|  |  |  |  |
| --- | --- | --- | --- |
| 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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| Indianapolis, Bargersville, Plainfield, Richmond, Clarksville, Anderson, Fort Wayne, Lafayette, Schererville, Michigan City |

2.1.2 Provide pictures of overhead view of all training sites;

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| --- |
| Schererville    Michigan City    Fort Wayne    Anderson    Richmond    Lafayette    Indianapolis    Plainfield    Bargersville |

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

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| --- |
| Will be attached as amendments |

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

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| --- |
| Can provide copies of the RIF to RSI if copies are needed |

**2.2 CLASSROOM**

2.2.1 Provide pictures of each classroom for each location;

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| --- |
| No classrooms with ep1x11 |

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

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| --- |
| No classrooms with ep1x11 |

**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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| All locations use one or two connex containers with motorcycles and all required range supplies |

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

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| --- |
| Each container has a combination lock, one location utilizes a secured garage with alarmed storage |

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

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| --- |
| All equipment is checked weekly by coaches, monthly by range masters, and as needed by managing partners |

**2.4 INSTRUCTION**

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

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| Indy West: 2w 350, 3w 20, BBB/UBB 20  Lafayette: 2w 450, BBB/UBB 20  Bargersville: 2w 450, 3w 20  Richmond: 2w 350, BBB/UBB 10  Fort Wayne: 2w 400, BBB/UBB 20  Anderson: 2w 400  Michigan City: 2w 250  Schererville: 2w 400, 3w 20  Indianapolis: 2w 400  Clarksville: 2w 200 |

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

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| Please see MSF range cards |

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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| --- |
| All enrollment is processed through REMS and MSI. Software is used for all registration, communication, emails, and course informaiton |

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

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| --- |
| Not at this time, however, translators are welcome at students expense |

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

|  |
| --- |
| All hard copy records are stored at home office in locked storage cabinet |

**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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| --- |
| Strategy is based on market size and coach availability. Google ads and Facebook are primary focus utilizing data informed geographic boundaries. |