

RFP Details

RFP Name	2022 January Board of Directors Meeting RFP FY22-24716
Response Due Date	Fri, Jun 18, 2021
Decision Due Date	Fri, Jul 2, 2021
RFP Type	Meeting Space and Guest Rooms
RFP Code	JWND8RJRPP5
Description	This is an RFP for an AAMVA Board Meeting. An AAMVA Board 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 • Rooming block will be divided into two groups - a protected group for rooming list (approximately 30) and a call-in block • VIP and staff reservations will be provided on a rooming list with room and tax charged to a master account • Complimentary 1 bedroom suite for Chair of the Board • 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 • Group rates available 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 the event • Please respond with best group rate possible. Government per diem rates are preferred if possible, as many attendees work in state government • Complimentary room for each 40 room nights cumulative • Complimentary wireless internet in all guest rooms and meeting rooms • Walking distance to dining and entertainment venues • Please indicate what transportation is available from the airport to the hotel & return and provide the necessary contact information • 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 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	Samara Fetner
Organization	AAMVA
Title	Acting Director, Conference Services
Preferred Contact Method	Cvent
Address	AAMVA 4401 Wilson Boulevard, Ste 700 Arlington, VA 22203 USA
Website	www.aamva.org
Email Address	sfetner@aamva.org
Phone Number	703-254-7020

Organization Information	
Organization Name	American Association of Motor Vehicle Administrators
Organization Type	Association
Address	4401 Wilson Blvd. Suite 700 Arlington, VA 22203 USA
Employees	101 - 150
Events per Year	40
Multi-Day Events	100%
Industry	Other
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 January Board of Directors Meeting
Total Attendees	30
Event Type	Conference or Convention
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, Jan 5, 2022 - Thu, Jan 6, 2022
Destinations Under Consideration	Austin, Texas
Attendee Profile	Total attendees varies by day. At least two of the days, we will have 20-30 attendees. Attendance grows once our industry partners join.

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Mon, Jan 2, 2023	2				
Tue, Jan 3, 2023	32			1	
Wed, Jan 4, 2023	32			1	
Thu, Jan 5, 2023	32			1	

Check-In Date Mon, Jan 2, 2023

Total Room Nights 101

Peak Room Nights 33

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 rate available 3 days pre and post
- Please respond with best group rate available; government per diem rate if possible is preferred since many attendees work in state government

Meeting Room Requirements

Start Date Tue, Jan 4, 2022

Day	Time	Agenda Item	Meeting Room Requested
Tue, Jan 4, 2022	9:00 AM	Board Meeting Set-up Meeting <i>Notes or Exceptions: -Hollow square for 30 people - 2 per 6 ft. -Room should be large enough to allow for perimeter seating. --(2) large screens set in either corner of the room -audio technician will be needed in the room Wednesday and Thursday to audio record -6 ft. table set next to audio technician</i>	<ul style="list-style-type: none"> 24-hour Hold
Wed, Jan 5, 2022	7:30 AM-8:30 AM	Board of Directors Breakfast Breakfast	Rounds (Meeting Room Required) 30 people
Wed, Jan 5, 2022	8:30 AM-4:30 PM	Board of Directors Meeting Meeting	Hollow Square (Meeting Room Required) 30 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Jan 5, 2022	10:00 AM-10:30 AM	Morning Break Break	30 people
Wed, Jan 5, 2022	12:00 PM-1:00 PM	Board of Directors Lunch Lunch	Rounds (Meeting Room Required) 30 people
Wed, Jan 5, 2022	2:30 PM-3:00 PM	Afternoon Break Break	30 people
Thu, Jan 6, 2022	7:30 AM-8:30 AM	Board of Directors Breakfast Breakfast	Rounds (Meeting Room Required) 30 people
Thu, Jan 6, 2022	8:30 AM-4:30 PM	Board of Directors Meeting Meeting	Hollow Square (Meeting Room Required) 30 people <ul style="list-style-type: none"> 24-hour Hold
Thu, Jan 6, 2022	10:00 AM-10:30 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	30 people
Thu, Jan 6, 2022	12:00 PM-1:00 PM	Board of Directors Lunch Lunch	Rounds (Meeting Room Required) 30 people
Thu, Jan 6, 2022	2:30 PM-3:00 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	30 people

AV Requirements A/V: (2) Screens with a/v carts – 1 set in the front corner of room and the other set in the back corner of the room (or where screens are visible to all participants at the table);
 Phone (1) with long distance capability & connected to house sound and ability to dial to conference bridge; 1 hard wire internet connection; Power strips to power 26 laptop computers; wireless internet connection for 28 people; 2 LCD projector(s) (projecting 1 document on two screens from table near tech table); tabletop microphones (1 for every 2 participants at the table); (1) wireless slide advancer If possible, the table top microphones should be able to be used without having to push mute/unmute.
 (1) Audio-visual technician will be needed in the room Wednesday and Thursday to audio record entire meeting in mp3 or mp4 format and provide those audio files at the end of the meeting.
 Special Instructions: One six foot table with two chairs to be set near one of the tech table with cables long enough to hook up the laptop to the LCD projectors; power strip needed for 3 computers on this tble.

Additional Information It has not yet been decided if either day of the Board Meeting will be open. I need a meeting room large enough that could accommodate perimeter seating if we have people joining to observe.

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. 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. Who will have access to our data? (Comment) (Required)
8. Where is our data housed? (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)	304 KB	Thu, Jun 3, 2021