|  |  |  |  |
| --- | --- | --- | --- |
| 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 RiderCoaches, Instructors,RiderCoachTrainersand Trainers approved by RSI. | X |  |  |
| Agree to utilize only curriculum developed by Motorcycle Safety Foundation (MSF)or analternate 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 assuranceprogram of the training facility and course. | X |  |  |
| 1. Submit Course Information Data Reportmonthly using the provided form provided by RSI which will include but is not limited to:  * Class date * Site location * Course Type * Nameof 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 providerto 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 RSIwithin 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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| --- |
| Grissom, Fort Wayne Air Guard, Terre Haute Air Yard |

2.1.2Provide pictures of overhead view of all training sites;

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| --- |
| Uploaded as site name follow by “overhead” |

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

|  |
| --- |
| NA |

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

|  |
| --- |
| Uploaded as site name |

**2.2 CLASSROOM**

2.2.1 Provide pictures of each classroom for each location;

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| --- |
| No longer used or part of the program |

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

|  |
| --- |
| No longer used or part of the program |

**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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| --- |
| Standard Shipping Container for on-site storage of non-state owned equipment |

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

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| --- |
| Locks (No state owned equipment used) |

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

|  |
| --- |
| Weekly inspections and repaired as needed with annual replacement of all fluids and oil filters |

**2.4 INSTRUCTION**

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

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| --- |
| Grissom: 300 BRC, Fort Wayne Air Guard 24 BRCII, Terre Haute Air Guard 24 BRCII |

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

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| Pre-Approved by MSF (RSI Director already has this information) |

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 thru website only |

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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| --- |
| In our locked files |

**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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| --- |
| Website and Facebook |