

**2021 October Combined Standing Committee Meeting RFP
FY22 - 24670**

American Association of Motor Vehicle Administrators



Request for Proposal (RFP)

RFP Details

RFP Name	2021 October Combined Standing Committee Meeting RFP FY22 - 24670
Response Due Date	Fri, Jun 11, 2021
Decision Due Date	Fri, Jun 25, 2021
RFP Type	Meeting Space and Guest Rooms
RFP Code	VCN2Z757P58
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 Internet • Group rates 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 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 • Discounted or complimentary self parking for 10 cars • COMPLIMENTARY AND OTHER NEGOTIATED CONCESSIONS <p>The Hotel hereby agrees that no meeting planner points, hotel reward points, or anything else of value exceeding \$25 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		

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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 October Combined Standing Committee Meeting RFP FY22 - 24670		
Total Attendees	70		
Event Type	Conference or Convention		
Commission	No		
Event History	The planner has indicated that this event has been held before.		
Dates Flexible	No		
Event Dates	Wed, Oct 6, 2021 - Fri, Oct 8, 2021		
Destinations Under Consideration	Arlington, VA Crystal City, VA Downtown, DC National Harbor, MD		

View Event History

This event has been held in the following locations:

Venue Name	City	State	Date	Attendees	Room Block	Room Pick-Up	Food and Beverage Spend
Double Tree Crystal City	Arlington	Virginia	2018	60	132	135	32,000
Hyatt Regency Crystal City	Arlington	Virginia	2019	60	134	155	24,000
Sheraton Reston	Reston	Virginia	2017	60	142	126	37000

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Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Mon, Oct 4, 2021					
Tue, Oct 5, 2021	45				5
Wed, Oct 6, 2021	47				5
Thu, Oct 7, 2021	25				5
Fri, Oct 8, 2021	2				

Check-In Date Mon, Oct 4, 2021

Total Room Nights 134

Peak Room Nights 52

Additional Information

- Room rates cannot be more than rates offered through Internet
- Three-week cut off for room block.
- Group rates available 3 days pre and post
- Room attrition should specify our ability to reduce room block by 20%-30 days prior to 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

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Meeting Room Requirements

Start Date Wed, Oct 6, 2021

Day	Time	Agenda Item	Meeting Room Requested
Wed, Oct 6, 2021	7:00 AM-5:00 PM	Small Conference Office Office <i>Notes or Exceptions: 2-4 person office, preferably with windows. (4)- 6ft tables, Chairs, power at table, trash can, recycle bin</i>	Other 4 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Oct 6, 2021	8:00 AM-9:00 AM	Steering Committee Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the combined committees meeting.</i>	Hollow Square (Meeting Room Required) 25 people
Wed, Oct 6, 2021	8:00 AM-9:00 AM	Breakfast Breakfast <i>Notes or Exceptions: This breakfast will be for everyone not attending the Steering Committee Breakfast.</i>	Rounds for 8 (Meeting Room Required) 40 people
Wed, Oct 6, 2021	9:00 AM-12:00 PM	Combined Committees Meeting Meeting <i>Notes or Exceptions: This room will need a special set. Please see the uploaded diagram, that includes seating for 76 at long tables with 10 additional chairs and some additional tables. This room should be between 2,500 - 2,800 square feet, pillar free is preferred.</i>	Other (Meeting Room Required) 3,500 Sq. Ft. / 86 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Oct 6, 2021	10:30 AM-10:45 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	
Wed, Oct 6, 2021	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Separate meeting room from Combined Committee Meeting.</i> <i>Set with rounds and buffet</i>	Rounds (Meeting Room Required) 80 people
Wed, Oct 6, 2021	1:00 PM-5:00 PM	Driver Standing Committee Breakout Breakout Session <i>Notes or Exceptions: Screen and AV cart, flip chart, power at tables, 2 people per table</i>	U-Shape 25 people
Wed, Oct 6, 2021	1:00 PM-5:00 PM	Law Enforcement Standing Committee Breakout Breakout Session <i>Notes or Exceptions: Screen and AV cart, flip chart, power at tables, 2 people per table</i>	U-Shape 25 people
Wed, Oct 6, 2021	1:00 PM-5:00 PM	Vehicle Standing Committee Breakout Breakout Session <i>Notes or Exceptions: Screen and AV cart, flip chart, power at tables, 2 people per table</i>	U-Shape 25 people
Wed, Oct 6, 2021	3:00 PM-3:15 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	
Thu, Oct 7, 2021	7:00 AM-5:00 PM	Small Conference Office Office <i>Notes or Exceptions: 2-4 person office, preferably with windows. (4)- 6ft tables, Chairs, power at table, trash can, recycle bin</i>	Other 4 people <ul style="list-style-type: none"> 24-hour Hold

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Thu, Oct 7, 2021	8:00 AM-9:00 AM	Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the Combined Committee Meeting. Rounds for 75 and buffet.</i>	Rounds (Meeting Room Required) 75 people
Thu, Oct 7, 2021	8:00 AM-5:00 PM	Combined Committees Meeting Meeting <i>Notes or Exceptions: This room will need a special set. Please see the uploaded diagram, that includes seating for 76 at long tables with 10 additional chairs and some additional tables. This room should be between 2,500 - 2,800 square feet, pillar free is preferred.</i>	Other (Meeting Room Required) 3,500 Sq. Ft. / 86 people <ul style="list-style-type: none"> 24-hour Hold
Thu, Oct 7, 2021	8:00 AM-5:00 PM	Driver Standing Committee Breakout Breakout Session <i>Notes or Exceptions: Screen and AV cart, flip chart, power at tables, 2 people per table</i>	U-Shape 25 people
Thu, Oct 7, 2021	8:00 AM-5:00 PM	Law Enforcement Standing Committee Breakout Breakout Session <i>Notes or Exceptions: Screen and AV cart, flip chart, power at tables, 2 people per table</i>	U-Shape 25 people
Thu, Oct 7, 2021	8:00 AM-5:00 PM	Vehicle Standing Committee Breakout Breakout Session <i>Notes or Exceptions: Screen and AV cart, flip chart, power at tables, 2 people per table</i>	U-Shape 25 people
Thu, Oct 7, 2021	10:30 AM-10:45 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	
Thu, Oct 7, 2021	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Separate meeting room from Combined Committees Meeting. Rounds and Buffet for 80.</i>	Rounds (Meeting Room Required) 80 people
Thu, Oct 7, 2021	3:00 PM-3:15 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	
Fri, Oct 8, 2021	7:00 AM-5:00 PM	Small Conference Office Office <i>Notes or Exceptions: 2-4 person office, preferably with windows. (4)- 6ft tables, Chairs, power at table, trash can, recycle bin</i>	Other 4 people <ul style="list-style-type: none"> 24-hour Hold
Fri, Oct 8, 2021	8:00 AM-9:00 AM	Director's Breakfast Breakfast <i>Notes or Exceptions: This should be in a separate meeting room than the Director's Meeting.</i>	Rounds (Meeting Room Required) 25 people
Fri, Oct 8, 2021	9:00 AM-5:00 PM	AAMVA - Director's Meeting Meeting <i>Notes or Exceptions: board room or hollow square for 14, Screen and AV cart, power at tables, flip chart, internet.</i>	Hollow Square (Meeting Room Required) 30 people <ul style="list-style-type: none"> 24-hour Hold
Fri, Oct 8, 2021	10:00 AM-10:15 AM	Morning Break Break <i>Notes or Exceptions: Beverages only.</i>	
Fri, Oct 8, 2021	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Separate meeting room from Director's Meeting. Rounds and buffet for 16.</i>	Rounds (Meeting Room Required) 25 people

Fri, Oct 8, 2021	2:30 PM-2:45 PM	Afternoon Break Break <i>Notes or Exceptions: Beverages and snack</i>	
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- AV Requirements**
- Wireless internet for all meeting attendees
 - Power strips for all to plug in laptops
 - Screen and AV cart

Additional Questions

1. CVB's and NSO's should source to all venues that meet our requirements (Comment)
2. Basic LCD Projector Package Price (Comment) (Required) (for Hotels,Convention/Conference Centers)
3. What are your environmental sustainability policies? (Comment) (Required) (for Hotels)
4. Are you a union property? (Single choice) (Required) (for Hotels,Convention/Conference Centers)
 - Yes
 - No
5. We have very specific A/V needs for this meeting and the cost of the A/V will be a factor in our decision. Please provide an A/V quote based on the following requirements:
Projector and Screen Package
Power for 89 attendees
Wireless Internet for 89 attendees
5 Wired Mics
5 Wireless Mics
1 Audio tech to be in room for both days of meeting (Comment) (Required)
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
Combined Standing Committee Meeting Seating Chart .pdf	Portable Document Format (.pdf)	770 KB	Wed, May 26, 2021
Exhibits.pdf	Portable Document Format (.pdf)	304 KB	Thu, May 27, 2021