

RFP Details	
<b>RFP Name</b>	2022 Feb Vehicle Dealer & Transporter License Plate WG & Call Center WG Meeting RFP # FY22-22410v2
<b>Response Due Date</b>	Mon, Nov 22, 2021
<b>Decision Due Date</b>	Thu, Dec 2, 2021
<b>RFP Type</b>	Meeting Space and Guest Rooms
<b>RFP Code</b>	PLNSF3DB95G
<b>Description</b>	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.
<b>Decision Factors</b>	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
<b>Billing Information</b>	Billing Procedures: AAMVA needs 30 days after receipt of agreed upon invoice in order to pay. Invoices must be sent to <a href="mailto:financeap@aamva.org">financeap@aamva.org</a> . Direct billing will be established.
<b>Concession and Contractual Information</b>	<ul style="list-style-type: none"> <li>• EXHIBITS A&amp;B MUST BE SIGNED AND RETURNED WITH PROPOSAL</li> <li>• Priority will be given to proposals that include an A/V price sheet</li> <li>• Rooming list will be provided</li> <li>• 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</li> <li>• Walked reservations to be counted toward room block commitment and complimentary room calculations</li> <li>• Room rates cannot be more than rates offered through the Internet</li> <li>• Three-week cut off for room block.</li> <li>• Group rates offered 3 days pre and post</li> <li>• Room attrition should specify our ability to reduce room block by 20%-30 days prior to the event</li> <li>• 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</li> <li>• Complimentary room for each 30 room nights cumulative</li> <li>• Complimentary wireless internet in all guest rooms</li> <li>• No storage or delivery charges for meeting materials either prior to arrival or upon departure</li> <li>• 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</li> <li>• COMPLIMENTARY AND OTHER NEGOTIATED CONCESSIONS</li> </ul> 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			
<b>Contact Name</b>	Allison Hartle	<b>Email Address</b>	<a href="mailto:ahartle@aamva.org">ahartle@aamva.org</a>
<b>Organization</b>	American Association of Motor Vehicle Administrators	<b>Phone Number</b>	703-908-2837
<b>Title</b>	Meetings Manager, Member & Conference Services		
<b>Preferred Contact Method</b>	Cvent		
<b>Address</b>	4401 Wilson Blvd. Suite 700 Arlington, VA 22203 USA		
<b>Website</b>	<a href="http://www.aamva.org">www.aamva.org</a>		

**Organization Information**

<b>Organization Name</b>	American Association of Motor Vehicle Administrators		
<b>Organization Type</b>	Association	<b>Industry</b>	Other
<b>Address</b>	4401 Wilson Blvd. Suite 700 Arlington, VA 22203 USA		
<b>Employees</b>	101 - 150		
<b>Events per Year</b>	40		
<b>Multi-Day Events</b>	100%	<b>Total Room Nights per Year</b>	5,001 - 10,000
<b>Organization Information</b>	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**

<b>Event Name</b>	2022 Feb Vehicle Dealer & Transporter License Plate WG & Call Center WG Meeting RFP # FY22-22410v2		
<b>Total Attendees</b>	24		
<b>Event Type</b>	Business Meeting		
<b>Commission</b>	No		
<b>Event History</b>	This event is happening for the first time.		
<b>Dates Flexible</b>	No		
<b>Event Dates</b>	Wed, Feb 16, 2022 - Fri, Feb 18, 2022		
<b>Destinations Under Consideration</b>	Phoenix, AZ Albuquerque, NM San Diego, CA		

**Guest Room Requirements**

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Mon, Feb 14, 2022	14				
Tue, Feb 15, 2022	24				
Wed, Feb 16, 2022	24				
Thu, Feb 17, 2022	24				
Fri, Feb 18, 2022					

**Check-In Date** Mon, Feb 14, 2022

**Total Room Nights** 86

**Peak Room Nights** 24

- 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** Tue, Feb 15, 2022

Day	Time	Agenda Item	Meeting Room Requested
Tue, Feb 15, 2022	7:30 AM-8:30 AM	<b>Breakfast</b> Breakfast <i>Notes or Exceptions: This should be in a separate meeting room. 60 inch rounds with 5 people per table. 3 feet between tables.</i>	Rounds ( <b>Meeting Room Required</b> ) 14 people
Tue, Feb 15, 2022	8:00 AM-5:00 PM	<b>Contact Center Optimization Working Group</b> Meeting <i>Notes or Exceptions: u-shape for 14. 3 feet of social distance between each person-required. Projector and screen.</i>	U-Shape ( <b>Meeting Room Required</b> ) 14 people
Tue, Feb 15, 2022	10:00 AM-10:30 AM	<b>Morning Break</b> Break <i>Notes or Exceptions: Beverages only.</i>	14 people
Tue, Feb 15, 2022	12:00 PM-1:00 PM	<b>Lunch</b> Lunch <i>Notes or Exceptions: Same room as breakfast. 60 inch rounds, 5 people per round, 3 feet distancing between each table.</i>	Rounds ( <b>Meeting Room Required</b> ) 14 people
Tue, Feb 15, 2022	2:30 PM-3:00 PM	<b>Afternoon Break</b> Break <i>Notes or Exceptions: Beverages and snack</i>	14 people
Wed, Feb 16, 2022	7:30 AM-8:30 AM	<b>Breakfast</b> Breakfast <i>Notes or Exceptions: This should be in a separate meeting room. 60 inch rounds with 5 people per table. 3 feet between tables.</i>	Rounds ( <b>Meeting Room Required</b> ) 35 people
Wed, Feb 16, 2022	8:00 AM-5:00 PM	<b>Vehicle Dealer &amp; Transporter License Plate Working</b> Meeting <i>Notes or Exceptions: U-shape, 3 feet distance between each person, projector and screen. Internet and power for 10.</i>	U-Shape ( <b>Meeting Room Required</b> ) 10 people <ul style="list-style-type: none"> <li>• 24-hour Hold</li> </ul>
Wed, Feb 16, 2022	8:00 AM-5:00 PM	<b>Contact Center Optimization Working Group</b> Meeting <i>Notes or Exceptions: u-shape for 25. 3 feet of social distance between each person-required. Projector and screen.</i>	U-Shape ( <b>Meeting Room Required</b> ) 25 people
Wed, Feb 16, 2022	10:00 AM-10:30 AM	<b>Morning Break</b> Break <i>Notes or Exceptions: Beverages only.</i>	35 people
Wed, Feb 16, 2022	12:00 PM-1:00 PM	<b>Lunch</b> Lunch <i>Notes or Exceptions: Same room as breakfast. 60 inch rounds, 5 people per round, 3 feet distancing between each table.</i>	Rounds ( <b>Meeting Room Required</b> ) 35 people
Wed, Feb 16, 2022	2:30 PM-3:00 PM	<b>Afternoon Break</b> Break <i>Notes or Exceptions: Beverages and snack</i>	35 people
Thu, Feb 17, 2022	7:30 AM-8:30 AM	<b>Breakfast</b> Breakfast <i>Notes or Exceptions: This should be in a separate meeting room. 60 inch rounds with 5 people per table. 3 feet between tables.</i>	Rounds ( <b>Meeting Room Required</b> ) 24 people

Thu, Feb 17, 2022	8:00 AM-5:00 PM	<b>Vehicle Dealer &amp; Transporter License Plate Working Meeting</b> <i>Notes or Exceptions: U-shape, 3 feet distance between each person, projector and screen. Internet and power for 10.</i>	U-Shape ( <b>Meeting Room Required</b> ) 10 people • 24-hour Hold
Thu, Feb 17, 2022	8:00 AM-5:00 PM	<b>Contact Center Optimization Working Group Meeting</b> <i>Notes or Exceptions: u-shape for 14. 3 feet of social distance between each person-required. Projector and screen.</i>	U-Shape ( <b>Meeting Room Required</b> ) 14 people
Thu, Feb 17, 2022	10:00 AM-10:30 AM	<b>Morning Break</b> Break <i>Notes or Exceptions: Beverages only.</i>	24 people
Thu, Feb 17, 2022	12:00 PM-1:00 PM	<b>Lunch</b> Lunch <i>Notes or Exceptions: Same room as breakfast. 60 inch rounds, 5 people per round, 3 feet distancing between each table.</i>	Rounds ( <b>Meeting Room Required</b> ) 24 people
Thu, Feb 17, 2022	2:30 PM-3:00 PM	<b>Afternoon Break</b> Break <i>Notes or Exceptions: Beverages and snack</i>	24 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 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
<a href="#">Exhibits 9.30.20.pdf</a>	Portable Document Format (.pdf)	304 KB	Wed, Nov 10, 2021