



July 30, 2021

Dear Vendors:

Reference: RFQ No. FY21-25049

Subject: Transportation for 2021 Annual International Conference Dinners

Services Requested

AAMVA is holding its Annual Conference at the Hyatt Regency Denver at Colorado Convention Center in August of 2021. AAMVA is seeking to provide the attendees with transportation from Hyatt Regency Denver at Colorado Convention Center to/from the offsite dinner locations.

Dinner 1

Saturday, August 28th

12-15 people

Pickup from: 650 15th Street Denver, CO 80202

Transport to: 12 Miles Stables 5547 S Parker Rd, Aurora, CO 80014

Must arrive by 5:10 pm (please provide appropriate departure time from hotel)

Pick up time to return to hotel between: 7:30 – 8:00 pm

Dinner 2

Monday, August 30th

70-75 people

Pickup from: 650 15th Street Denver, CO 80202

Transport to: The Fort, 19192 CO-8, Morrison, CO 80465

Depart hotel at 5:15

Pick up time to return to hotel: Staggered between 8- 9 pm.

Please provide quotes so that we can allow for social distancing on the buses, if the bus holds 55 people, we'd like to have 30 people on the bus.

Period of Performance:

August 28, 2021 & August 30, 2021

Evaluation Process:

AAMVA will convene an evaluation panel comprising members chosen for their relevant expertise and experience. Quotes will be evaluated in accordance with the scoring outlined below.

- Proposed solution and/or services provided (30%)
- Ability to meet our deadlines (25%)
- Past performance examples and references (10%)
- Pricing and discounts (35%)

Instructions and Contact information:

Please submit your quote in **pdf format** as soon as possible but no later than **Thursday, August 5, 2021**.

Terms of the quote shall remain valid for a period of thirty (30) calendar days from the date of submission.

All quotes shall be submitted to sross@aamva.org and should request a receipt confirmation.

Procurement contacts:

Alaster Sampson | Sr. Manager, Purchasing | Phone: 703-908-5877 | Email: asampson@aamva.org

Siedah Ross | Procurement Specialist | Phone: 703-908-2861 | Email: sross@aamva.org

Thank you for your interest.

Sincerely,

Alaster Sampson

Alaster Sampson

Sr. Manager, Purchasing

EXHIBIT A CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which this Exhibit A is attached, understanding that the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 90 days following the due date for receipt of proposals, and it may be accepted by AAMVA without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of AAMVA whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official capacity. Any exceptions to these assurances are described in full detail on a separate page and attached to this document.
5. I/we understand that AAMVA will not reimburse any costs incurred in the preparation of this proposal. All proposals become the property of AAMVA and I/we claim no proprietary right to the ideas, writings, items, or samples presented in the proposal, unless so stated in the proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the consultant and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other consultant or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition. Further, you hereby certify you have no organizational or personal conflicts of interest with AAMVA on the purposed project after reviewing all organizational, personal, and third parties whom may be working on the potential contract.

Signature of Offeror

Printed Name, Title and Date

EXHIBIT B- CERTIFICATION OF DEBAREMENT

The prospective vendor certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any department or agency of the Commonwealth of Virginia or any of the jurisdictions comprising the membership of the American Association of Motor Vehicle Administrators (AAMVA);
3. Have not within a three year period preceding this date been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
4. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated above of this certification; and
5. Have not within a three-year period preceding this date had one or more public transactions (Federal, State or local) terminated for cause or default.

Vendor understands that a false statement on this certification may be grounds for rejection of any submitted proposal or quotation or termination of any award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both if federal funds are being used to support the procurement.

Printed Name of Vendor

Printed Name and Title of Authorized Representative

Signature of Authorized Representative