

RFP Details

RFP Name	2020 Region 1 Planning & Administrators Meeting RFP No. FY21- 20205
Response Due Date	Fri, Sep 6, 2019
Decision Due Date	Tue, Nov 19, 2019
RFP Type	Meeting Space and Guest Rooms
RFP Code	GHN35J6MBHM
Description	<p>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.</p> <p>This event is related to the 2021 Region 1 Conference RFP No FY21-17941 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.</p>
Decision Factors	<p>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</p>
Billing Information	<p>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.</p>
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 • Complimentary parking space for local attendees • 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>

2020 Region 1 Planning & Administrators Meeting RFP No. FY21- 20205

American Association of Motor Vehicle Administrators



Request for Proposal (RFP)

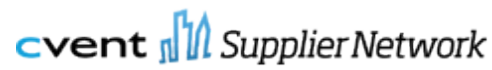
Key Contact Information			
Contact Name	Allison Hartle	Email Address	ahartle@aamva.org
Organization	American Association of Motor Vehicle Administrators	Phone Number	703-908-2837
Title	Meetings Manager, Member & Conference Services		
Preferred Contact Method	Cvent		
Address	4401 Wilson Blvd. Suite 700 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 Region 1 Planning & Administrators Meeting RFP No. FY21- 20205	
Total Attendees	45	
Event Type	Business Meeting	
Commission	No	
Event History	The planner has indicated that this event has been held before.	
Dates Flexible	Yes	
Event Dates	Tue, Oct 13, 2020 - Thu, Oct 15, 2020 + 8 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	
Alternate Date	Mon, Jan 11, 2021 - Wed, Jan 13, 2021	
Alternate Date	Tue, Jan 12, 2021 - Thu, Jan 14, 2021	
Alternate Date	Mon, Jan 25, 2021 - Wed, Jan 27, 2021	
Alternate Date	Tue, Jan 26, 2021 - Thu, Jan 28, 2021	

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Request for Proposal (RFP)

Alternate Date	Mon, Feb 22, 2021 - Wed, Feb 24, 2021	
Alternate Date	Mon, Mar 1, 2021 - Wed, Mar 3, 2021	
Destinations Under Consideration Charlottetown, Prince Edward Island		

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
Wyndham Newport	Newport	Rhode Island	10/15/19-10/17/19				

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Mon, Oct 12, 2020	43				
Tue, Oct 13, 2020	43				
Wed, Oct 14, 2020	20				
Thu, Oct 15, 2020	2				

Check-In Date Mon, Oct 12, 2020

Total Room Nights 108

Peak Room Nights 43

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 Mon, Oct 12, 2020			
Day	Time	Agenda Item	Meeting Room Requested
Mon, Oct 12, 2020	5:30 PM-6:30 PM	Reception Reception	45 people
Mon, Oct 12, 2020	6:30 PM-8:00 PM	Dinner Dinner	45 people
Tue, Oct 13, 2020	7:30 AM-8:30 AM	Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the meeting space</i>	Rounds (Meeting Room Required) 40 people
Tue, Oct 13, 2020	8:30 AM-12:00 PM	Region 1 Board & Planning Meeting Meeting <i>Notes or Exceptions: U-shape for 30, 12 seats around perimeter. Prefer room that can have 2 per table.</i> - LCD, Projector & AV Cart - Internet for attendees - Power strips for attendees at tables	U-Shape (Meeting Room Required) 42 people <ul style="list-style-type: none"> • 24-hour Hold
Tue, Oct 13, 2020	8:30 AM-5:00 PM	Session Lead Breakout Meeting <i>Notes or Exceptions: Conference Style</i> - LCD, Projector & AV Cart - Internet for attendees - Power strips for attendees at tables	U-Shape (Meeting Room Required) 42 people <ul style="list-style-type: none"> • 24-hour Hold
Tue, Oct 13, 2020	10:00 AM-10:30 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	40 people
Tue, Oct 13, 2020	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Separate meeting room from main meeting space.</i>	Rounds (Meeting Room Required) 40 people
Tue, Oct 13, 2020	1:00 PM-5:00 PM	Administrators Roundtable Meeting <i>Notes or Exceptions: U-shape for 30, 12 seats around perimeter. Prefer room that can have 2 per table.</i> - LCD, Projector & AV Cart - Internet for attendees - Power strips for attendees at tables	U-Shape (Meeting Room Required) 42 people <ul style="list-style-type: none"> • 24-hour Hold
Tue, Oct 13, 2020	2:30 PM-3:00 PM	Afternoon Break Break	40 people
Wed, Oct 14, 2020	7:30 AM-8:30 AM	Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate room from the meeting space.</i>	Rounds (Meeting Room Required) 30 people
Wed, Oct 14, 2020	8:00 AM-5:00 PM	Working Group Meeting Meeting	U-Shape (Meeting Room Required) 5 people <ul style="list-style-type: none"> • 24-hour Hold
Wed, Oct 14, 2020	8:30 AM-1:00 PM	Administrators Roundtable Meeting <i>Notes or Exceptions: U-shape for 30, 5 seats around perimeter. Prefer room that can have 2 per table.</i> - LCD, Projector & AV Cart - Internet for attendees - Power strips for attendees at tables	U-Shape (Meeting Room Required) 35 people <ul style="list-style-type: none"> • 24-hour Hold
Wed, Oct 14, 2020	10:00 AM-10:30 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	30 people

Wed, Oct 14, 2020	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Separate meeting room from meeting space.</i>	Rounds (Meeting Room Required) 5 people
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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 1 Conference RFP No FY21-17941 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 1 Conference RFP No FY21-17941. (Comment) (Required)
3. Are you able to bid on the 2021 Region 1 Conference RFP No FY21-17941 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 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	Thu, Aug 8, 2019