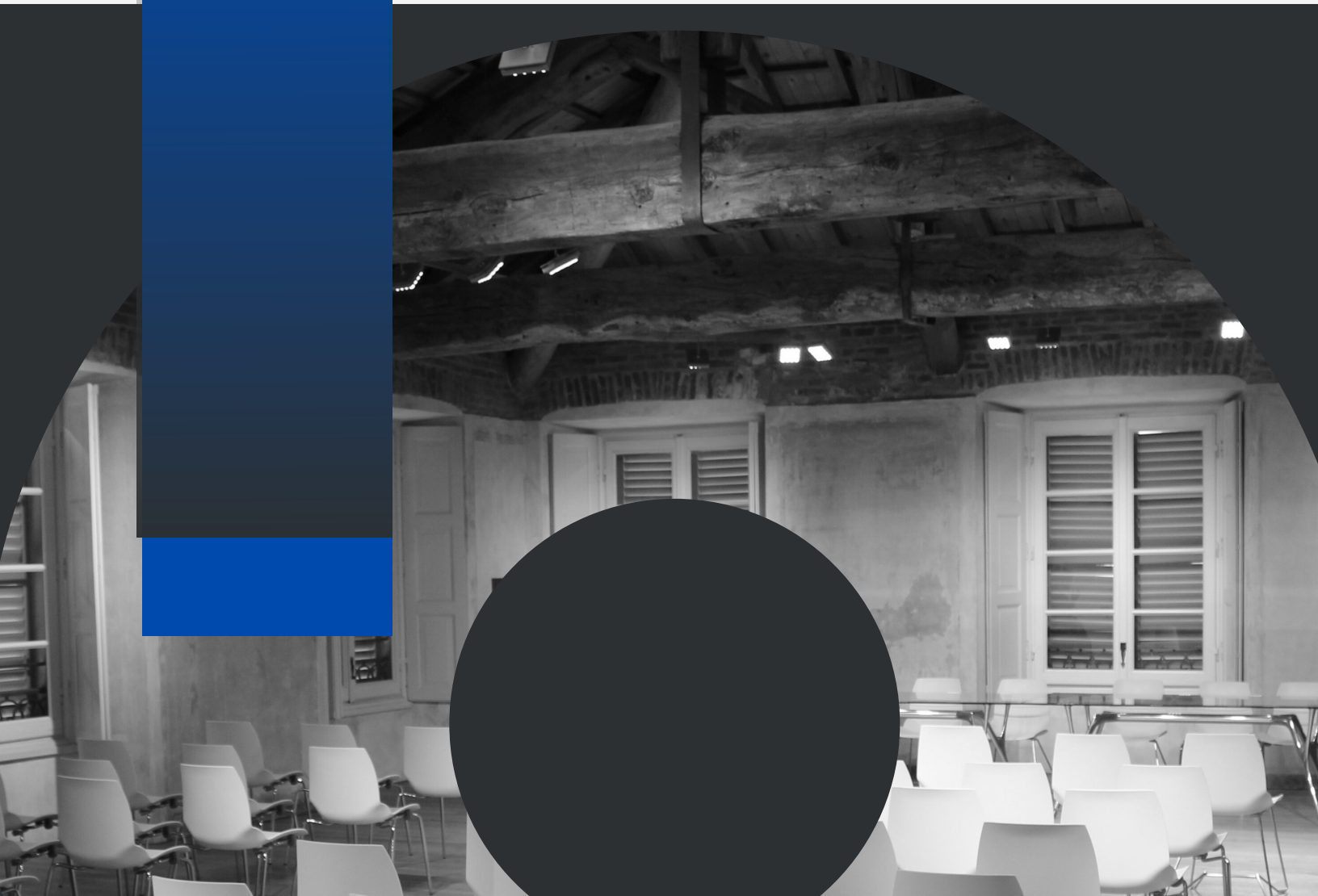


2024 - 2025

MISSOURI
LAW ENFORCEMENT TRAFFIC SAFETY
ADVISORY COUNCIL (LETSAC)

CONFERENCE HOTEL

REQUEST FOR PROPOSAL



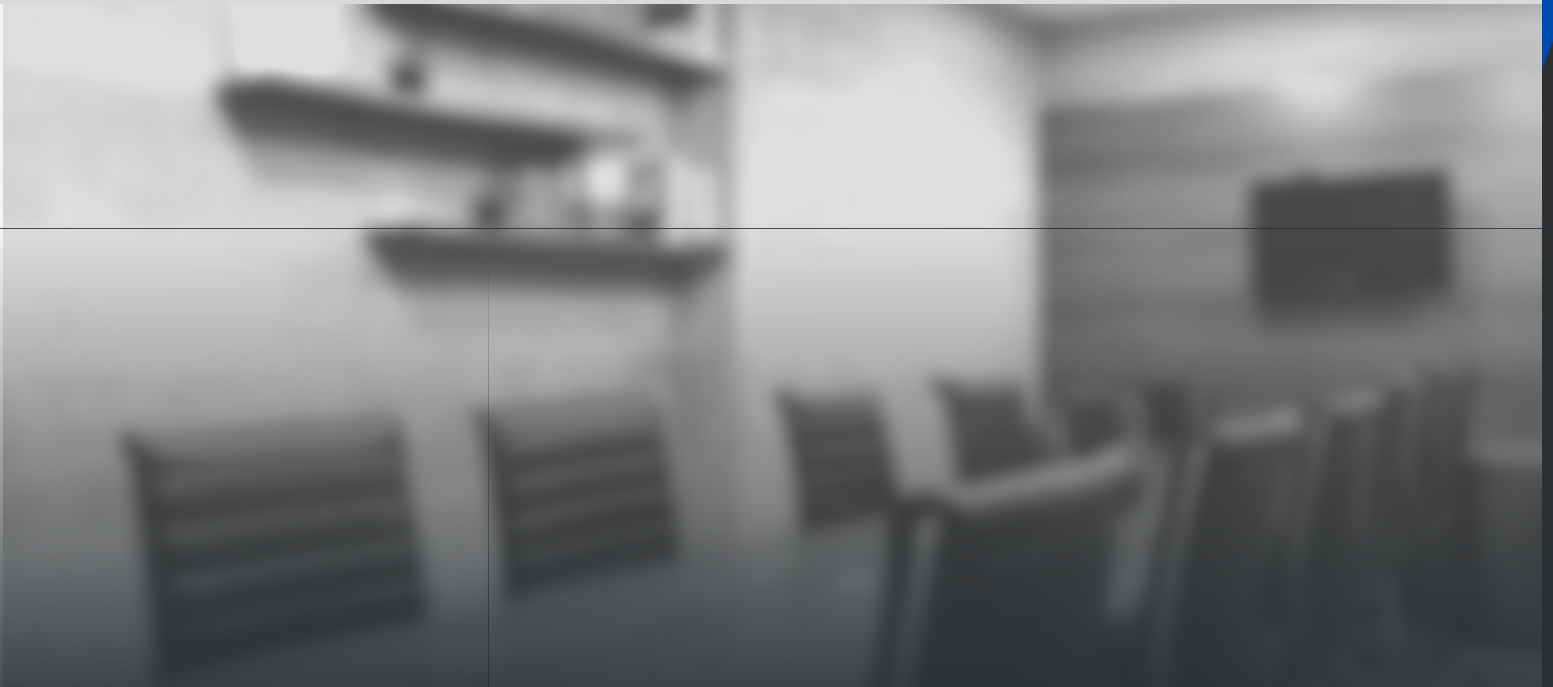
ABOUT LETSAC

The purpose of the Law Enforcement Traffic Safety Advisory Council (LETSAC) is to provide recommendations, direction, guidance, and information/training to the law enforcement community in the State of Missouri.

Membership is granted to each law enforcement agency in the state and to all other supporting agencies directly responsible for assisting and/or training local or statewide law enforcement personnel.

Annually, a conference is held to highlight activities related to law enforcement traffic safety activities, legal updates, new technology, trends and evidence-based information sharing, and other relevant topics. The conference has historically brought 250 - 300 individuals from law enforcement, traffic and transportation safety, and other related industries together for a week of presentations and activities.

LETSAC is seeking a proposal for hotel and conference activities for the years 2024 and 2025 with the potential option for 2026.



HOTEL CONTRACT

The Missouri Safety Center at the University of Central Missouri is the contracted organization that provides logistics for the LETSAC Conference as well as being part of the Board of Directors. The contract will be completed as stated below:

Contract Party:

University of Central Missouri - Missouri Safety Center
PO Box 800 - Humphreys 200
Warrensburg, MO 64093

Contact Person: Dr. Joanne Kurt-Hilditch, Senior Director

Contact Email: kurt-hilditch@ucmo.edu

Contact Phone: 660-543-4213

All questions regarding the contract should be directed to Dr. Kurt-Hilditch

Contract Signer: Dr. Phillip Bridgmon, Provost

The contract will be presented to the LETSAC Board of Directors prior to any agreements being made. The contract will also run through the UCM General Counsel for any revisions prior to any agreements being finalized, especially as they relate to the University being a state entity. Please take these into consideration when providing a time frame for completion of the contract.

*Please ensure there are provisions in the contract for potential pandemic cancellations.

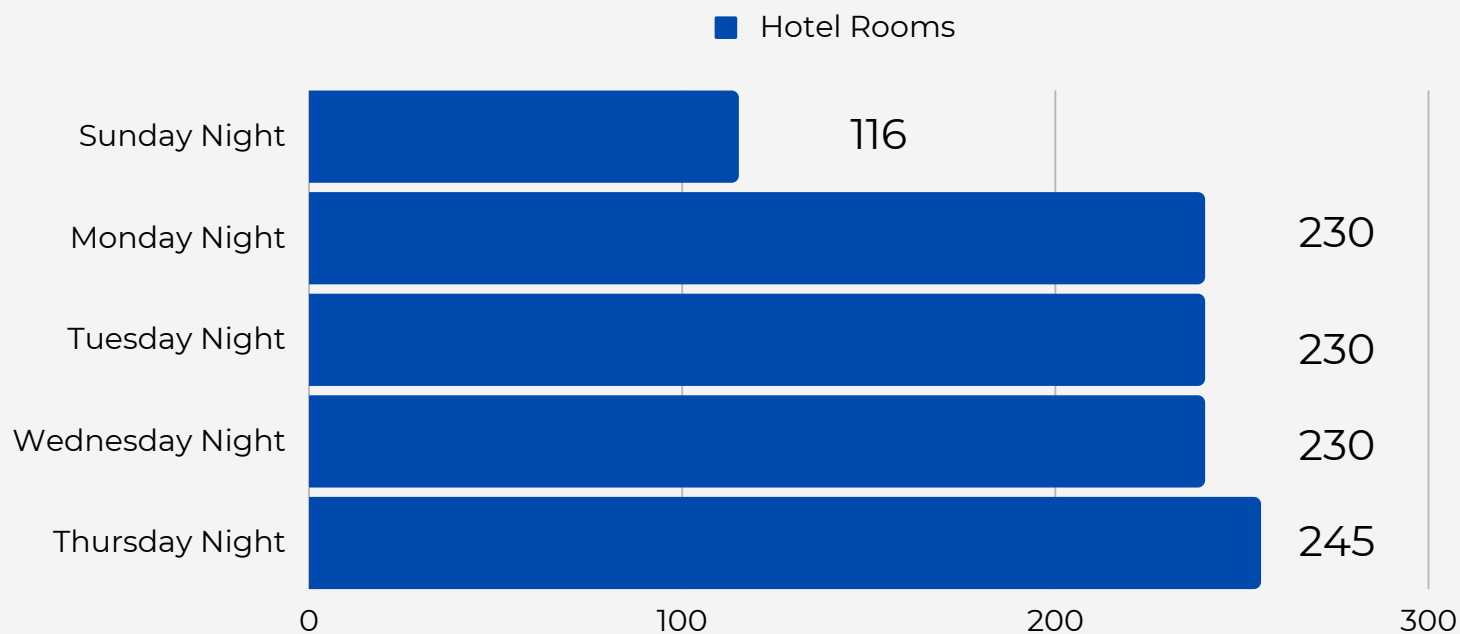


THE DETAILS

Dates for the Conference:

- 2024: Sunday July 14 - Friday July 19
- 2025: Sunday July 13 - Friday July 18
- 2026: Sunday July 12 - Friday July 17 (Optional)

If you are unable to accommodate the dates for the conference, please provide us with up to 2 alternative date ranges for each year.





Current Breakdown of Rooms

Sunday:

- 8 Suites located near the Conference Activities (Conference staff)
- 8 King rooms located near the Conference Activities (Conference staff)
- 100 Guestrooms

Monday:

- 8 Suites located near the Conference Activities (Conference staff)
- 8 King rooms located near the Conference Activities (Conference staff)
- 214 Guestrooms

Tuesday:

- 8 Suites located near the Conference Activities (Conference staff)
- 8 King rooms located near the Conference Activities (Conference staff)
- 214 Guestrooms

Wednesday:

- 8 Suites located near the Conference Activities (Conference staff)
- 8 King rooms located near the Conference Activities (Conference staff)
- 214 Guestrooms

Thursday:

- 8 Suites located near the Conference Activities (Conference staff)
- 8 King rooms located near the Conference Activities (Conference staff)
- 214 Guestrooms
- Additional 15 guestrooms added for award winners & guests

Total Room Nights: 1051

Note: The Missouri Safety Center and the Missouri Department of Transportation will require several of the listed rooms to be reserved for staff and special guests prior to room reservations being open to the general attendees. We will provide a list of names, dates, and which account the rooms will be charged to the contact individual at the hotel.

Conference Activities

Sunday:

- Conference Set Up 9:00 am - 8:00 pm
- Meeting with Hotel staff to finalize details: 3:00 pm - 4:00 pm
- LETSAC Board Meeting 5:00 pm - 6:00 pm
- Needs:
 - Locked Office/Storage space for all supplies and work space for conference staff
 - Registration Table/Area with 4 tables available for set up with locked space close by for supplies
 - Board Room/Meeting room for staff meetings
 - Vendor area for 25 vendors with space for 40 tables and 2 chairs for each table (total tables to be determined 1 week prior to conference); breaks during conference to be held in with vendors (currently vendor tables/chairs are provided complimentary)
 - Wireless internet
 - Luggage hold

Monday:

- Registration Open 8:00 am (available by 7:00 am for set up)
- General Sessions 1:00 pm - 5:00 pm
- Reception 5:30 pm - 7:30 pm (currently sponsored by the hotel)
- Needs:
 - Locked Office/Storage space for all supplies and work space for conference staff
 - Registration Table/Display Area with 8 tables available for set up with locked space close by for supplies
 - Board Room/Meeting room for staff meetings
 - Vendor area for up to 35 vendors with space for 40 tables and 2 chairs for each table; breaks during conference to be held in with vendors (currently vendor tables/chairs are provided complimentary)
 - Wireless internet for all attendees and Wired internet for podium in general session room
 - Luggage hold
 - AV needs including mixers, 2 large screens, AV carts, etc. NOTE: Normally MoDOT provides the technical support and other AV needs but may be negotiated based on availability
 - General session meeting space for up to 350 attendees, classroom style
 - Reception space for 250+



Conference Activities Cont'd

Tuesday:

- Registration Open 8:00 am (available by 7:00 am for set up)
- General Sessions 8:00 am - 5:00 pm
- Breakout Sessions (potential) 8:00 am - 5:00 pm
- Lunch - Hotel Provides 12:00 pm - 1:00 pm
- A.M. and P.M. Breaks with complimentary popcorn/other snack for 350 (not including refills)
- Evening Activity - Police Car Show 5:30 pm - 6:30 pm (generally done in a parking lot)
- Needs:
 - Locked Office/Storage space for all supplies and work space for conference staff
 - Registration Table/Display Area with 8 tables available for set up with locked space close by for supplies
 - Board Room/Meeting room for staff meetings
 - Vendor area for up to 35 vendors with space for 40 tables and 2 chairs for each table (currently vendor tables/chairs are provided complimentary); breaks during conference to be held in with vendors
 - Wireless internet for all attendees and Wired internet for podium in general session room
 - AV needs including mixers, 2 large screens, AV carts, etc. NOTE: Normally MoDOT provides the technical support and other AV needs but may be negotiated based on availability
 - General session meeting space for up to 350 attendees, classroom style
 - Breakout sessions - usually 2-3 at a time, including use of general session room; other breakout rooms classroom style up to 100 attendees each
 - Lunch for attendees and guests - potentially 350+ attendees; buffet style



Conference Activities Cont'd

Wednesday:

- Registration Open 8:00 am (available by 7:00 am for set up)
- General Sessions 8:00 am - 5:00 pm
- Breakout Sessions (potential) 8:00 am - 5:00 pm
- Lunch - Hotel Provides 12:00 pm - 1:00 pm
- A.M. and P.M. Breaks with complimentary popcorn/other snack for 350 (not including refills)
- Evening Activity - Bill Whitfield Great Escape Seatbelt Challenge 5:30 pm - 6:30 pm (generally done in a parking lot)
- Needs:
 - Locked Office/Storage space for all supplies and work space for conference staff
 - Registration Table/Area with 8 tables available for set up with locked space close by for supplies
 - Board Room/Meeting room for staff meetings
 - Vendor area for up to 35 vendors with space for 40 tables and 2 chairs for each table (currently vendor tables/chairs are provided complimentary); breaks during conference to be held in with vendors
 - Wireless internet for all attendees and Wired internet for podium in general session room
 - Luggage hold
 - AV needs including mixers, 2 large screens, AV carts, etc. NOTE: Normally MoDOT provides the technical support and other AV needs but may be negotiated based on availability
 - General session meeting space for up to 350 attendees, classroom style
 - Breakout sessions - usually 2-3 at a time, including use of general session room; other breakout rooms classroom style up to 100 attendees each
 - Lunch for attendees and guests - potentially 350+ individuals; buffet style



Conference Activities Cont'd

Thursday:

- Registration Open 8:00 am (available by 7:00 am for set up)
- General Sessions 8:00 am - 5:00 pm
- Breakout Sessions (potential) 8:00 am - 5:00 pm
- A.M. and P.M. Breaks with complimentary popcorn/other snack for 350 (not including refills)
- Banquet & Awards Ceremony 6:00 pm - 9:00 pm
- Needs:
 - Locked Office/Storage space for all supplies and work space for conference staff
 - Registration Table/Area with 8 tables available for set up with locked space close by for supplies
 - Board Room/Meeting room for staff meetings
 - Vendor area for up to 35 vendors with space for 40 tables and 2 chairs for each table (currently vendor tables/chairs are provided complimentary); breaks during conference to be held in with vendors
 - Wireless internet for all attendees and Wired internet for podium in general session room
 - Luggage hold
 - AV needs including mixers, 2 large screens, AV carts, etc. NOTE: Normally MoDOT provides the technical support and other AV needs but may be negotiated based on availability
 - General session meeting space for up to 350 attendees, classroom style
 - Breakout sessions - usually 2-3 at a time, including use of general session room; other breakout rooms classroom style up to 100 attendees each
 - Banquet for attendees, guests, award winners, and special guests - potentially 400+ individuals; fancier buffet style; will need podium with microphone/mixer/sound, stage, area for trophies, door prizes, awards, 2 large screens (or one if it accommodates everyone visually); other items to be discussed as needed.
 - Exhibitor tear down can begin - some tables will remain until Friday.
 - Need 6-8 rectangular draped tables for silent auction display



Conference Activities Cont'd

Friday:

- Registration Open 8:00 am - 1:00 pm (available by 7:00 am for set up)
- General Sessions 8:00 am - 1:00 pm
- Breakfast 7:00 am - 7:45 am (close promptly at 7:45 am)
- Needs:
 - Locked Office/Storage space for all supplies and work space for conference staff
 - Registration Table/Area with 2 tables available for set up with locked space close by for supplies
 - Board Room/Meeting room for staff meeting
 - Final clean out of vendor area and tables
 - Wireless internet for all attendees and Wired internet for podium in general session room
 - Luggage hold
 - AV needs including mixers, 2 large screens, AV carts, etc. NOTE: Normally MoDOT provides the technical support and other AV needs but may be negotiated based on availability
 - General session meeting space for up to 350 attendees, classroom style
 - Breakfast is usually a breakfast take-away sandwich for the attendees only offered from 7:00 am until 7:45 am and then cut off

Other Conference Activities & Details:

- LETSAC has a family committee that works with the hotel to schedule family activities as available throughout the week including, but not limited to: Bingo, Scavenger hunt, movies, cooking with the chef, frisbee golf, etc. These activities are not to be included in the cost for the contract but we want the hotel to be aware.
- We provide door prizes for attendees throughout the conference and have requested previous venues provide some type of door prize, potentially including a 2-night stay at the hotel for a future date.

THANK YOU

We appreciate your consideration of our Request for Proposal.
LETSAC is engaged in essential practices related to communities
and traffic safety activities.

We look forward to your proposal and the potential for us to work
together.

