



**Texas Police Chiefs Association  
Texas Police Chiefs Association Foundation  
TPCA Best Practices Accreditation Program  
TPCA Legal Advisors**

**2026-2029 Annual Conference and Exhibition  
Request for Proposal**

The Texas Police Chiefs Association, hereinafter “TPCA”, is initiating this Request for Proposal (RFP) to solicit Proposals from qualified hotels and convention sites interested in participating.

The TPCA was founded in 1958 to promote, encourage and advance the professional development of Chiefs of Police and senior police management personnel throughout the State of Texas.

TPCA is a statewide law enforcement administrator's organization for Texas and, as such, it is concerned on a statewide basis with all issues involving the criminal justice system. We believe that local chiefs of police possess a thorough knowledge of policing needs within the state.

Through an organization such as TPCA, issues affecting the criminal justice system can be addressed both with local elected officials and the state legislature. Over six decades after its founding, TPCA actively seeks to promote the professional practice of law enforcement administration, to represent the membership and the profession on issues of concern, and to encourage high ethical standards of conduct among law enforcement administrators through its code of ethics.

The attendees are primarily policing professionals from the State of Texas, Police Legal Advisors and Government Officials who are affiliated with the TPCA in other areas.

The Vendors/Exhibitors must pertain to policing to gain admittance as an exhibitor.

The TPCA Annual Conference typically attracts over 800 attendees and 200 exhibiting companies who bring over 300 personnel with them. In addition to the economic boost, the Annual Conference allows the host city to showcase its local attractions and unique points of interest in a way that encourages repeat visits to the city by conference attendees.

TPCA is committed to a fair and reasonable site selection process. The host city/venue and TPCA staff will work closely together to coordinate a successful conference for the host city/venue and conference attendees that advances the TPCA’s mission and goals.

TPCA seeks proposals for host cities/venues for our annual conference for 2026 – 2029 to establish a four-year conference plan. **A separate proposal is required for each year.** TPCA typically rotates the conference each year between two or three cities; however, has in the past held our annual conference in the same city more than one year in a row.

### **RFP Due Date and Email Address**

Please submit a separate final proposal for each year (2026, 2027, 2028, 2029) your city/venue seeks to host the TPCA Conference by email to Gene Ellis at [gellis@texaspolicechiefs.org](mailto:gellis@texaspolicechiefs.org) to arrive no later than **5:00 pm on Friday, August 2, 2024**. If the file size is large, you may send your proposal and attachments to Gene Ellis via a Dropbox link.

Gene Ellis  
Executive Director  
Texas Police Chiefs Association  
[gellis@texaspolicechiefs.org](mailto:gellis@texaspolicechiefs.org)

NO mailed, couriered, overnight, or hand delivered proposals will be accepted.

### **RFP Questions**

Questions about this RFP or the response process should be submitted to Tammy Martin, TPCA Office Manager at [tammymartin@texaspolicechiefs.org](mailto:tammymartin@texaspolicechiefs.org).

Selection of the host city/venue is anticipated to be made by October 1, 2024, and will be based on timely responses to the RFP and meeting the criteria.

### **Conference Dates and Format**

This RFP addresses the 2026-2029 TPCA Annual Conference and Exhibition only.

For 2026, the preferred conference dates are March 30 - April 2, 2026.

For 2027, the preferred conference dates are March 22-25, 2027

For 2028, the preferred conference date are April 10-13, 2028

For 2029, the preferred conference dates are March 26-29, 2029

The conference begins with pre-conference meetings on Monday and concludes Thursday at noon. Some conference setup (storage area, conference staff office) begins on Sunday. The Monday through Thursday conference pattern and setup is not flexible.

### **Host City Requirements**

The host city/venue must be accessible (within one-hour drive) by an airport with major airline access. The host city/venue should also have airport to hotel/meeting facility transportation available at reasonable rates. The host city/venue must have amenities to accommodate projected conference attendance. The host city should have a variety of cultural attractions, entertainment, restaurants, and shopping easily accessible from the meeting facility and hotels.

Your city/venue’s proposal should include information on:

- Distance from airport to convention and exhibition facility and hotels
- Major airlines servicing the area
- Local attractions
- Shuttle service from airport
- Parking options/discounts for conference attendees at convention facility

**Convention and Exhibition Facility Requirements**

**SAMPLE Conference Schedule (subject to change):**

<b>TPCA Annual Conference Meeting Room Needs</b>				
	<b># of Rooms</b>	<b>Set-up</b>	<b># People After Equipment</b>	<b>Notes</b>
General Session	1	<b>Tuesday – Thursday:</b> Theater seating; 8’x 42’ riser with two steps (8 riser pieces); head table for 13 on riser; need 10’ center aisle; podium on riser; 2 screens in front. AV required	750-850	Need US and Texas flags in all meeting rooms throughout the week.  30 easels for use throughout the week  10 stanchions for use throughout the week
Exhibit Space	1	Exhibit Hall Exhibitors Open: Tuesday 6 - 8:30 p.m. for President’s Reception Wednesday – 8 a.m. – 5 p.m. (for 900 people)	200+ vendors/ 15-20 motor vehicles  900 for reception	Minimum 40,000 gross square feet but would prefer 45,000

Breakfast	<b>Wed.:</b> 1 <b>Thurs.:</b> 4	<b>Wednesday:</b> Rounds of 8; Riser and podium in front. No head table. AV required <b>Thursday:</b> Rounds of 8. No AV required.	<b>Wed.:</b> <b>475</b>  <b>Thurs.:</b> <b>20 - 75</b>	<b>Wednesday:</b> TPCA Prayer Breakfast (7 am – 9 am). <b>Thursday:</b> 4 small breakfasts with 20 - 75 in each room.
Lunch	1	<b>Tuesday</b> Rounds of 8; 3 risers with podium; AV required, tables; head table for 4 <b>Wednesday:</b> Rounds of 8-10; 3 risers with podium; awards tables on stage; 2 screens in front. AV required.	<b>Tues.:</b> 750  <b>Wed.</b> 850 – 1,000	
TPCA Board Meetings	1	<b>Monday:</b> TPCA Foundation Board (11 a.m. – 1 p.m.) hollow square or U shape for 25 people; TPCA Executive Board (1:30 – 3:30 p.m.) hollow square or U shape for 50 - 60 people. AV required.	25 / 50-60	Lunch to be provided during Foundation Board Meeting.
Committee Meetings	10	<b>Monday:</b> Theatre or classroom: <b>No AV</b>	20 - 75 in each session	
Concurrent sessions	8	<b>Tuesday - Wednesday:</b> 8 a.m. – 6 p.m. Theatre or classroom:	100 – 200 in each session	

		<b>AV in each room.</b>		
Spouse Room	1	<b>Sunday – Thursday 8 a.m. – 5 p.m.</b> Seating for 60 in rounds of 8 plus 10-12 chairs around the perimeter of room. Table for F&B in front of room.	75	
Attendee Registration	1	<b>Monday – Thursday:</b> Freeman will set up 4 registration booths for TPCA staff on Monday to be set up by 10 a.m. We will need an additional six (6) 8' tables for additional items.		Need Power strips and extension cords for tables along with complimentary wi-fi for two computers for registration.
Exhibitor Registration	1	Freeman will set up 1 registration booth for TPCA staff on Monday by 10 a.m.		Need power strips and extension cords along with complimentary wi-fi for two computers for registration.
Hospitality Suite	1	Ask for set up		Need one upgraded suite for evening get togethers. Vendor hosted.
Conference Staff Office / Storeroom / Secure Storage	1	Tables around perimeter.		This room will serve as storage for TPCA materials. Will need 6 keys issued for only TPCA staff.

Your city/venue's proposal should address that the Convention and Exhibition center:

- Is located under one roof, and offered to TPCA at a special discounted fee
- Can accommodate the above conference meeting room needs
- Has adequate daily parking for conference attendees and exhibitors within walking distance
- Will offer complimentary Wi-Fi in TPCA meeting rooms, ballroom, the exhibit hall, and public areas
- Will offer a minimum 20% food and beverage discount
- Will offer complimentary water stations (or water coolers and refills) in meeting room areas
- Will offer 20 complimentary parking passes for TPCA staff during conference setup and meeting dates
- Will offer competitive benefits or pricing (rigging, electric, etc.)
- Will not charge for room re-sets, staging/risers, table skirting, existing outlet use, or patch fees
- Convention and Exhibition Facility contract should be attached to your bid.

Should the Convention and Exhibition facility undergo renovations or remodeling during the conference dates, TPCA reserves the right to terminate the conference contract or be compensated for the inconvenience for TPCA, conference attendees and exhibitors.

### **Hotel Requirements**

Your city's proposal should demonstrate it has a written hotel room commitment for:

- 480 sleeping rooms (on peak night) with the following distribution:  
 Saturday: 40 hotel rooms  
 Sunday: 210 hotel rooms  
 Monday: 450 hotel rooms  
 Tuesday: 480 hotel rooms  
 Wednesday: 450 hotel rooms  
 Thursday: 10 hotel rooms  
 (Final room blocks per night will be based on hotel rate and proximity to the convention center.)
- Minimum of 50% first-class, full-service rooms, with three to four hotels located within walking distance (three blocks or less) of the Convention and Exhibition facility.
- The remainder of the hotel block to be within the city limits and not to exceed 6 hotels or a driving distance of three miles from the convention center. The room block should be fulfilled using as few hotels as possible.
- Hotels that are connected to or across the street from the Convention and Exhibition facility should provide a complimentary presidential suite for TPCA president and 12 junior suites for TPCA elected board (available Sunday through Friday of the conference) at group rate.

- Rates should be affordable for local government officials whose travel expenses are restricted by city budgets. Your hotel commitment should include a range of rates reflective of the available accommodations and prevailing economic conditions, **with a significant number of room blocks under \$200 per night.**
- Confirmed sleeping room rates must include the CVB housing fee to process and manage TPCA room blocks, **and a rebate** per room, per night, payable back to the TPCA master bill. (Proposal should include a list of hotels, distance/number of blocks from convention facility, number of sleeping rooms, room rate for the proposed conference year, and other required information as listed.) No accelerating rates will be accepted.
- Room rates should be inclusive of “extra fees,” such as resort fees, rebates, and other charges. Any additional charges must be disclosed.
- Hotels should provide TPCA with complimentary room nights based on a room pickup of 1 per 40, with an additional 10 percent of total room block at each hotel available at a rate of 25 percent less than the conference rate.
- Hotels contracts should include an attrition clause stating there will be no or low attrition based on TPCA’s past history. After the reservation cutoff date (three-week cut off or less), hotels will enforce cancellation fees and not hold TPCA responsible for cancellations, no shows, or other rooms not actualized by conference attendee reservations during the conference.
- Room rates posted on the Internet or rooms sold by other third-party vendors will not be less than the hotels’ proposed conference rate. Should conference attendees or exhibitors block rooms outside the conference block due to lower rates or third-party offerings, TPCA will receive credit for those rooms as rooms booked under the hotel contract with TPCA.
- Hotels 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 will be counted toward room block commitment and complimentary room calculations.

TPCA may audit the post-conference hotel rooming list to determine rooms booked outside the block in order to meet room block guarantees. Final room blocks will be adjusted by TPCA staff according to history and location.

### **City Commitments**

Your city’s proposal should include information on the following city commitments (requested and optional).

#### ***Requested city commitments:***

- Provide for and staff a promotional table at the TPCA Annual Conference and Exhibition one year prior to the year your city hosts the conference
- Appoint a contact person to coordinate conference activities with TPCA staff
- Provide a welcome letter from the mayor and chief of police to conference attendees, with photograph, for inclusion in TPCA magazine or newsletter
- Provide “Host City Story” with photographs for use in the conference newsletter
- Provide staff (city or convention and visitors bureau) to help TPCA staff with directions, meeting room set ups, speaker assistance, transportation set up, etc.
- Provide staff (city or convention and visitors bureau) for the Host City Information Table.
- Provide a uniformed police presence during conference hours and regular patrols of host hotels.
- Assist TPCA staff by identifying and coordinating the following conference highlights:
  - Musical entertainment or other “walk-in” entertainment prior to the Opening General Session
  - Color guard for presentation of colors at the Opening General Session
  - National Anthem performer(s) during Opening General Session
  - Welcome to conference Attendees by host city mayor and chief of police during Opening General Session

***Optional City Commitments:***

The following activities are optional and offer additional opportunities to welcome conference attendees and showcase your city. Your city may also have other creative ideas to enhance the conference and make your city stand out.

- **Provide short welcome video (no more than 2 minutes in length) for use on the TPCA Annual Conference website. This can be a message from the chief of police, or a narrated city highlights video.**
- **Provide mementos at the host city table for conference attendees, spouses, and exhibitors.**
- **Other complimentary branding to welcome attendees (street pole banners, welcome signage, CVB conference webpage, etc.).**

**TPCA Staff Support**

TPCA staff will coordinate and staff all conference-specific events.

**The host city will receive up to 5 complimentary conference registrations for use by host city police personnel and other city staff, including ticketed events. The host city should provide TPCA staff with a list of the individuals receiving the complimentary registration one month before conference.**



### **Proposal Scoring**

Proposals will be scored on the quality and certainty of the written commitment from the Convention and Exhibition facility and from each hotel included in the proposal.

Consideration will be given to additional levels of commitment from the host city, facility, and hotels.

### **Response to the RFP**

Your city's response to this RFP shall be in writing and contain detailed commitments to the criteria outlined. Proposals may not be modified after the proposal deadline.

The TPCA Board of Directors in conjunction with the TPCA staff may reject any or all proposals when awarding the 2026-2029 TPCA Annual Conferences and Exhibitions.

The final selection decision for 2026 will be communicated by October 2024 with discretion by the TPCA Executive Board on decisions for out years at a later date.