

Engine Group Job Aid

About Engine:

Engine, formerly known as Hotel Engine, is a Wyndham Global Sales partner. Engine attracts and services over 30,000 small to mid-size corporate and other project-related accounts. (As of 2024)

Their clients are typically unmanaged travel accounts whose needs fit within our portfolio of hotels, especially in the economy and mid-market segments. Engine's booking platform is used by 700,000+ travelers to book business, leisure, and group travel.

Engine Groups:

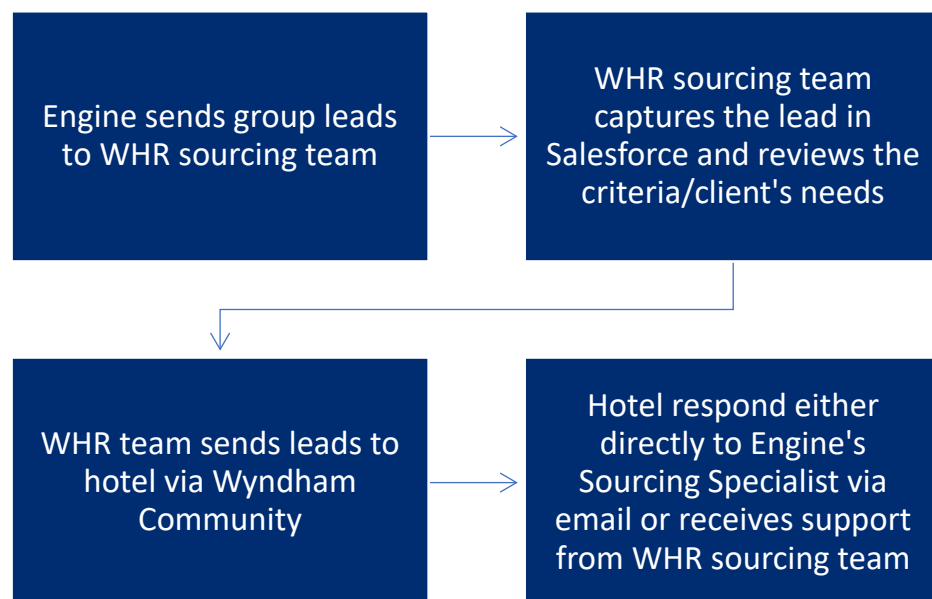
- 9+ rooms
- Extended stay – 1 room for 28+ nights

Sourcing Groups:

- Manual Group Email Process
- Partner Hub Process

Manual Group Email RFP Process:

Engine's goal is to move away from manual email processes and move to their extranet tool, Partner Hub.



Engine Group Job Aid

Partner Hub Process:


Newest Engine Group Process.


How to respond to Engine group RFP:

Hotel will receive an email notification
From Engine's Partner Hub's Extranet. →

Hotel will click on hyperlink "Create
Proposal" to respond or "Decline Proposal".

Request for proposal Frederica, Delaware HE-42485


 Engine <groupshotels@engine.com>
To Hotel Email


 **Engine**


New group booking RFP for 36 room nights


HOTEL NAME

We matched you to a group booking opportunity. Proposals sent within 3 hours are the most likely to get booked - submit yours for free in under 3 minutes.

 Fri, Apr 25, 2025 → Sun, Apr 27, 2025

 18 double rooms

 \$175 / max. nightly budget

 Trip Type: Sports


[Create proposal](#) [Not interested?](#) [Decline](#)


[About Engine](#)

Engine Group Job Aid

Hotel will receive email updates after hotel submits RFP. Hotel will receive notifications if hotel was accepted or declined by Engine.


From: Engine Contact Information
Sent: Date
To: Hotel Email Contact
Subject: Proposal HE-42485 has been submitted


 **Partner Hub**


 **HOTEL NAME**

We've started on your property's proposal.

Our team is reviewing your proposal.
Expect to hear back from us soon!


Customer decision


Sign contract


Prepare for stay


Your proposal details

Check-in and checkout
Mon, Feb 17, 2025 - Thu, Apr 17, 2025

Single rooms x 3
\$85 / night

Amenities
Free wifi, free breakfast, free parking, mini fridge, microwave

Terms
Standard terms






Boost your performance with Partner Hub
Use real-time analytics and marketing campaigns to increase bookings and revenue

[Explore Partner Hub →](#)


Need help? Email your groups contact.


Engine Contact Information
For faster support, mention #HE-42502

Hotel Engine, LLC is located at
950 S. Cherry St. 10th Floor, Denver, CO 80246
© 2025 [Engine.com](#)

From: Engine Contact Information
Sent: Date
To: Hotel Email Contact
Subject: Proposal HE-42485 has been accepted!

 **Partner Hub**

 **HOTEL NAME**




Congratulations!
Your proposal for 24 rooms checking in on 6/25/2025 has been accepted.

Hang tight - we'll reach out to you in the next couple hours to wrap up the paperwork and get you on your way.

[Go to dashboard](#)

Need help? Email your groups contact.

Engine Contact Information
For faster support, mention #HE-40161

Hotel Engine, LLC is located at
950 S. Cherry St. 10th Floor, Denver, CO 80246
© 2025 [Engine.com](#)

1

Group RFP flow via Engine’s Partner Hub intranet:
Once hotel starts the RFP process, hotel will complete each step (example below).

Step 1 of 6

Set room availability and rates

If you don't have the requested rooms available, try offering other room types.

Set the BAR (best publicly available rate)

\$

0.00

The rate must be greater than zero

Winning bids generally offer a 15% discount on nightly rate

Please confirm the on-peak inventory based on custom stay pattern requested.

[View stay pattern](#)

You must provide a room rate

We suggest a rate 15% below customer max budget

Single rooms

-

0

+

\$

0.00

Double rooms

-

7

+

\$

0.00

Value can't be empty

Suite rooms

-

0

+

\$

0.00

Hide room types

Continue

Customer request

Check-in

Sunday

Sep 22, 2024

Check-out

Sunday

Oct 6, 2024

14

Rooms and rate

7 double rooms

On-peak

\$

\$93.50 / night

100%

Step 2 of 6

Set proposal expiration date

You agree to hold rooms for this length of time. Time starts the moment customer receives the proposal.

1 day

Recommended

Custom expiration date

Customer request

Check-in

Sunday

Sep 22, 2024

Check-out

Sunday

Oct 6, 2024

14

Step 3 of 6

Select standout amenities

We'll send over a full list of basic amenities to the customer.

Free wifi

Paid wifi

Guest laundry

Paid breakfast

Free breakfast

Kitchenette

Free parking

Paid parking

Mini fridge

Microwave

Additional details (optional)

Provide additional details about your amenities - i.e. what does your kitchenette include? Do you have large vehicle parking?

Customer request

Check-in

Sunday

Sep 22, 2024

Check-out

Sunday

Oct 6, 2024

Amenities

Must have

Parking

Nice to have

Kitchenette

Breakfast

Guest laundry

Step 4 of 6

Set your terms

Select a term package for your proposal.

Offering flexible terms makes your bid more attractive

Select terms

Compare all

Flexible terms

Recommended

Individual cancellation

24 hrs prior to arrival

Penalty: 1 night room + tax

Early departure

Same day by check out time

Group cancellation

24 hrs prior to arrival

Penalty: 1 night room + tax

Standard terms

Basic terms

Customer request

Check-in

Sunday

Sep 22, 2024

Check-out

Sunday

Oct 6, 2024

Compare term packages

	Basic terms	Standard terms	Flexible terms
Individual cancellation	48 hrs prior to arrival Penalty: 1 night room + tax	24 hrs prior to arrival Penalty: 1 night room + tax	24 hrs prior to arrival Penalty: 1 night room + tax
Early departure	24 hours prior to departure	Same day by check out time	Same day by check out time
Group cancellation	7 days prior to arrival Penalty: 80% of total due	7 days prior to arrival Penalty: 50% of total due	24 hrs prior to arrival Penalty: 1 night room + tax

Step 5 of 6

Confirm taxes and fees

Confirm taxes and add any additional fees that may apply.

Nightly tax rate

0.00

%

Eligible for long term stay tax exemption per state occupancy law

☐

Flat fees and taxes (optional)

Select a reason...

Nightly fee

0.00

\$

+ Add Fee

Customer request ⓘ

Check-in

Sunday

Sep 22, 2024

Check-out

Sunday

Oct 6, 2024

14

Page | 6

Engine Group Job Aid

Final step is to submit RFP, and hotel will receive an email notification from Partner Hub.

Step 6 of 6

Just one last step!

Review your selections before submitting the proposal.

Customer request ⓘ

Check-in

Sunday

Sep 22, 2024

14

Check-out

Sunday

Oct 6, 2024

Rooms and rate

Edit

7 double rooms

✓

\$1000.00 / night

▲ 970%

▲

Proposal valid until Sep 19, 2024

Amenities

Edit

Free Breakfast

✓

Free Parking

✓

Guest Laundry

✓

Kitchenette

✓

Mini Fridge

✓

Terms

Edit

Individual cancellation

24 hrs prior to arrival

Penalty: 1 night room + tax

Early departure

Same day by check out time

Group cancellation

24 hrs prior to arrival

Penalty: 1 night room + tax

Estimated proposal value: \$98,000.00 ⓘ

☐ I accept the Terms & Conditions

Submit

The opportunity you're trying to view is no longer available

View all opportunities

If hotel receives this notification when clicking on the “Create Proposal” hyperlink- the RFP expired, the client chose not to book, or the opportunity was lost to another property.

Support:

Incoming Lead Process Update

- Not all Engine group RFPs will be sent to Wyndham Sales Support – Engine RFP's may go property direct.
- If an Engine group books directly with your hotel, Global Sales will reach out to you to obtain documentation for production tracking.

Tips on earning more business:

- Respond within 3 hours.
- Build relationships with Engine's sourcing specialists.
- To check for additional details regarding a lead, contact the sourcing specialist listed on the RFP email.

Next steps:

- Optional (Sign Up for Partner Hub)
 - [Partner Hub Sign-Up](#)
- Keep an eye out for Engine group requests via email.
- Check Wyndham Community for sales leads.

Questions:

If you wish to connect with someone at Engine regarding a specific group RFP, contact: groupshotels@engine.com and reference the HE# listed in the RFP.

Lizette.Castaneda@wyndham.com - All group-related Engine RFPs

Hubert.Tupay@wyndham.com - Overall account questions - transient rates / chainwide discount programs

[Click here for FAQ sheet](#) for Engine's transient business

[Click here for FAQ sheet](#) for Wyndham Sales Accounts