

RFP Details

RFP Name 2021 October Region 3 Conference RFP No. FY22- 21881

Response Due Date Tue, Feb 25, 2020

Decision Due Date Thu, Apr 30, 2020

RFP Type Meeting Space and Guest Rooms

RFP Code VDN45GF7LX4

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
- Priority will be given to proposals with an A/V price sheet included
- 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
- two upgrades to deluxe rooms 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.
- Group rate offered 3 days pre and post
- 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 December 30, 2020 after completion and reporting of 2020 Region 3 Conference
- Complimentary storage and handling of AAMVA's freight (approximately 4 pallets), up to 3 days prior to Conference team arrival
- 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.
- 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 the Hotel from honoring individual reward programs for guests that are checking in to 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	2021 October Region 3 Conference RFP No. FY22- 21881
Total Attendees	275
Event Type	Conference or Convention
Commission	No
Event History	The planner has indicated that this event has been held before.
Dates Flexible	No
Event Dates	Tue, Oct 19, 2021 - Thu, Oct 21, 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	Indianapolis, IN
Additional Information	This Conference rotates each year between the jurisdictions shown in Region 3. Illinois, Indiana, Iowa, Kansas, Manitoba, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.

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
Hilton Oak Brook Hills Resort	Oak Brook	Illinois	October 2018	210	270	271	\$25,000
Hyatt Lodge	Oak Brook	Illinois	October 2017	171	273	249	\$20,000
St. Kate Hotel	Milwaukee	Wisconsin	October 2019	230	266	277	\$20,000

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Sun, Oct 17, 2021	1				7
Mon, Oct 18, 2021	54			1	10
Tue, Oct 19, 2021	124			1	10
Wed, Oct 20, 2021	109			1	10
Thu, Oct 21, 2021	5				

Check-In Date Sun, Oct 17, 2021

Total Room Nights 333

Peak Room Nights 135

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.
- Complimentary 1-bedroom suite
- Two upgrades to deluxe rooms at group rate
- Please respond with best group rate available. Please provide gov't per diem rate if possible.
- Reduced rate for 10 staff members.
- Rooms reserved by group members through Internet will be credited to room block.
- Group rate offered 3 days pre and post

Meeting Room Requirements			
Start Date Sun, Oct 17, 2021			
Day	Time	Agenda Item	Meeting Room Requested
Sun, Oct 17, 2021		Information Systems Office Office <i>Notes or Exceptions: (4) 6' tables skirted individually and chairs, (2) 6' tables skirted along perimeter of Wall, (1) Large Trash Can, (1) Recycle Bin, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold
Sun, Oct 17, 2021		Stuffing Room Other <i>Notes or Exceptions: 8 tables (not skirted, not draped), ROOM MUST BE LOCKABLE, Prefer room is close to registration area.</i>	<ul style="list-style-type: none"> • 24-hour Hold
Sun, Oct 17, 2021	12:00 AM-11:45 PM	Conference Office Office <i>Notes or Exceptions: Hollow Square for (12) with Chairs, (4) 6' tables covered & skirted along the perimeter of the wall, (1) Large Trash Can, (1) Recycle Bin, ROOM MUST BE LOCKABLE</i>	Hollow Square (Meeting Room Required) 12 people <ul style="list-style-type: none"> • 24-hour Hold
Mon, Oct 18, 2021		Information Systems Office Office <i>Notes or Exceptions: (4) 6' tables skirted individually and chairs, (2) 6' tables skirted along perimeter of Wall, (1) Large Trash Can, (1) Recycle Bin, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold
Mon, Oct 18, 2021		Stuffing Room Other <i>Notes or Exceptions: 8 tables (not skirted, not draped), ROOM MUST BE LOCKABLE, Prefer room is close to registration area.</i>	<ul style="list-style-type: none"> • 24-hour Hold
Mon, Oct 18, 2021	12:00 AM-11:45 PM	Conference Office Office <i>Notes or Exceptions: Hollow Square for (12) with Chairs, (4) 6' tables covered & skirted along the perimeter of the wall, (1) Large Trash Can, (1) Recycle Bin, ROOM MUST BE LOCKABLE</i>	Hollow Square (Meeting Room Required) 12 people <ul style="list-style-type: none"> • 24-hour Hold
Mon, Oct 18, 2021	7:00 AM-6:00 PM	On Call Conference Room Office	Conference (Meeting Room Required) 8 people
Mon, Oct 18, 2021	1:00 PM-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, 5 hard-wired internet connections. Please identify foyer space where this would be located.</i>	<ul style="list-style-type: none"> • 24-hour Hold
Tue, Oct 19, 2021		Information Systems Office Office <i>Notes or Exceptions: (4) 6' tables skirted individually and chairs, (2) 6' tables skirted along perimeter of Wall, (1) Large Trash Can, (1) Recycle Bin, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold

Tue, Oct 19, 2021	12:00 AM-11:45 PM	Conference Office Office <i>Notes or Exceptions: Hollow Square for (12) with Chairs, (4) 6' tables covered & skirted along the perimeter of the wall, (1) Large Trash Can, (1) Recycle Bin, ROOM MUST BE LOCKABLE</i>	Hollow Square (Meeting Room Required) 12 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Oct 19, 2021	7:00 AM-6:00 PM	On Call Conference Room Office	Conference (Meeting Room Required) 8 people
Tue, Oct 19, 2021	8:30 AM-12:00 PM	New Administrators Orientation Breakout Session	Conference (Meeting Room Required) 15 people
Tue, Oct 19, 2021	9:00 AM-11:00 AM	Set up for General Session General Session <i>Notes or Exceptions: Raised head table for 10, steps on both sides, A/V Cart, 2 Screens, 2 Projectors, Podium Mic, 2 wired mics, 10' center aisle for Color Guard; 8' between stage and 1st row of seats.</i>	Theater (Meeting Room Required) 180 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Oct 19, 2021	11:30 AM-1:00 PM	AAMVA: Yeah, We Do That! Breakout Session <i>Notes or Exceptions: Plus screen, projector and podium</i>	Rounds for 10 (Meeting Room Required) 55 people
Tue, Oct 19, 2021	11:30 AM-2:00 PM	Dressing Room for Honor Guard Speaker Room <i>Notes or Exceptions: Room must be locked during opening ceremonies.</i>	
Tue, Oct 19, 2021	1:00 PM-5:00 PM	General Session General Session <i>Notes or Exceptions: Raised head table for 10, steps on both sides, A/V Cart, 2 Screens, 2 Projectors, Podium Mic, 2 wired mics, 10' center aisle for Color Guard; 8' between stage and 1st row of seats.</i>	Theater (Meeting Room Required) 180 people <ul style="list-style-type: none"> 24-hour Hold
Tue, Oct 19, 2021	1:00 PM-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, 5 hard-wired internet connections. Please identify foyer space where this would be located.</i>	<ul style="list-style-type: none"> 24-hour Hold
Tue, Oct 19, 2021	3:15 PM-3:30 PM	Refreshment Break Break <i>Notes or Exceptions: Drinks & Snack</i>	
Wed, Oct 20, 2021		Information Systems Office Office <i>Notes or Exceptions: (4) 6' tables skirted individually and chairs, (2) 6' tables skirted along perimeter of Wall, (1) Large Trash Can, (1) Recycle Bin, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> 24-hour Hold
Wed, Oct 20, 2021	12:00 AM-11:45 PM	Conference Office Office <i>Notes or Exceptions: Hollow Square for (12) with Chairs, (4) 6' tables covered & skirted along the perimeter of the wall, (1) Large Trash Can, (1) Recycle Bin, ROOM MUST BE LOCKABLE</i>	Hollow Square (Meeting Room Required) 12 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Oct 20, 2021	7:00 AM-6:00 PM	On Call Conference Room Office	Conference (Meeting Room Required) 8 people

Wed, Oct 20, 2021	7:15 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, 5 hard-wired internet connections. Please identify foyer space where this would be located.</i>	<ul style="list-style-type: none"> 24-hour Hold
Wed, Oct 20, 2021	7:30 AM-8:30 AM	Traditional Past Presidents Breakfast Breakfast <i>Notes or Exceptions: Rounds for (180), Head Table for (7) set on Stage with Stairs on Both Sides, Standing Podium with Microphone in Center of Head Table, (8) foot skirted Table on Floor in Front of Stage for prizes</i> <i>Should be in same room as general session from previous day</i>	Plated (Meeting Room Required) 180 people
Wed, Oct 20, 2021	8:00 AM-5:00 PM	Concurrent Session 1 Breakout Session <i>Notes or Exceptions: Theater Seating, Head Table for (6), Microphone, Screen, AV Cart</i>	Theater (Meeting Room Required) 100 people
Wed, Oct 20, 2021	8:00 AM-5:00 PM	Concurrent Session 2 Breakout Session <i>Notes or Exceptions: LCD Projector, screen and podium with mic Head Table for (6)</i>	Theater (Meeting Room Required) 100 people
Wed, Oct 20, 2021	8:00 AM-5:00 PM	Concurrent Session 3 Breakout Session <i>Notes or Exceptions: Theater Seating, Head Table for (6), Microphone, Screen, AV Cart</i>	Theater (Meeting Room Required) 75 people
Wed, Oct 20, 2021	9:00 AM-10:30 AM	QuickConnect Breakout Session <i>Notes or Exceptions: (25) Rounds (1) Table Stanchion per table</i> <i>(1) Wireless Handheld Microphone in house sound</i>	Rounds (Meeting Room Required) 180 people
Wed, Oct 20, 2021	10:30 AM-10:45 AM	Refreshment Break Break	
Wed, Oct 20, 2021	12:00 PM-1:15 PM	Awards Luncheon Lunch <i>Notes or Exceptions: 8x8 raised dais with steps on both sides and standing podium with mic in the middle. 6' table on floor next to dais for awards A/V cart, 2 screens: AAMVA to provide LCD projectors and laptop. Laptop connected to house sound.</i> <i>Same room as breakfast</i>	Plated (Meeting Room Required) 180 people
Wed, Oct 20, 2021	2:15 PM-2:30 PM	Refreshment Break Break	
Wed, Oct 20, 2021	3:45 PM-4:00 PM	Refreshment Break Break <i>Notes or Exceptions: Drinks & Snack</i>	
Wed, Oct 20, 2021	5:15 PM-6:45 PM	Networking Reception Reception <i>Notes or Exceptions: Reception Style with Background Music</i>	140 people

Thu, Oct 21, 2021		Information Systems Office Office <i>Notes or Exceptions: (4) 6' tables skirted individually and chairs, (2) 6' tables skirted along perimeter of Wall, (1) Large Trash Can, (1) Recycle Bin, ROOM MUST BE LOCKABLE</i>	<ul style="list-style-type: none"> • 24-hour Hold
Thu, Oct 21, 2021	12:00 AM-11:45 PM	Conference Office Office <i>Notes or Exceptions: Hollow Square for (12) with Chairs, (4) 6' tables covered & skirted along the perimeter of the wall, (1) Large Trash Can, (1) Recycle Bin, ROOM MUST BE LOCKABLE</i>	Hollow Square (Meeting Room Required) 12 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Oct 21, 2021	7:00 AM-6:00 PM	On Call Conference Room Office	Conference (Meeting Room Required) 8 people
Thu, Oct 21, 2021	7:15 AM-12:00 PM	Registration and Cyber Cafe Registration <i>Notes or Exceptions: 3 8-foot tables, 3 high top (bistro) tables, power for 6 computers, 5 hard-wired internet connections. Please identify foyer space where this would be located.</i>	<ul style="list-style-type: none"> • 24-hour Hold
Thu, Oct 21, 2021	7:30 AM-8:30 AM	Board of Directors' Breakfast Breakfast <i>Notes or Exceptions: Rounds for 30- Buffet</i>	Buffet (Meeting Room Required) 30 people
Thu, Oct 21, 2021	7:30 AM-8:30 AM	Attendee Breakfast Breakfast <i>Notes or Exceptions: Rounds for 55- buffet</i>	Buffet (Meeting Room Required) 55 people
Thu, Oct 21, 2021	8:45 AM-12:00 PM	Jurisdiction Roundtable Breakout Session <i>Notes or Exceptions: Screen, A/V cart, (2) Wireless Hand-held Microphones should be in room where banner and stage have been for past two days</i>	Rounds for 10 (Meeting Room Required) 60 people

AV Requirements Screens (2 in general session room), wireless Internet, A/V Cart, AAMVA will provide LCD projectors in all breakout rooms

- Additional Information**
- 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. Have you reviewed Exhibit C our Standard Contract? (Single choice) (Required)
 Yes
 No
3. Please provide the cost for your basic LCD package (Comment) (Required) (for Hotels,Convention/Conference Centers)
4. What are your environmental sustainability polices? (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, Jan 27, 2020