) 80 people
Wed, Oct 5, 2022	3:00 PM-3:15 PM	<b>Afternoon Break</b> Break <i>Notes or Exceptions: Beverages and snack</i>	
Thu, Oct 6, 2022	7:00 AM-5:00 PM	<b>Small Conference Office</b> Office <i>Notes or Exceptions: 2-4 person office, preferably with windows. (4)- 6ft tables, Chairs, power at table, trash can, recycle bin</i>	Other 4 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>

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American Association of Motor Vehicle Administrators

Request for Proposal (RFP)

Thu, Oct 6, 2022	8:00 AM-9:00 AM	<b>Breakfast</b> Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the Combined Committee Meeting. Rounds for 75 and buffet.</i>	Rounds ( <b>Meeting Room Required</b> ) 75 people
Thu, Oct 6, 2022	8:00 AM-5:00 PM	<b>Combined Committees Meeting</b> Meeting <i>Notes or Exceptions: This room will need a special set. Please see the uploaded diagram, that includes seating for 76 at long tables with 10 additional chairs and some additional tables. This room should be between 2,500 - 2,800 square feet, pillar free is preferred.</i>	Other ( <b>Meeting Room Required</b> ) 3,500 Sq. Ft. / 86 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Thu, Oct 6, 2022	8:00 AM-5:00 PM	<b>Driver Standing Committee Breakout</b> Breakout Session <i>Notes or Exceptions: Screen and AV cart, flip chart, power at tables, 2 people per table</i>	U-Shape 30 people
Thu, Oct 6, 2022	8:00 AM-5:00 PM	<b>Law Enforcement Standing Committee Breakout</b> Breakout Session <i>Notes or Exceptions: Screen and AV cart, flip chart, power at tables, 2 people per table</i>	U-Shape 30 people
Thu, Oct 6, 2022	8:00 AM-5:00 PM	<b>Vehicle Standing Committee Breakout</b> Breakout Session <i>Notes or Exceptions: Screen and AV cart, flip chart, power at tables, 2 people per table</i>	U-Shape 30 people
Thu, Oct 6, 2022	10:30 AM-10:45 AM	<b>Morning Break</b> Break <i>Notes or Exceptions: Beverages only.</i>	
Thu, Oct 6, 2022	12:00 PM-1:00 PM	<b>Lunch</b> Lunch <i>Notes or Exceptions: Separate meeting room from Combined Committees Meeting. Rounds and Buffet for 80.</i>	Rounds ( <b>Meeting Room Required</b> ) 80 people
Thu, Oct 6, 2022	3:00 PM-3:15 PM	<b>Afternoon Break</b> Break <i>Notes or Exceptions: Beverages and snack</i>	
Fri, Oct 7, 2022	7:00 AM-5:00 PM	<b>Small Conference Office</b> Office <i>Notes or Exceptions: 2-4 person office, preferably with windows. (4)- 6ft tables, Chairs, power at table, trash can, recycle bin</i>	Other 4 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Fri, Oct 7, 2022	8:00 AM-9:00 AM	<b>Director's Breakfast</b> Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the Director's Meeting.</i>	Rounds ( <b>Meeting Room Required</b> ) 25 people
Fri, Oct 7, 2022	9:00 AM-5:00 PM	<b>AAMVA - Director's Meeting</b> Meeting <i>Notes or Exceptions: board room or hollow square for 14, Screen and AV cart, power at tables, flip chart, internet.</i>	Hollow Square ( <b>Meeting Room Required</b> ) 40 people <ul style="list-style-type: none"> <li>24-hour Hold</li> </ul>
Fri, Oct 7, 2022	10:00 AM-10:15 AM	<b>Morning Break</b> Break <i>Notes or Exceptions: Beverages only.</i>	
Fri, Oct 7, 2022	12:00 PM-1:00 PM	<b>Lunch</b> Lunch <i>Notes or Exceptions: Separate meeting room from Director's Meeting. Rounds and buffet for 16.</i>	Rounds ( <b>Meeting Room Required</b> ) 25 people

Fri, Oct 7, 2022	2:30 PM-2:45 PM	<b>Afternoon Break</b> Break <i>Notes or Exceptions: Beverages and snack</i>	
<p><b>AV Requirements</b></p> <ul style="list-style-type: none"> <li>-Wireless internet for all meeting attendees</li> <li>-Power strips for all to plug in laptops</li> <li>- Screen and AV cart</li> </ul>			

**Additional Questions**

1. CVB's and NSO's should source to all venues that meet our requirements (Comment)
2. Basic LCD Projector Package Price (Comment) (Required) (for Hotels,Convention/Conference Centers)
3. What are your environmental sustainability policies? (Comment) (Required) (for Hotels)
4. Are you a union property? (Single choice) (Required) (for Hotels,Convention/Conference Centers)
  - Yes
  - No
5. We have very specific A/V needs for this meeting and the cost of the A/V will be a factor in our decision. Please provide an A/V quote based on the following requirements:
  - Projector and Screen Package**
  - Power for 89 attendees**
  - Wireless Internet for 89 attendees**
  - 5 Wired Mics**
  - 5 Wireless Mics**
  - 1 Audio tech to be in room for both days of meeting (Comment) (Required)**
6. Does your organization fully understand and comply with GDPR? (Single choice) (Required)
  - Yes
  - No
7. Where is our data housed? (Comment) (Required)
8. Who will have access to our data? (Comment) (Required)
9. Can you provide the requisite 72-hour notification if there is a data breach? (Single choice) (Required)
  - Yes
  - No
10. Do you have an updated Disaster Recovery and Emergency Action Plan in place? (Single choice) (Required)
  - Yes
  - No
11. Can you supply a copy of the plan as an exhibit with the signed contract? (Single choice) (Required)
  - Yes
  - No

**Additional Files**

File Name	RFP Type	File Size	Uploaded Date
<a href="#">Combined Standing Committee Meeting Seating Chart .pdf</a>	Portable Document Format (.pdf)	770 KB	Mon, Nov 22, 2021
<a href="#">10-28-21 Exhibits.pdf</a>	Portable Document Format (.pdf)	309 KB	Mon, Nov 22, 2021