

RFP Details

RFP Name 2021 Region 2 Conference - RFP FY21-19721

Response Due Date Fri, Sep 20, 2019

Decision Due Date Mon, Dec 9, 2019

RFP Type Meeting Space and Guest Rooms

RFP Code XWN8XF7M4SP

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

- EXHIBITS A&B MUST BE SIGNED AND RETURNED WITH PROPOSAL
- Room block to be divided into two groups – a protected group for rooming list and a call in block.
- VIP and staff reservations will be provided on a rooming list with room and tax charges designated
- Complimentary 1-bedroom suite, prefer presidential suite
- Six upgrades to deluxe rooms at group rate
- Four upgrades to suites at group rate
- 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 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.
- Complimentary room for each 40 room nights cumulative.
- No corkage/holding fee for AAMVA-sponsored water.
- Rooms reserved by group members through Internet will be credited to room block.
- Complimentary meeting space.
- Complimentary wireless internet in all meeting rooms and guest rooms
- Hotel should guarantee food, function & a/v prices a minimum of 6 months prior to event.
- Ability to review and adjust room block by July 31, 2020 after completion and reporting of 2020 Region 2 Conference
- Walking distance to dining and entertainment venues.
- Group rate offered 3 days pre and post
- Complimentary storage and handling of AAMVA's freight (approximately 4 pallets), up to 3 days prior to Conference team arrival
- Complimentary parking for local attendees.
- Hotel should provide meeting room names in proposal
- Hotel will not change assigned meeting rooms without prior consent from AAMVA

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 hotel from honoring individual reward programs for guests checking in to the hotel.

Key Contact Information			
Contact Name	Marion Johnson	Email Address	mjohnson@aamva.org
Organization	American Association of Motor Vehicle Administrators	Phone Number	703.908.2827
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	2021 Region 2 Conference	
Total Attendees	400	
Event Type	Conference or Convention	
Commission	No	
Event History	The planner has indicated that this event has been held before.	
Dates Flexible	Yes	
Event Dates	Tue, Jun 22, 2021 - Thu, Jun 24, 2021 + 5 alternate dates	
Date Type	Event Date Options	Notes
Planner Preferred	Tue, Jun 22, 2021 - Thu, Jun 24, 2021	
Alternate Date	Tue, Jun 29, 2021 - Thu, Jul 1, 2021	
Alternate Date	Tue, Jun 15, 2021 - Thu, Jun 17, 2021	
Alternate Date	Tue, Jul 20, 2021 - Thu, Jul 22, 2021	
Alternate Date	Tue, Jul 13, 2021 - Thu, Jul 15, 2021	

Alternate Date	Tue, Jul 20, 2021 - Thu, Jul 22, 2021
Business Objectives	This event provides AAMVA members with an intimate and collaborative environment to network and learn from fellow motor vehicle and law enforcement colleagues across North America. Attendees will have the opportunity to hear from and meet directly with jurisdictions, as well as industry organizations that provide the products and services to government agencies. Industry will have booths in the event space.
Destinations Under Consideration	Virginia -- Richmond, Virginia Beach, Alexandria/Arlington
Additional Information	This Conference rotates each year between the jurisdictions in Region 2. Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia, Puerto Rico and the Virgin Islands.

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
Sheraton Myrtle Beach	Myrtle Beach	South Carolina	June 2018	419	1,043	895	100300
Chattanooga Marriott	Chattanooga	Tennessee	June 2017	319	1,043	826	47500
marriott Marquis Houston	Houston	Texas	June 2019	399	1,062	944	

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Sat, Jun 19, 2021					10
Sun, Jun 20, 2021	4			1	10
Mon, Jun 21, 2021	64			6	10
Tue, Jun 22, 2021	244			6	10
Wed, Jun 23, 2021	259			6	10
Thu, Jun 24, 2021	249			6	10
Fri, Jun 25, 2021	184			6	10

Check-In Date Sat, Jun 19, 2021

Total Room Nights 1,105

Peak Room Nights 275

- Additional Information**
- Room block will be divided into two groups – a VIP and Staff Reserved block and a call in block.
 - VIP and staff reservations will be provided on a rooming list with room with billing arrangements noted
 - Group room rate 3 days pre and post
 - Complimentary 1-bedroom suite, prefer presidential suite
 - Six upgrades to deluxe rooms at group rate
 - Four upgrades to suites at group rate
 - 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.
 - Reduced rate for 10 staff members.
 - Rooms reserved by group members through Internet will be credited to room block.

Meeting Room Requirements			
Start Date Fri, Jun 18, 2021			
Day	Time	Agenda Item	Meeting Room Requested
Fri, Jun 18, 2021		Storage and Shipping Room Storage Room <i>Notes or Exceptions: We will have 100 boxes on pallets, 2 6' tables, near registration, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold
Sat, Jun 19, 2021		Storage and Shipping Room Storage Room <i>Notes or Exceptions: We will have 100 boxes on pallets, 2 6' tables, near registration, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold
Sat, Jun 19, 2021		Conference Office Office <i>Notes or Exceptions: (6) 6' tables, power for 10 laptops and 2 printers, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold
Sat, Jun 19, 2021		Information Systems Office Office <i>Notes or Exceptions: 4 6' tables, power strips for 6 laptops, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold
Sat, Jun 19, 2021		Stuffing Room Other <i>Notes or Exceptions: Close to registration area. 8 tables (not skirted, not draped)</i>	<ul style="list-style-type: none"> • 24-hour Hold
Sun, Jun 20, 2021		Storage and Shipping Room Storage Room <i>Notes or Exceptions: We will have 100 boxes on pallets, 2 6' tables, near registration, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold
Sun, Jun 20, 2021		Conference Office Office <i>Notes or Exceptions: (6) 6' tables, power for 10 laptops and 2 printers, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold
Sun, Jun 20, 2021		Information Systems Office Office <i>Notes or Exceptions: 4 6' tables, power strips for 6 laptops, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold
Sun, Jun 20, 2021		Stuffing Room Other <i>Notes or Exceptions: Close to registration area. 8 tables (not skirted, not draped)</i>	<ul style="list-style-type: none"> • 24-hour Hold
Sun, Jun 20, 2021	1:00 PM-5:00 PM	Registration and Cyber Cafe Set Up Registration <i>Notes or Exceptions: 3 8-foot tables, 3 high top (bistro) tables, power for 6 computers, 4 hard-wired internet connections.</i>	<ul style="list-style-type: none"> • 24-hour Hold
Mon, Jun 21, 2021		Storage and Shipping Room Storage Room <i>Notes or Exceptions: We will have 100 boxes on pallets, 2 6' tables, near registration, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold
Mon, Jun 21, 2021		Conference Office Office <i>Notes or Exceptions: (6) 6' tables, power for 10 laptops and 2 printers, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold

Mon, Jun 21, 2021		Information Systems Office Office <i>Notes or Exceptions: 4 6' tables, power strips for 6 laptops, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold
Mon, Jun 21, 2021		On-call meeting room Meeting <i>Notes or Exceptions: MUST BE LOCKABLE</i>	Conference (Meeting Room Required) 5 people <ul style="list-style-type: none"> • 24-hour Hold
Mon, Jun 21, 2021	8:00 AM-12:00 PM	Set up for General Session General Session <i>Notes or Exceptions: Raised headtable for 12; steps on both sides; 200 Classroom; 150 Theater with min 10' Center aisle; Standing podium with microphone in center (or table top podium with mic); two screens; A/V Cart; laptops need to be connected to house sound, minimum of 6' from the riser to the first row</i>	<ul style="list-style-type: none"> • 24-hour Hold
Mon, Jun 21, 2021	8:00 AM-4:00 PM	General Services Contractor and Exhibitor Move-in Setup <i>Notes or Exceptions: Contiguous space to accommodate at least 40 8'x10' exhibit booths, lounge areas, roundtables (combination of 60 inch rounds, high boys and low boys) to seat approximately 300 people and food service (buffet lunch, refreshment breaks, and cocktail reception)</i> <i>Room must be a minimum of 12,000 sq ft.</i>	12,000 Sq. Ft. <ul style="list-style-type: none"> • 24-hour Hold
Mon, Jun 21, 2021	9:00 AM-5:00 PM	Registration and Cyber Cafe Registration <i>Notes or Exceptions: 3 8-foot tables, 3 high top (bistro) tables, power for 6 computers, 4 hard-wired internet connections. Closet or room close to store attendee gift bags to give away at registration</i>	<ul style="list-style-type: none"> • 24-hour Hold
Mon, Jun 21, 2021	2:00 PM-5:00 PM	Region 2 Board of Directors' Meeting Meeting <i>Notes or Exceptions: 20 Ushape with additional 20 Chairs around perimeter. Screen, A/V cart, portable speakers. AAMVA to provide LCD projector and computer.</i>	U-Shape (Meeting Room Required) 40 people
Mon, Jun 21, 2021	2:00 PM-5:00 PM	Region 2 Program Session Leads Meeting Meeting <i>Notes or Exceptions: Screen, A/V cart, portable speakers. AAMVA to provide LCD projector and computer.</i>	Conference (Meeting Room Required) 10 people
Mon, Jun 21, 2021	5:30 PM-6:30 PM	President's Welcome Reception Reception <i>Notes or Exceptions: In Exhibit Hall</i>	Reception 300 people
Tue, Jun 22, 2021		Storage and Shipping Room Storage Room <i>Notes or Exceptions: We will have 100 boxes on pallets, 2 6' tables, near registration, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold
Tue, Jun 22, 2021		Conference Office Office <i>Notes or Exceptions: (6) 6' tables, power for 10 laptops and 2 printers, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold

Tue, Jun 22, 2021		Information Systems Office Office <i>Notes or Exceptions: 4 6' tables, power strips for 6 laptops, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> 24-hour Hold
Tue, Jun 22, 2021		On-call meeting room Meeting <i>Notes or Exceptions: MUST BE LOCKABLE</i>	Conference (Meeting Room Required) 5 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Jun 22, 2021	6:30 AM-9:00 AM	Dressing Room for Honor Guard Speaker Room <i>Notes or Exceptions: Room must be locked during breakfast and opening ceremonies.</i>	
Tue, Jun 22, 2021	7:30 AM-8:30 AM	Breakfast in Exhibit Hall Breakfast <i>Notes or Exceptions: Rounds</i>	Buffet (Meeting Room Required) 350 people
Tue, Jun 22, 2021	7:30 AM-5:00 PM	Exhibit Hall Open Exhibit <i>Notes or Exceptions: Contiguous space to accommodate at least 40 8'x10' exhibit booths, lounge areas, roundtables (combination of 60 inch rounds, high boys and low boys) to seat approximately 300 people and food service (buffet lunch, refreshment breaks, and cocktail reception)</i> <i>Room must be 12,000 sq ft</i>	12,000 Sq. Ft. <ul style="list-style-type: none"> 24-hour Hold
Tue, Jun 22, 2021	9:00 AM-12:00 PM	Opening Session and Membership Meeting General Session <i>Notes or Exceptions: Raised headtable for 12; steps on both sides; 350 Theater with min 10' Center aisle; Standing podium with microphone in center (or table top podium with mic); two screens; A/V Cart; laptops need to be connected to house sound, minimum of 6' from the riser to the first row</i>	Theater (Meeting Room Required) 350 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Jun 22, 2021	9:00 AM-5:00 PM	Registration and Cyber Cafe Registration <i>Notes or Exceptions: 3 8-foot tables, 3 high top (bistro) tables, power for 6 computers, 4 hard-wired internet connections. Closet or room close to store attendee gift bags to give away at registration</i>	<ul style="list-style-type: none"> 24-hour Hold
Tue, Jun 22, 2021	10:30 AM-11:00 AM	Refreshment Break Break <i>Notes or Exceptions: Exhibit Hall</i>	350 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Jun 22, 2021	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: In Exhibit Hall</i>	Buffet 350 people
Tue, Jun 22, 2021	1:00 PM-5:00 PM	Concurrent Session 1 Breakout Session <i>Notes or Exceptions: screen, A/V Cart</i>	Theater (Meeting Room Required) 150 people
Tue, Jun 22, 2021	1:00 PM-5:00 PM	Concurrent Session 2 Breakout Session <i>Notes or Exceptions: screen, A/V cart</i>	Theater (Meeting Room Required) 150 people
Tue, Jun 22, 2021	1:00 PM-5:00 PM	General Session General Session <i>Notes or Exceptions: Raised headtable for 12; steps on both sides; 350 Theater with min 10' Center aisle; Standing podium with microphone in center (or table top podium with mic); two screens; A/V Cart; house sound, minimum of 6' from the riser to the first row</i>	Theater (Meeting Room Required) 350 people <ul style="list-style-type: none"> 24-hour Hold

Tue, Jun 22, 2021	3:15 PM-3:30 PM	Refreshment Break Break <i>Notes or Exceptions: Exhibit Hall</i>	350 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Jun 23, 2021		Storage and Shipping Room Storage Room <i>Notes or Exceptions: We will have 100 boxes on pallets, 2 6' tables, near registration, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> 24-hour Hold
Wed, Jun 23, 2021		Conference Office Office <i>Notes or Exceptions: (6) 6' tables, power for 10 laptops and 2 printers, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> 24-hour Hold
Wed, Jun 23, 2021		Information Systems Office Office <i>Notes or Exceptions: 4 6' tables, power strips for 6 laptops, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> 24-hour Hold
Wed, Jun 23, 2021		On-call meeting room Meeting <i>Notes or Exceptions: MUST BE LOCKABLE</i>	Conference (Meeting Room Required) 5 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Jun 23, 2021	7:30 AM-8:30 AM	Breakfast in Exhibit Hall Breakfast <i>Notes or Exceptions: Rounds</i>	Buffet (Meeting Room Required) 350 people
Wed, Jun 23, 2021	8:30 AM-12:00 PM	General Session General Session <i>Notes or Exceptions: Raised headtable for 12; steps on both sides; 350 Theater with min 10' Center aisle; Standing podium with microphone in center (or table top podium with mic); two screens; A/V Cart; house sound, minimum of 6' from the riser to the first row</i>	Theater (Meeting Room Required) 350 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Jun 23, 2021	8:30 AM-12:00 PM	Concurrent Session 1 Breakout Session <i>Notes or Exceptions: Screen, A/V cart</i>	Theater 150 people
Wed, Jun 23, 2021	8:30 AM-12:00 PM	Concurrent Session 2 Breakout Session <i>Notes or Exceptions: Screen, A/V cart</i>	Theater 150 people
Wed, Jun 23, 2021	9:00 AM-5:00 PM	Registration and Cyber Cafe Registration <i>Notes or Exceptions: 3 8-foot tables, 3 high top (bistro) tables, power for 6 computers, 4 hard-wired internet connections. Closet or room close to store attendee gift bags to give away at registration</i>	<ul style="list-style-type: none"> 24-hour Hold
Wed, Jun 23, 2021	10:00 AM-12:00 PM	QuickConnect Breakout Session <i>Notes or Exceptions: In Exhibit Hall</i>	Rounds 300 people
Wed, Jun 23, 2021	12:00 PM-4:00 PM	Exhibitor Move Out Teardown	
Thu, Jun 24, 2021		Storage and Shipping Room Storage Room <i>Notes or Exceptions: We will have 100 boxes on pallets, 2 6' tables, near registration, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> 24-hour Hold
Thu, Jun 24, 2021		Conference Office Office <i>Notes or Exceptions: (6) 6' tables, power for 10 laptops and 2 printers, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> 24-hour Hold

Thu, Jun 24, 2021		Information Systems Office Office <i>Notes or Exceptions: 4 6' tables, power strips for 6 laptops, wireless internet, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> 24-hour Hold
Thu, Jun 24, 2021		On-call meeting room Meeting <i>Notes or Exceptions: MUST BE LOCKABLE</i>	Conference (Meeting Room Required) 5 people <ul style="list-style-type: none"> 24-hour Hold
Thu, Jun 24, 2021	7:30 AM-8:30 AM	Traditional Past Presidents Breakfast Breakfast <i>Notes or Exceptions: USE GENERAL SESSION ROOM WHERE THE OPENING SESSION WAS HELD, raised Head table for 10, standing podium in center, 6' skirted table in front of stage</i>	Plated (Meeting Room Required) 250 people
Thu, Jun 24, 2021	8:00 AM-5:00 PM	Registration and Cyber Cafe Registration <i>Notes or Exceptions: 3 8-foot tables, 3 high top (bistro) tables, power for 6 computers, 4 hard-wired internet connections. Closet or room close to store attendee give away bags.</i>	<ul style="list-style-type: none"> 24-hour Hold
Thu, Jun 24, 2021	8:30 AM-5:00 PM	General Session General Session <i>Notes or Exceptions: Raised headtable for 12; steps on both sides; 350 Theater with min 10' Center aisle; Standing podium with microphone in center (or table top podium with mic); two screens; A/V Cart; house sound, minimum of 6' from the riser to the first row</i>	Theater (Meeting Room Required) 300 people
Thu, Jun 24, 2021	8:30 AM-5:00 PM	Concurrent Session 1 Breakout Session <i>Notes or Exceptions: screen, A/V Cart</i>	Theater (Meeting Room Required) 150 people
Thu, Jun 24, 2021	8:30 AM-5:00 PM	Concurrent Session 2 Breakout Session <i>Notes or Exceptions: screen, A/V cart</i>	Theater (Meeting Room Required) 150 people
Thu, Jun 24, 2021	10:45 AM-11:00 AM	Refreshment Break Break <i>Notes or Exceptions: Drinks Only</i>	350 people <ul style="list-style-type: none"> 24-hour Hold
Thu, Jun 24, 2021	12:00 PM-1:30 PM	Awards Luncheon Lunch <i>Notes or Exceptions: same room as breakfast, raised head table, stairs on both sides, skirted 6' table on side on stage, podium in dead center stage, A/V cart, 2 screens: AAMVA to provide LCD projectors and laptop. Laptop connected to house sound.</i>	Plated (Meeting Room Required) 250 people
Thu, Jun 24, 2021	6:00 PM-6:45 PM	Commonwealth of Virginia Reception Reception	Reception (Meeting Room Required) 250 people
Thu, Jun 24, 2021	6:45 PM-9:00 PM	Commonwealth of Virginia Banquet Dinner <i>Notes or Exceptions: same room as breakfast and lunch, raised stage, stairs on both side, skirted 6' table on side on stage, podium in center of stage</i>	Plated 250 people

AV Requirements Screen (2 in general session room), wireless Internet, A/V Cart, AAMVA will provide LCD projectors in all rooms with the exception of 2nd general session room on Thursday
 Priority will be given to proposals that include an A/V price sheet

Additional Information Exhibit Space - Close proximity to the conference meeting space, sleeping rooms and public restrooms. Sufficient lighting, electrical supply, phone line and high speed wireless and wired internet access. Ability to secure the exhibit area when the exhibit hall is closed.
 • Complimentary storage and handling of AAMVA's freight which would be approximately 4-5 pallets,

- up to 3 days prior to AAMVA conference team arrival
- Complimentary meeting space.
- Complimentary wireless internet in all sleeping and meeting rooms
- Sufficient meeting space and sleeping accommodations in the same building preferred.
- Please detail that there is no set up or change charges for meeting rooms. AAMVA would like all room set ups to be completed a minimum of 30 minutes prior to posted meeting time.

Additional Questions

1. CVB's and NSO's should source to all venues that meet our requirements (Comment)
2. This event is related to the 2020 Region 2 Planning & Administrators Meeting RFP FY20 -20435 listed in CVENT which is held approximately 6 months before this conference. Both the planning meeting and the conference must be held at the same property. Please review the 2020 Region 2 Planning & Administrators Meeting RFP FY (Comment)
3. Are you able to bid on the 2020 Region 2 Planning & Administrators Meeting RFP FY20 -20435 as well? (Single choice) (Required)
 - Yes
 - No
4. Please provide the cost for your basic LCD package (Comment) (Required) (for Hotels,Convention/Conference Centers)
5. Are you a union property? (Single choice) (Required) (for Hotels,Convention/Conference Centers)
 - Yes
 - No
6. What are your environmental sustainability polices? (Comment) (Required) (for Hotels)
7. Does your organization fully understand and comply with GDPR? (Single choice) (Required)
 - Yes
 - No
8. Who will have access to our data? (Comment) (Required)
9. Where is our data housed? (Comment) (Required)
10. Can you provide the requisite 72-hour notification 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
Exhibits.pdf	Portable Document Format (.pdf)	365 KB	Mon, Aug 12, 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.

Signature of Offeror

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.

Printed Name of Vendor

Printed Name and Title of Authorized Representative

Signature of Authorized Representative