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| Mandatory Requirements | Yes | No | Additional Detail |
| Agree to abide by, regularly review, maintain, and have available for reference, the Ride Safe Indiana (RSI) Program Policies and Procedure Manual, which may be modified at will by the BMV. | Y |  |  |
| Agree to maintain a professional atmosphere and ensure that its place of business is clean, organized, safe and meets all requirements of state law and local ordinances, plus RSI guidelines. | Y |  |  |
| Agree to only utilize Rider Coaches, Instructors, Rider Coach Trainers and Trainers approved by RSI. | Y |  |  |
| Agree to utilize only curriculum developed by Motorcycle Safety Foundation (MSF) or an alternate curriculum approved by RSI. Any alternate curriculum will be subject to a comprehensive review prior to approval. All reporting requirements determined by RSI/MSF must be followed. | Y |  |  |
| Agree to keep all actively utilized motorcycles (whether state-owned, provider-owned, loaned or participant owned) in safe operating condition at all times and provide associated documentation of maintenance and repairs upon request. | Y |  |  |
|  |  |  |  |
| Agree to post training tuition cost on provider website. | Y |  |  |
| Comply with required quality assurance program of the training facility and course. | Y |  |  |
| 1. Submit Course Information Data Report monthly using the provided form provided by RSI which will include but is not limited to:  * Class date * Site location * Course Type * Name of Rider Coaches/Instructors * Number of course participants per course * Number of incidents * Incident location(s) * Participants driver’s license number (DLN) * Gender of participants * Pass or Fail | Y |  |  |
|  |  |  |  |
| Agree to retain all RSI program related documents and data for a minimum of three (3) years following the end of an awarded contract. | Y |  |  |
| Agree to all promotional RSI materials generated by provider to be approved by BMV/RSI Program. | Y |  |  |
| Agree to the following insurance requirements:   * Commercial coverage of $700,000.00 per occurrence and $5,000,000 aggregate |  |  | We had previously negotiated the insurance requirement to:  $1 million / occurrence  $2 million / Aggregate  $2 million / umbrella |
| Agree to notify RSI within 24 hours when a course schedule has been made public. | Y |  |  |
| Agree to provide a list of instructors or coaches who will be facilitating/managing class to RSI. Please provide the current list with your submission to this RFP. | Y |  |  |

TECHNICAL PROPOSAL QUESTIONS:

**2.1 SITE**

2.1.1 Provide a list of locations Respondent intends to locate training sites;

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| Clarksville, Evansville, Fort Wayne, Granger, Indianapolis, Kokomo, Merrillville, and Versailles |

2.1.2 Provide pictures of overhead view of all training sites;

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2.1.3 Provide a copy of Land Use Agreement, signed by the Landlord and the Contractor for each site;

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| - Land use agreements for the 2024 season are not available at this time as they are generally signed in the spring. |

2.1.4 Provide minimum of four pictures of each range (one from each corner) for each location;

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**2.2 CLASSROOM**

2.2.1 Provide pictures of each classroom for each location;

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2.2.2 Describe the capacity and amenities of classroom for each location;

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| The classroom component of the BRS is conducted via Zoom |

**2.3 EQUIPMENT**

2.3.1 Provide pictures of all storage methods for training motorcycles, classroom trailers, cargo trailers, and helmets for each location;

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2.3.2 Provide narrative regarding security of all training motorcycles for each location (locks, cameras, etc.);

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| Motorcycles and other equipment are stored in facilities that are secured by locks |

2.3.3 Describe safety, maintenance and replacement schedule for all equipment;

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| Equipment is inspected prior to each class with a record of this included in each class file. Any issues requiring repair/maintenance are addressed. When equipment is deemed to be inappropriate for training, it is retired from the fleet |

**2.4 INSTRUCTION**

2.4.1 Provide a forecast number of course participants per curriculum, per year, for each location;

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| Clarksville: 2024 - 216; 2025 - 216  Evansville: 2024 - 288; 2025 - 288  Fort Wayne: 2024 - 288; 2025 – 288  Granger: 2024 – 264; 2025 – 288  Indianapolis: 2024 – 360; 2025 – 360  Kokomo: 2024 – 300; 2025 – 300  Merrillville: 2024 – 360; 2025 – 360  Versailles: 2024 – 132; 2025 - 198 |

2.4.3 Provide a range diagram with measurements displaying layouts for each exercise, and provide narrative for each exercise;

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2.4.4 Provide description of your process to enroll course participants in training courses (for example, online registration, registration by phone or physical registration);

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| Online registration, registration by phone, and physical registration |

2.4.5 Will courses be offered in additional languages besides English? If yes, please provide details;

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2.4.6 Provide description of records retention and storage of paperwork, including information security;

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| Hard copies of records are kept in secure cabinets at our Bargersville office and maintained for five years, at which time they are scanned and shredded |

**2.5 PROMOTION/MARKETING**

2.5.1 Describe Promotional strategy, including website and other media communications for public awareness of the RSI program (may include samples of materials).

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| ABATE of Indiana promotes rider education and motorcycle safety utilizing Hoosier Motorcyclist magazine as well as our website at [www.ABATEonline.org](http://www.ABATEonline.org) |