

RFP Details	
RFP Name	2022 February Joint MDL Working Group Meeting RFP No. FY22-24686
Response Due Date	Wed, Jun 16, 2021
Decision Due Date	Tue, Jun 29, 2021
RFP Type	Meeting Space and Guest Rooms
RFP Code	JWNT6MQ2HSQ
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	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	2022 February Joint MDL Working Group Meeting RFP No. FY22-24686
Total Attendees	28
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	Sun, Jan 30, 2022 - Fri, Feb 4, 2022
Destinations Under Consideration	Phoenix, AZ Atlanta, GA San Antonio, TX

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Sat, Jan 29, 2022					
Sun, Jan 30, 2022	1				
Mon, Jan 31, 2022	28				
Tue, Feb 1, 2022	28				
Wed, Feb 2, 2022	28				
Thu, Feb 3, 2022	28				

Check-In Date Sat, Jan 29, 2022

Total Room Nights 113

Peak Room Nights 28

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 Sun, Jan 30, 2022			
Day	Time	Agenda Item	Meeting Room Requested
Tue, Feb 1, 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, unless the meeting room is large enough to put four roundtables in the back of the room.</i>	Rounds (Meeting Room Required) 28 people
Tue, Feb 1, 2022	8:00 AM-5:00 PM	Working Group Meeting Meeting <i>Notes or Exceptions: U-shape for 28, power for 28 computers, projector and screen, conference call phone and mics on table.</i>	U-Shape (Meeting Room Required) 28 people <ul style="list-style-type: none"> • 24-hour Hold
Tue, Feb 1, 2022	10:30 AM-10:45 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	28 people
Tue, Feb 1, 2022	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 four roundtables at the back of the room.</i>	Rounds (Meeting Room Required) 28 people
Tue, Feb 1, 2022	2:30 PM-3:00 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	28 people
Wed, Feb 2, 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, unless the meeting room is large enough to put four roundtables in the back of the room.</i>	Rounds (Meeting Room Required) 28 people
Wed, Feb 2, 2022	8:00 AM-5:00 PM	Working Group Meeting Meeting <i>Notes or Exceptions: U-shape for 28, power for 28 computers, projector and screen, conference call phone and mics on table.</i>	U-Shape (Meeting Room Required) 28 people <ul style="list-style-type: none"> • 24-hour Hold
Wed, Feb 2, 2022	10:30 AM-10:45 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	28 people
Wed, Feb 2, 2022	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 four roundtables at the back of the room.</i>	Rounds (Meeting Room Required) 28 people
Wed, Feb 2, 2022	2:30 PM-3:00 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	28 people
Thu, Feb 3, 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, unless the meeting room is large enough to put four roundtables in the back of the room.</i>	Rounds (Meeting Room Required) 28 people
Thu, Feb 3, 2022	8:00 AM-5:00 PM	Working Group Meeting Meeting <i>Notes or Exceptions: U-shape for 28, power for 28 computers, projector and screen, conference call phone and mics on table.</i>	U-Shape (Meeting Room Required) 28 people <ul style="list-style-type: none"> • 24-hour Hold

Thu, Feb 3, 2022	10:30 AM-10:45 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	28 people
Thu, Feb 3, 2022	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 four roundtables at the back of the room.</i>	Rounds (Meeting Room Required) 28 people
Thu, Feb 3, 2022	2:30 PM-3:00 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	28 people

- AV Requirements**
- Wireless internet for all meeting attendees
 - Power strips for all to plug in laptops
 - LCD projector and screen
 - Conference phone system with mics spread around table.

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