

RFP Details	
RFP Name	2022 February Vehicle Dealer & Transporter License Plate Working Group Meeting RFP # FY22-22410
Response Due Date	Mon, Oct 25, 2021
Decision Due Date	Fri, Nov 5, 2021
RFP Type	Meeting Space and Guest Rooms
RFP Code	MWNQYDHSWSR
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 30 room nights cumulative • Complimentary wireless internet in all guest rooms • 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		

2022 February Vehicle Dealer & Transporter License Plate Working Group Meeting RFP # FY22-22410
 American Association of Motor Vehicle Administrators

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	2022 February Vehicle Dealer & Transporter License Plate Working Group Meeting RFP # FY22-22410		
Total Attendees	10		
Event Type	Business Meeting		
Commission	No		
Event History	This event is happening for the first time.		
Dates Flexible	No		
Event Dates	Wed, Feb 16, 2022 - Fri, Feb 18, 2022		
Destinations Under Consideration	Phoenix, AZ Albuquerque, NM San Diego, CA		

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Tue, Feb 15, 2022	10				
Wed, Feb 16, 2022	10				
Thu, Feb 17, 2022	10				
Fri, Feb 18, 2022					

Check-In Date Tue, Feb 15, 2022 **Total Room Nights** 30
Peak Room Nights 10

- 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 Wed, Feb 16, 2022

Day	Time	Agenda Item	Meeting Room Requested
Wed, Feb 16, 2022	7:30 AM-8:30 AM	Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the working group meeting. 60 inch rounds with 5 people per table. 3 feet between tables.</i>	Rounds (Meeting Room Required) 10 people
Wed, Feb 16, 2022	8:00 AM-5:00 PM	Working Group Meeting Meeting <i>Notes or Exceptions: U-shape, 3 feet distance between each person, projector and screen. Internet and power for 10.</i>	U-Shape (Meeting Room Required) 10 people <ul style="list-style-type: none"> • 24-hour Hold
Wed, Feb 16, 2022	10:00 AM-10:30 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	10 people
Wed, Feb 16, 2022	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Same room as breakfast. 60 inch rounds, 5 people per round, 3 feet distancing between each table.</i>	Rounds (Meeting Room Required) 10 people
Wed, Feb 16, 2022	2:30 PM-3:00 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	10 people
Thu, Feb 17, 2022	7:30 AM-8:30 AM	Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the working group meeting. 60 inch rounds with 5 people per table. 3 feet between tables.</i>	Rounds (Meeting Room Required) 10 people
Thu, Feb 17, 2022	8:00 AM-5:00 PM	Working Group Meeting Meeting <i>Notes or Exceptions: U-shape, 3 feet distance between each person, projector and screen. Internet and power for 10.</i>	U-Shape (Meeting Room Required) 10 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Feb 17, 2022	10:00 AM-10:30 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	10 people
Thu, Feb 17, 2022	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Same room as breakfast. 60 inch rounds, 5 people per round, 3 feet distancing between each table.</i>	Rounds (Meeting Room Required) 10 people
Thu, Feb 17, 2022	2:30 PM-3:00 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	10 people

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. 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 notificcation 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 9.30.20.pdf	Portable Document Format (.pdf)	304 KB	Wed, Oct 13, 2021