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

TECHNICAL PROPOSAL QUESTIONS:

**2.1 SITE**

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

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| All Cities listed are in Indiana: Columbus, Edinburgh, Dyer, Michigan City, Scherrerville, Richmond, Connersville, Bloomington, Madison, Anderson, Bedford. The intent is to provide training in a distributed area across the state of Indiana. Current facilities are located at Columbus, Edinburgh and Dyer. The other sites listed are in progress of being negotiated. A total of 8 sites are targeted for training facilities. |

2.1.2 Provide pictures of overhead view of all training sites;

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| See Attached |

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

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| All Land Use Agreements are currently in renegotiation and have been accepted verbally. Will provide as they become available. |

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

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| See Attached |

**2.2 CLASSROOM**

2.2.1 Provide pictures of each classroom for each location;

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| NA |

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

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| NA |

**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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| See Attached |

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

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| All Columbus ranges are behind gated entry, Columbus airport provides roving security 24 hours. Storage units are shipping containers with class 200 security locks. Edinburgh range, storage is inside a locked building. Dyer security is in a 40’ shipping container locked with 200 series locks. |

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

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| All sites are required to complete pre and post ride inspections of all equipment used in a course. Any equipment or motorcycles found to have deficiencies are pulled from service until repairs are made. |

**2.4 INSTRUCTION**

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

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| The Forecast for Columbus:  BRC-U – 12 Students per class, 4 classes per week, 26 weeks per year – 1248 per Year  BRC-U weekday – 6 Students per class, 2 classes per week, 26 weeks per year – 312 per Year  ARC – 12 Students per class 1 class per month, 5 Months per year – 60 per Year  Forecast for Edinburgh  BRC-U – 6 Students per class, 2 classes per week, 26 weeks per year – 312 per Year  Forecast for Dyer and all other ranges  BRC-U – 12 Students per class, 2 classes per week, 26 weeks per year – 624 per Year  BRC-U weekday – 6 Students per class, 2 classes per week, 26 weeks per year – 312 per 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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| See Attached |

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 |

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

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| No |

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

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| Records are scanned and retained digitally in a secured office on hard drives and off sight backups a secured behind lock and key. Original forms with sensitive information are destroyed by shredding and/or burning. |

**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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| Our marketing plan is multifaceted: An Online advertising campaign will be accomplished thru social media sites such as Facebook and also through our website. On Site Advertising will be conducted at Expos, Fairs, City Markets and other town events throughout Indiana. Finally, word of mouth advertising happens through repeat customers. |