

RFP Details

RFP Name	2021 November - IDEC/TMS Joint Meeting RFP FY22 - 24684
Response Due Date	Wed, Jun 9, 2021
Decision Due Date	Wed, Jun 30, 2021
RFP Type	Meeting Space and Guest Rooms
RFP Code	H9NGWPCNGTH
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 40 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 <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>

Key Contact Information

Contact Name	Allie Mamone	Email Address	amamone@aamva.org
Organization	AAMVA	Phone Number	7039085773
Title	Meetings Manager		
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 November - IDEC/TMS Joint Meeting RFP FY22 - 24684
Total Attendees 15
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 No
Event Dates Wed, Nov 17, 2021 - Thu, Nov 18, 2021

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Mon, Nov 15, 2021	1				
Tue, Nov 16, 2021	15				
Wed, Nov 17, 2021	15				
Thu, Nov 18, 2021	15				

Check-In Date Mon, Nov 15, 2021 **Total Room Nights** 46
Peak Room Nights 15

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, Nov 17, 2021

Day	Time	Agenda Item	Meeting Room Requested
Wed, Nov 17, 2021	8:30 AM-9:30 AM	Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the working group meeting, unless the meeting room is large enough to put two roundtables in the back of the room.</i>	Rounds (Meeting Room Required) 15 people
Wed, Nov 17, 2021	8:30 AM-5:00 PM	Working Group Meeting Meeting <i>Notes or Exceptions: U-Shape set up. Would like to have projector, screen and support package at front of U. Please DO NOT sit more than 2 people at each 6 ft. table.</i>	U-Shape (Meeting Room Required) 15 people <ul style="list-style-type: none"> • 24-hour Hold
Wed, Nov 17, 2021	10:00 AM-10:30 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	15 people
Wed, Nov 17, 2021	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Separate meeting room from working group meeting, unless meeting space is large enough for two roundtables at the back of the room. This can be the same room breakfast is served in.</i>	Rounds (Meeting Room Required) 15 people
Wed, Nov 17, 2021	2:30 PM-3:00 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	15 people
Thu, Nov 18, 2021	8:30 AM-9:30 AM	Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the working group meeting, unless the meeting room is large enough to put two roundtables in the back of the room.</i>	Rounds (Meeting Room Required) 15 people
Thu, Nov 18, 2021	8:30 AM-5:00 PM	Working Group Meeting Meeting <i>Notes or Exceptions: U-Shape set up. Would like to have projector, screen and support package at front of U. Please DO NOT sit more than 2 people at each 6 ft. table.</i>	U-Shape (Meeting Room Required) 15 people <ul style="list-style-type: none"> • 24-hour Hold
Thu, Nov 18, 2021	10:00 AM-10:30 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	15 people
Thu, Nov 18, 2021	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Separate meeting room from working group meeting, unless meeting space is large enough for two roundtables at the back of the room. This can be the same room breakfast is served in.</i>	Rounds (Meeting Room Required) 15 people
Thu, Nov 18, 2021	2:30 PM-3:00 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	15 people

AV Requirements

- Wireless internet for all meeting attendees
- Power strips for all to plug in laptops
- LCD projector and screen
- Flip Chart (with post-it style sheets)

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
Exhibits 9.30.20.pdf	Portable Document Format (.pdf)	304 KB	Tue, Jun 1, 2021