

RFP Details

RFP Name	2019 September Imported Vehicle Working Group FY19- 19591
Response Due Date	Tue, Jun 18, 2019
Decision Due Date	Tue, Jul 9, 2019
RFP Type	Meeting Space and Guest Rooms
RFP Code	V5NQHFTKJMR
Description	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.
Decision Factors	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
Billing Information	Billing Procedures: AAMVA needs 30 days after receipt of agreed upon invoice in order to pay. Invoices must be sent to financeap@aamva.org . Direct billing will be established.
Concession and Contractual Information	<ul style="list-style-type: none"> • EXHIBITS A&B MUST BE SIGNED AND RETURNED WITH PROPOSAL • Priority will be given to proposals that include an A/V price sheet • Rooming list will be provided • 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 • Walked reservations to be counted toward room block commitment and complimentary room calculations • Room rates cannot be more than rates offered through the Internet • Three-week cut off for room block. • Room attrition should specify our ability to reduce room block by 20%-30 days prior to the 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 • Complimentary room for each 40 room nights cumulative • Complimentary wireless internet in all guest rooms • Walking distance to dining and entertainment venues • Please indicate what transportation is available from the airport to the hotel & return and provide the necessary contact information • No storage or delivery charges for meeting materials either prior to arrival or upon departure • 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 • COMPLIMENTARY AND OTHER NEGOTIATED CONCESSIONS <p>The Hotel hereby agrees that no meeting planner points, hotel reward points, or anything else of value 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

Contact Name	Alexandra Mamone	Email Address	amamone@aamva.org
Organization	AAMVA	Phone Number	7039085773
Title	Meetings Manager		
Preferred Contact Method	Cvent		
Address	4401 Wilson Blvd. Suite 700 Arlington, VA 22203 USA		

Organization Information

Organization Name	American Association of Motor Vehicle Administrators		
Organization Type	Association	Industry	Other
Address	4401 Wilson Blvd. Suite 700 Arlington, VA 22203 USA		
Employees	101 - 150		
Events per Year	40		
Multi-Day Events	100%	Total Room Nights per Year	5,001 - 10,000
Organization Information	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

Event Name	2019 September Imported Vehicle Working Group		
Total Attendees	17		
Event Type	Business Meeting		
Commission	No		
Event History	The planner has indicated that this event has been held before, but did not provide event history details.		
Dates Flexible	No		
Event Dates	Tue, Sep 17, 2019 - Wed, Sep 18, 2019		
Destinations Under Consideration	Buffalo, NY Needs to be near the Port of Buffalo located at 1 Peace Bridge Plaza.		

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Mon, Sep 16, 2019	15				
Tue, Sep 17, 2019	15				
Wed, Sep 18, 2019	12				

Check-In Date Mon, Sep 16, 2019

Total Room Nights 42

Peak Room Nights 15

Additional Information

- Room rates cannot be more than rates offered through Internet
- Three-week cut off for room block.
- 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

2019 September Imported Vehicle Working Group FY19-19591

American Association of Motor Vehicle Administrators

Meeting Room Requirements

Start Date Tue, Sep 17, 2019

Day	Time	Agenda Item	Meeting Room Requested
Tue, Sep 17, 2019	7:30 AM-8:30 AM	Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the working group meeting, unless the meeting room is large enough to put two roundtables in the back of the room.</i> <i>Please provide gluten free option.</i>	Rounds (Meeting Room Required) 17 people
Tue, Sep 17, 2019	8:00 AM-5:00 PM	Working Group Meeting Meeting	U-Shape (Meeting Room Required) 17 people • 24-hour Hold
Tue, Sep 17, 2019	10:00 AM-10:30 AM	Morning Break Break	17 people
Tue, Sep 17, 2019	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Separate meeting room from working group meeting, unless meeting space is large enough for two roundtables at the back of the room.</i> <i>Please provide a gluten free option</i>	Rounds (Meeting Room Required) 17 people
Tue, Sep 17, 2019	2:30 PM-3:00 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	17 people
Wed, Sep 18, 2019	7:30 AM-8:30 AM	Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the working group meeting, unless the meeting room is large enough to put two roundtables in the back of the room.</i> <i>Please provide gluten free option.</i>	Rounds (Meeting Room Required) 17 people
Wed, Sep 18, 2019	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Separate meeting room from working group meeting, unless meeting space is large enough for two roundtables at the back of the room.</i> <i>Please provide a gluten free option</i>	Rounds (Meeting Room Required) 17 people
Wed, Sep 18, 2019	12:00 PM-5:00 PM	Working Group Meeting Meeting	U-Shape (Meeting Room Required) 17 people • 24-hour Hold
Wed, Sep 18, 2019	2:30 PM-3:00 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	17 people

AV Requirements -Wireless internet for all meeting attendees
-Power strips for all to plug in laptops
-LCD projector and screen

Additional Questions

1. CVB's and NSO's should source to all venues that meet our requirements (Comment) (for CVBs,Convention/Conference Centers,Other Suppliers)
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

Additional Files

File Name	RFP Type	File Size	Uploaded Date
Exhibits.pdf	Portable Document Format (.pdf)	365 KB	Thu, Jun 6, 2019