

RFP Details	
RFP Name	2020 September S2S User Group Meeting RFP No. FY20-22049
Response Due Date	Wed, Feb 26, 2020
Decision Due Date	Wed, Mar 18, 2020
RFP Type	Meeting Space and Guest Rooms
RFP Code	M9NB6D2LXXV
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	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 September S2S User Group Meeting RFP No. FY20-22049		
Total Attendees	126		
Event Type	Business Meeting		
		Largest Meeting Room Required	2,000 sq. ft.(200 sq. m)
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	Wed, Sep 16, 2020 - Thu, Sep 17, 2020		
Destinations Under Consideration	San Diego, CA Los Angeles, CA		

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Mon, Sep 14, 2020	2				
Tue, Sep 15, 2020	126				
Wed, Sep 16, 2020	126				
Thu, Sep 17, 2020	115				
Fri, Sep 18, 2020					

Check-In Date Mon, Sep 14, 2020

Total Room Nights 369

Peak Room Nights 126

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, Sep 15, 2020

Day	Time	Agenda Item	Meeting Room Requested
Tue, Sep 15, 2020	3:00 PM-5:00 PM	<p>Working Group Meeting Meeting <i>Notes or Exceptions: We require the room to be set up the afternoon before so we can set up our materials and test the AV.</i></p> <p><i>Room should be a min of 1,800 sq ft. Prefer column free.</i></p> <p><i>Rounds of 10, with Projector, AV Cart and Screen.</i></p>	<p>Rounds for 10 (Meeting Room Required) 126 people</p> <ul style="list-style-type: none"> 24-hour Hold
Wed, Sep 16, 2020	7:30 AM-8:30 AM	<p>Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the working group meeting.</i></p>	<p>Rounds (Meeting Room Required) 126 people</p>
Wed, Sep 16, 2020	8:00 AM-5:00 PM	<p>Working Group Meeting Meeting <i>Notes or Exceptions: Room should be a min of 1,800 sq ft. Prefer column free.</i></p> <p><i>Rounds of 10, with Projector, AV Cart and Screen. One wireless mic per table, plus to extra wireless mics.</i></p>	<p>Rounds for 10 (Meeting Room Required) 126 people</p> <ul style="list-style-type: none"> 24-hour Hold
Wed, Sep 16, 2020	10:15 AM-10:30 AM	<p>Morning Break Break <i>Notes or Exceptions: Beverages only. Please specify where the break area will be located.</i></p>	126 people
Wed, Sep 16, 2020	12:00 PM-1:00 PM	<p>Lunch Lunch <i>Notes or Exceptions: Separate meeting room from working group meeting.</i></p>	<p>Rounds (Meeting Room Required) 126 people</p>
Wed, Sep 16, 2020	2:30 PM-3:00 PM	<p>Afternoon Break Break <i>Notes or Exceptions: Beverages and snack. Please specify where the break area will be located.</i></p>	126 people
Thu, Sep 17, 2020	7:30 AM-8:30 AM	<p>Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the working group meeting.</i></p>	<p>Rounds (Meeting Room Required) 126 people</p>
Thu, Sep 17, 2020	8:00 AM-5:00 PM	<p>Working Group Meeting Meeting <i>Notes or Exceptions: Room should be a min of 1,800 sq ft. Prefer column free.</i></p> <p><i>Rounds of 10, with Projector, AV Cart and Screen. One wireless mic per table, plus to extra wireless mics.</i></p>	<p>Rounds for 10 (Meeting Room Required) 126 people</p> <ul style="list-style-type: none"> 24-hour Hold
Thu, Sep 17, 2020	10:15 AM-10:30 AM	<p>Morning Break Break <i>Notes or Exceptions: Beverages only. Please specify where the break area will be located.</i></p>	126 people
Thu, Sep 17, 2020	12:00 PM-1:00 PM	<p>Lunch Lunch <i>Notes or Exceptions: Separate meeting room from working group meeting.</i></p>	<p>Rounds (Meeting Room Required) 126 people</p>

Thu, Sep 17, 2020	2:30 PM-3:00 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack. Please specify where the break area will be located.</i>	126 people
-------------------	-----------------	----------------------------------------------------------------------------------------------------------------------------------------------	------------

- AV Requirements**
- Wireless internet for all meeting attendees
 - Power strips for all to plug in laptops
 - LCD projector and screen
 - Wireless mic for each table, plus 2 extra wireless mics

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
12. We require very specific AV needs for this meeting. Because of this the cost of the AV it plays a large role in our decision. In order to be considered to have a complete bid, we require that you provide a cost breakdown of the AV we need. Below is a list of the AV we require.
 - 15 wireless mics
 - Power at each table for attendees (13 tables, 126 attendees will need power)
 - Projector, Screen, AV Cart
 - AV tech- we will need an av tech to be present for the whole meeting.
 - Record audio, no editing needed. (Audio is to be used only so we can type up notes from meeting).

Please provide a complete quote based on the AV listed above to include any labor/set up fees needed to provide what is requested. Please comment below stating that you understand this is required to be provided with your bid for consideration. (Comment) (Required)

2020 September S2S User Group Meeting RFP No. FY20-22049

American Association of Motor Vehicle Administrators

Additional Files

File Name	RFP Type	File Size	Uploaded Date
Exhibits.pdf	Portable Document Format (.pdf)	365 KB	Mon, Feb 10, 2020