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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. | X |  |  |
| 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. | X |  |  |
| Agree to only utilize Rider Coaches, Instructors, Rider Coach Trainers and Trainers approved by RSI. | X |  |  |
| 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. | X |  |  |
| 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. | X |  |  |
|  |  |  |  |
| Agree to post training tuition cost on provider website. | X |  |  |
| Comply with required quality assurance program of the training facility and course. | X |  |  |
| 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 | X |  |  |
|  |  |  |  |
| Agree to retain all RSI program related documents and data for a minimum of three (3) years following the end of an awarded contract. | X |  |  |
| Agree to all promotional RSI materials generated by provider to be approved by BMV/RSI Program. | X |  |  |
| Agree to the following insurance requirements:   * Commercial coverage of $700,000.00 per occurrence and $5,000,000 aggregate | X |  |  |
| Agree to notify RSI within 24 hours when a course schedule has been made public. | X |  |  |
| 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. | X |  |  |

TECHNICAL PROPOSAL QUESTIONS:

**2.1 SITE**

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

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| We do our classroom portion at our dealership 4930 Southport Crossing Pl Indianapolis, In. We do our riding portion at our range 6735 US 31 N Whiteland, IN |

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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| We own our land |

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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| We have a classroom at our dealership that has tables and chairs and restrooms. |

**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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| We have our motorcycles in conex’s at our training facility. They are locked and the drive is gated. |

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

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| We regularly maintenance our motorcycles. |

**2.4 INSTRUCTION**

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

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| We teach 12 students per class. We estimate we will teach around 400 students each year. |

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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| We have a page on our website that people go to sign up for classes. We can also sign someone up onsite if they do not have access to a computer. |

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

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| We do accommodate Spanish speaking students. |

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

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| We keep all records locked in file cabinets or offices. |

**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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| We have a page on our website just for training. We also advertise our classes on Facebook. |