

RFP Details	
RFP Name	2020 April MDPEA/Auditing 3rd Party/Joint mDL Working Group Meeting RFP FY20 - 22034
Response Due Date	Wed, Feb 19, 2020
Decision Due Date	Wed, Mar 11, 2020
RFP Type	Meeting Space and Guest Rooms
RFP Code	HQNN9HL9JVH
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. • 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 • 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	Allie 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		
Website	www.aamva.org		

2020 April MDPEA/Auditing 3rd Party/Joint mDL Working Group Meeting RFP FY20 - 22034

American Association of Motor Vehicle Administrators

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 April MDPEA/Auditing 3rd Party/Joint mDL Working Group Meeting RFP FY20 - 22034

Total Attendees 35

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, Apr 14, 2020 - Thu, Apr 16, 2020

Destinations Under Consideration Henderson, NV
San Diego, CA

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Mon, Apr 13, 2020	33				
Tue, Apr 14, 2020	34				
Wed, Apr 15, 2020	34				
Thu, Apr 16, 2020	20				

Check-In Date Mon, Apr 13, 2020

Total Room Nights 121

Peak Room Nights 34

- 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

2020 April MDPEA/Auditing 3rd Party/Joint mDL Working Group Meeting RFP FY20 - 22034

American Association of Motor Vehicle Administrators

Meeting Room Requirements

Start Date Tue, Apr 14, 2020

Day	Time	Agenda Item	Meeting Room Requested
Tue, Apr 14, 2020	8:00 AM-9:00 AM	Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the working group meeting.</i>	Rounds (Meeting Room Required) 40 people
Tue, Apr 14, 2020	8:00 AM-5:00 PM	MDPEA Working Group Meeting Meeting	Conference (Meeting Room Required) 6 people • 24-hour Hold
Tue, Apr 14, 2020	8:00 AM-5:00 PM	Auditing 3rd Party Working Group Meeting Meeting	Conference (Meeting Room Required) 8 people • 24-hour Hold
Tue, Apr 14, 2020	8:00 AM-5:00 PM	Joint mDL Meeting Meeting	U-Shape (Meeting Room Required) 25 people • 24-hour Hold
Tue, Apr 14, 2020	10:00 AM-10:30 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	40 people
Tue, Apr 14, 2020	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Separate meeting room from working group meeting, would prefer to have this in the same room as breakfast.</i>	Rounds (Meeting Room Required) 40 people
Tue, Apr 14, 2020	3:00 PM-3:30 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	40 people
Wed, Apr 15, 2020	8:00 AM-9:00 AM	Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the working group meeting.</i>	Rounds (Meeting Room Required) 34 people
Wed, Apr 15, 2020	8:00 AM-5:00 PM	MDPEA Working Group Meeting Meeting	Conference (Meeting Room Required) 6 people • 24-hour Hold
Wed, Apr 15, 2020	8:00 AM-5:00 PM	Auditing 3rd Party Working Group Meeting Meeting	Conference (Meeting Room Required) 8 people • 24-hour Hold
Wed, Apr 15, 2020	8:00 AM-5:00 PM	Joint mDL Meeting Meeting	U-Shape (Meeting Room Required) 20 people • 24-hour Hold
Wed, Apr 15, 2020	10:00 AM-10:30 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	34 people
Wed, Apr 15, 2020	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Separate meeting room from working group meeting, would prefer to have this in the same room as breakfast.</i>	Rounds (Meeting Room Required) 34 people
Wed, Apr 15, 2020	3:00 PM-3:30 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	34 people

Thu, Apr 16, 2020	8:00 AM-9:00 AM	Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the working group meeting.</i>	Rounds (Meeting Room Required) 26 people
Thu, Apr 16, 2020	8:00 AM-12:00 PM	MDPEA Working Group Meeting Meeting	Conference (Meeting Room Required) 6 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Apr 16, 2020	8:00 AM-5:00 PM	Joint mDL Meeting Meeting	U-Shape (Meeting Room Required) 20 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Apr 16, 2020	10:00 AM-10:30 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	26 people
Thu, Apr 16, 2020	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Separate meeting room from working group meeting, would prefer to have this in the same room as breakfast.</i>	Rounds (Meeting Room Required) 20 people

AV Requirements

- Wireless internet for all meeting attendees
- Power strips for all to plug in laptops
- LCD projector and screen
- Speaker phone w/microphones for 20 people

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. Basic LCD Projector Package Price (Comment) (Required) (for Hotels,Convention/Conference Centers)**
- 4. What are your environmental sustainability policies? (Comment) (Required) (for Hotels)**
- 5. Are you a union property? (Single choice) (Required) (for Hotels,Convention/Conference Centers)**
 Yes
 No
- 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
Exhibits.pdf	Portable Document Format (.pdf)	365 KB	Mon, Feb 10, 2020