

RFP Details	
RFP Name	2020 December All Hands Meeting RFP FY 21 - 21879
Response Due Date	Fri, Feb 7, 2020
Decision Due Date	Fri, Feb 21, 2020
RFP Type	Meeting Space and Guest Rooms
RFP Code	LQNY854DLG4
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 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 25%-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 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			
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 December All Hands Meeting RFP FY 21 - 21879	
Total Attendees	190	
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	Yes	
Event Dates	Thu, Dec 3, 2020 - Thu, Dec 3, 2020 + 1 alternate dates	
Date Type	Event Date Options	Notes
Planner Preferred	Thu, Dec 3, 2020	
Alternate Date	Thu, Dec 10, 2020	
Destinations Under Consideration	Arlington, VA (must be within walking distance of AAMVA HQ located at 4401 Wilson Blvd, Arlington, VA 22203)	

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Sun, Nov 29, 2020	2				
Mon, Nov 30, 2020	6				
Tue, Dec 1, 2020	11				
Wed, Dec 2, 2020	23				
Thu, Dec 3, 2020	17				
Fri, Dec 4, 2020	10				

Check-In Date Sun, Nov 29, 2020

Total Room Nights 69

Peak Room Nights 23

- 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 25%-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 Thu, Dec 3, 2020

Day	Time	Agenda Item	Meeting Room Requested
Thu, Dec 3, 2020	7:30 AM-9:00 AM	Breakfast Breakfast <i>Notes or Exceptions: should be same room as general session</i>	Rounds for 10 (Meeting Room Required) 190 people • 24-hour Hold
Thu, Dec 3, 2020	9:00 AM-5:00 PM	General Session General Session	Rounds for 10 (Meeting Room Required) 190 people • 24-hour Hold
Thu, Dec 3, 2020	9:00 AM-5:00 PM	Breakout Room Breakout Session	Theater (Meeting Room Required) 90 Sq. Ft. / 190 people • 24-hour Hold
Thu, Dec 3, 2020	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: should be same room as general session</i>	Rounds for 10 (Meeting Room Required) 190 people • 24-hour Hold

- AV Requirements**
- LCD projector and screen
 - 6 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. Basic LCD Projector Package Price (Comment) (Required) (for Hotels, Convention/Conference Centers)
3. What are your environmental sustainability policies? (Comment) (Required) (for Hotels)
4. Are you a union property? (Single choice) (Required) (for Hotels, Convention/Conference Centers)
 - Yes
 - No
5. Does your organization fully understand and comply with GDPR? (Single choice) (Required)
 - Yes
 - No
6. Where is our data housed? (Comment) (Required)
7. Who will have access to our data? (Comment) (Required)
8. Can you provide the requisite 72-hour notification if there is a data breach? (Single choice) (Required)
 - Yes
 - No
9. Do you have an updated Disaster Recovery and Emergency Action Plan in place? (Single choice) (Required)
 - Yes
 - No
10. 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	Tue, Jan 21, 2020