

RFP Details

RFP Name 2020 July CDLIS Reporting Group RFP No. FY20 - 17118

Response Due Date Tue, Feb 18, 2020

Decision Due Date Fri, Feb 28, 2020

RFP Type Only Guest Rooms

RFP Code ZPNBTSBYVSF

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 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

- EXHIBITS A&B MUST BE SIGNED AND RETURNED WITH PROPOSAL
- 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.
- Group rates available 3 days pre and post
- 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
- What is your environmental sustainability policy/program?
- COMPLIMENTARY AND OTHER NEGOTIATED CONCESSIONS

The Hotel hereby agrees that no meeting planner points, hotel reward points, or anything else of value 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.

Key Contact Information

Contact Name	Allison Hartle	Email Address	ahartle@aamva.org
Organization	American Association of Motor Vehicle Administrators	Phone Number	703-908-2837
Title	Meetings Manager, Member & Conference Services		
Preferred Contact Method	Cvent		
Address	4401 Wilson Blvd. Suite 700 Arlington, VA 22203 USA		
Website	www.aamva.org		

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 2020 July CDLIS Reporting Group RFP No. FY20 - 17118
Total Attendees 9
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, Jul 28, 2020 - Wed, Jul 29, 2020

Destinations Under Consideration Arlington, VA (hotel must be within walking distance of AAMVA HQ located at 4401 Wilson Blvd, Arlington, VA 22203.

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Mon, Jul 27, 2020					
Tue, Jul 28, 2020	9				
Wed, Jul 29, 2020	9				

Check-In Date Mon, Jul 27, 2020

Total Room Nights 18

Peak Room Nights 9

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
- Group rates available 3 days pre and post
- 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 wireless internet in all guest rooms

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. Have you reviewed Exhibit C, our Standard Contract? (Single choice) (Required)
 - Yes
 - No
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. Does your organization fully understand and comply with GDPR? (Single choice) (Required)
 - Yes
 - No
6. Where is our data housed? (Comment) (Required)
7. Who will have access to our data? (Comment) (Required)
8. Can you provide the requisite 72-hour notification if there is a data breach? (Single choice) (Required)
 - Yes
 - No
9. Do you have an updated Disaster Recovery and Emergency Action Plan in place? (Single choice) (Required)
 - Yes
 - No
10. 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
Exhibits.pdf	Portable Document Format (.pdf)	365 KB	Mon, Feb 10, 2020