

RFP Details	
<b>RFP Name</b>	2021 December Call Center Working Group Meeting FY22 - 24722
<b>Response Due Date</b>	Fri, Jun 11, 2021
<b>Decision Due Date</b>	Fri, Jul 2, 2021
<b>RFP Type</b>	Meeting Space and Guest Rooms
<b>RFP Code</b>	DLNXKDKYLH6
<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 40 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> <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			
<b>Contact Name</b>	Allie Mamone	<b>Email Address</b>	<a href="mailto:amamone@aamva.org">amamone@aamva.org</a>
<b>Organization</b>	AAMVA	<b>Phone Number</b>	7039085773
<b>Title</b>	Meetings Manager		
<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>	2021 December Call Center Working Group Meeting		
<b>Total Attendees</b>	14		
<b>Event Type</b>	Business Meeting		
<b>Commission</b>	No		
<b>Event History</b>	The planner has indicated that this event has been held before, but did not provide event history details.		
<b>Dates Flexible</b>	No		
<b>Event Dates</b>	Wed, Dec 1, 2021 - Thu, Dec 2, 2021		
<b>Destinations Under Consideration</b>	St. Louis, MO Omaha, NE Minneapolis, MN		

**Guest Room Requirements**

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Tue, Nov 30, 2021	14				
Wed, Dec 1, 2021	14				
Thu, Dec 2, 2021	14				

**Check-In Date** Tue, Nov 30, 2021

**Total Room Nights** 42

**Peak Room Nights** 14

- 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, Dec 1, 2021

Day	Time	Agenda Item	Meeting Room Requested
Wed, Dec 1, 2021	8:30 AM-9:30 AM	<b>Breakfast</b> 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 ( <b>Meeting Room Required</b> ) 14 people
Wed, Dec 1, 2021	9:30 AM-5:00 PM	<b>Working Group Meeting</b> Meeting	Hollow Square ( <b>Meeting Room Required</b> ) 14 people • 24-hour Hold
Wed, Dec 1, 2021	10:00 AM-10:30 AM	<b>Morning Break</b> Break <i>Notes or Exceptions: Beverages only.</i>	14 people
Wed, Dec 1, 2021	12:00 PM-1:00 PM	<b>Lunch</b> 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.</i>	Rounds ( <b>Meeting Room Required</b> ) 14 people
Wed, Dec 1, 2021	2:30 PM-3:00 PM	<b>Afternoon Break</b> Break <i>Notes or Exceptions: Beverages and snack</i>	14 people
Thu, Dec 2, 2021	8:30 AM-9:30 AM	<b>Breakfast</b> 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 ( <b>Meeting Room Required</b> ) 14 people
Thu, Dec 2, 2021	9:30 AM-5:00 PM	<b>Working Group Meeting</b> Meeting	Hollow Square ( <b>Meeting Room Required</b> ) 14 people • 24-hour Hold
Thu, Dec 2, 2021	10:00 AM-10:30 AM	<b>Morning Break</b> Break <i>Notes or Exceptions: Beverages only.</i>	14 people
Thu, Dec 2, 2021	12:00 PM-1:00 PM	<b>Lunch</b> 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.</i>	Rounds ( <b>Meeting Room Required</b> ) 14 people
Thu, Dec 2, 2021	2:30 PM-3:00 PM	<b>Afternoon Break</b> Break <i>Notes or Exceptions: Beverages and snack</i>	14 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
<a href="#">Exhibits 9.30.20.pdf</a>	Portable Document Format (.pdf)	304 KB	Thu, Jun 3, 2021