

**RFP Details**

**RFP Name** 2020 Region 2 Planning & Administrators Meeting RFP FY20 -20435

**Response Due Date** Fri, Sep 20, 2019

**Decision Due Date** Mon, Dec 9, 2019

**RFP Type** Meeting Space and Guest Rooms

**RFP Code** PQNPC6VRV74

**Description** This is an RFP for an AAMVA regional conference planning and board of directors and administrators meeting. This meeting has attendees from southern U.S motor vehicle and law enforcement government agencies.

This event is related to the 2021 Region 2 Conference RFP No FY21-19721 listed in CVENT which is held approximately 6 months after this planning meeting. Both the planning meeting and the conference must be held at the same property.

**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  
Ability to accommodate both the planning meeting and the conference

**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
- 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.
- Group rates offered 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
- Complimentary parking space for local attendees
- COMPLIMENTARY AND OTHER NEGOTIATED CONCESSIONS

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.

| Key Contact Information         |   |                      |  |
|---------------------------------|---|----------------------|--|
| <b>Contact Name</b>             | Marion Johnson  | <b>Email Address</b> | <a href="mailto:mjohnson@aamva.org">mjohnson@aamva.org</a> |
| <b>Organization</b>             | American Association of Motor Vehicle Administrators      | <b>Phone Number</b>  | 703-908-2827   |
| <b>Title</b>                    | Meetings Manager, Member & Conference Services            |                      |  |
| <b>Preferred Contact Method</b> | Cvent   |                      |  |
| <b>Address</b>                  | 4401 Wilson Blvd.<br>Suite 700<br>Arlington, VA 22203 USA |                      |  |
| <b>Website</b>                  | <a href="http://www.aamva.org">www.aamva.org</a>          |                      |  |

| 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.<br>Suite 700<br>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>                       | 2020 Region 2 Planning & Administrators Meeting   |       |
| <b>Total Attendees</b>                  | 45  |       |
| <b>Event Type</b>                       | Business Meeting  |       |
| <b>Commission</b>                       | No  |       |
| <b>Event History</b>                    | The planner has indicated that this event has been held before.   |       |
| <b>Dates Flexible</b>                   | Yes   |       |
| <b>Event Dates</b>                      | Tue, Oct 13, 2020 - Thu, Oct 15, 2020 + 2 alternate dates   |       |
| Date Type                               | Event Date Options  | Notes |
| Planner Preferred                       | Tue, Oct 13, 2020 - Thu, Oct 15, 2020   |       |
| Alternate Date                          | Mon, Oct 26, 2020 - Wed, Oct 28, 2020   |       |
| Alternate Date                          | Mon, Nov 16, 2020 - Wed, Nov 18, 2020   |       |
| <b>Destinations Under Consideration</b> | Virginia -- Richmond, Virginia Beach, Alexandria/Arlington  |       |
| <b>Additional Information</b>           | The 2018 room pick up is not indicative of expectation as this meeting has changed in nature and the invitation list has been expanded. |       |

**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 |
|-------------------|-------------|-------|-------------------|-----------|------------|--------------|-------------------------|
| St. Anthony Hotel | San Antonio | Texas | 11/6/18 - 11/8/18 |           | 129        | 93           | \$23,000                |

**Guest Room Requirements**

| Day               | Any (Run of House) | Single (1 Bed) | Double (2 Beds) | Suite | Staff |
|-------------------|--------------------|----------------|-----------------|-------|-------|
| Mon, Oct 12, 2020 | 5                  |                |                 |       |       |
| Tue, Oct 13, 2020 | 45                 |                |                 |       |       |
| Wed, Oct 14, 2020 | 45                 |                |                 |       |       |
| Thu, Oct 15, 2020 | 2                  |                |                 |       |       |

**Check-In Date** Mon, Oct 12, 2020

**Total Room Nights** 97

**Peak Room Nights** 45

**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

**Meeting Room Requirements**

**Start Date** Tue, Oct 13, 2020

| Day               | Time              | Agenda Item  | Meeting Room Requested  |
|-------------------|-------------------|--|---|
| Tue, Oct 13, 2020 | 5:30 PM-8:00 PM   | <b>Reception &amp; Dinner</b><br>Dinner  | Rounds ( <b>Meeting Room Required</b> )<br>40 people                    |
| Wed, Oct 14, 2020 | 7:30 AM-8:30 AM   | <b>Breakfast</b><br>Breakfast<br><i>Notes or Exceptions: This should be in a separate room from the meeting space.</i>   | Rounds ( <b>Meeting Room Required</b> )<br>30 people                    |
| Wed, Oct 14, 2020 | 8:00 AM-12:00 PM  | <b>Board of Directors Meeting</b><br>Meeting   | U-Shape ( <b>Meeting Room Required</b> )<br>40 people<br>• 24-hour Hold |
| Wed, Oct 14, 2020 | 8:00 AM-12:00 PM  | <b>Conference Planning Session</b><br>Meeting<br><i>Notes or Exceptions: U-Shape for 10 Screen, A/V Cart, LCD projector</i>  | 10 people   |
| Wed, Oct 14, 2020 | 8:00 AM-12:00 PM  | <b>New Administrators Meeting</b><br>Meeting<br><i>Notes or Exceptions: U-shape, A/V Cart, LCD projector</i>   | 10 people   |
| Wed, Oct 14, 2020 | 10:00 AM-10:30 AM | <b>Morning Break</b><br>Break<br><i>Notes or Exceptions: Beverages only.</i>   | 30 people   |
| Wed, Oct 14, 2020 | 12:00 PM-1:00 PM  | <b>Lunch</b><br>Lunch<br><i>Notes or Exceptions: Separate meeting room from meeting space.</i>   | Rounds ( <b>Meeting Room Required</b> )<br>45 people                    |
| Wed, Oct 14, 2020 | 1:00 PM-5:00 PM   | <b>Administrators Roundtable</b><br>Meeting<br><i>Notes or Exceptions: U-shape for 30, 10 seats around perimeter. Prefer room that can have 2 per table.</i><br>- LCD, Projector & AV Cart<br>- Internet for attendees<br>- Power strips for attendees at tables | U-Shape ( <b>Meeting Room Required</b> )<br>45 people<br>• 24-hour Hold |
| Thu, Oct 15, 2020 | 7:30 AM-8:30 AM   | <b>Breakfast</b><br>Breakfast<br><i>Notes or Exceptions: This should be in a separate room from the meeting space.</i>   | Rounds ( <b>Meeting Room Required</b> )<br>30 people                    |
| Thu, Oct 15, 2020 | 9:00 AM-12:00 PM  | <b>Administrators Roundtable</b><br>Meeting<br><i>Notes or Exceptions: U-shape for 30, 10 seats around perimeter. Prefer room that can have 2 per table.</i><br>- LCD, Projector & AV Cart<br>- Internet for attendees<br>- Power strips for attendees at tables | U-Shape ( <b>Meeting Room Required</b> )<br>45 people<br>• 24-hour Hold |

**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. This event is related to the 2021 Region 2 Conference RFP No FY21-19721 listed in CVENT which is held approximately 6 months after this planning meeting. Both the planning meeting and the conference must be held at the same property. Please review the 2021 Region 2 Conference RFP No FY21-19721. (Comment) (Required)
3. Are you able to bid on the 2021 Region 2 Conference RFP FY21-19721 as well? (Multiple choice) (Required)
  - Yes
  - No
4. Basic LCD Projector Package Price (Comment) (Required) (for Hotels,Convention/Conference Centers)
5. What are your environmental sustainability policies? (Comment) (Required) (for Hotels)
6. Are you a union property? (Single choice) (Required) (for Hotels,Convention/Conference Centers)
  - Yes
  - No
7. Does your organization fully understand and comply with GDPR? (Single choice) (Required)
  - Yes
  - No
8. Where is our data housed? (Comment) (Required)
9. Who will have access to our data? (Comment) (Required)
10. Can you provide the requisite 72-hour notificcation if there is a data breach? (Single choice) (Required)
  - Yes
  - No
11. Do you have an updated Disaster Recovery and Emergency Action Plan in place? (Single choice) (Required)
  - Yes
  - No
12. 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="#">Exhibits.pdf</a> | Portable Document Format (.pdf) | 365 KB    | Tue, Sep 3, 2019 |

## EXHIBIT A - CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which this Exhibit A is attached, understanding that the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 90 days following the due date for receipt of proposals, and it may be accepted by AAMVA without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of AAMVA whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official capacity. Any exceptions to these assurances are described in full detail on a separate page and attached to this document.
5. I/we understand that AAMVA will not reimburse any costs incurred in the preparation of this proposal. All proposals become the property of AAMVA and I/we claim no proprietary right to the ideas, writings, items, or samples presented in the proposal, unless so stated in the proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the consultant and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other consultant or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

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Signature of Offeror

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Printed Name, Title and Date

## EXHIBIT B-CERTIFICATION OF DEBARMENT

The prospective vendor certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any department or agency of the Commonwealth of Virginia or any of the jurisdictions comprising the membership of the American Association of Motor Vehicle Administrators (AAMVA);
3. Have not within a three year period preceding this date been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
4. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated above of this certification; and
5. Have not within a three-year period preceding this date had one or more public transactions (Federal, State or local) terminated for cause or default.

Vendor understands that a false statement on this certification may be grounds for rejection of any submitted proposal or quotation or termination of any award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both if federal funds are being used to support the procurement.

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Printed Name of Vendor

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Printed Name and Title of Authorized Representative

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Signature of Authorized Representative