

**REQUEST FOR QUOTE [RFQ 05-39]
PROVIDING MOTORCYCLE SAFETY AND EDUCATION COURSES
IN A LOCAL COMMUNITY**

Background

Section 4508.08 of the Ohio Revised Code, requires that a Motorcycle Safety and Education Program be established within the Ohio Department of Public Safety (ODPS). Additionally, O.R.C. Section 4507.21 requires individuals under 18 years of age to complete a motorcycle safety and education course to be eligible to receive a license or endorsement to operate a motorcycle. Funding for the program is established under O.R.C. Section 4501.13 which requires that \$4.00 from each annual motorcycle registration fee be deposited into the Motorcycle Safety and Education Fund to support the operations of the program. Later this fee was increased to \$6.00, which is pro-rated by month. The fund generates approximately \$1 million annually.

The Ohio Department of Public Safety's Motorcycle Ohio (MO) began implementation of rider education programming in September 1988. While aimed at providing training for those individuals under 18 years of age who are required to complete the course to be eligible to receive a motorcycle license, the program is available to all ages. The basic course has proven valuable to novice and experienced riders alike. Additionally, an experienced rider course can be offered at each training location provided the riding area meets established national standards for instruction.

A research report released in June 1991, found that graduates of the MO's basic course were more likely to be helmeted, insured and free of alcohol when involved in a crash than their untrained counterparts. The report also found that 16 - 17 year old MO graduates had one-seventh the crash involvement rate as compared to their peers (from the two previous years) who were untrained. The researchers reported a savings of 181 crashes, 145 injuries and 7 fatalities for this age group based upon crash involvement rates in 1987 and 1988.

In addition to the program's training effort, public information and education campaigns not only draw attention to the rider education program, but focus on motorist awareness; the dangers of alcohol, drugs and riding; protective gear use; and motorcycle licensing. Attention is also given to the testing and licensing of motorcyclists. A speaker's bureau comprised of motorcycle safety instructors carries the public information and education campaign messages to motorcyclists and motorists.

QUOTE FOR MOTORCYCLE OHIO PROGRAM SPONSORSHIP

Objective and Program Overview

In its most basic sense, the objective of the Motorcycle Ohio program's training efforts is to provide training to the minors that are required by law to complete a motorcycle safety and education course to be eligible to receive a motorcycle license. In looking at the "bigger picture", however, the motorcycle crash situation for all ages of motorcyclists should begin to experience a reduction in the frequency and severity of crashes over a period of time in those areas where the program is made available.

The program's rider education goal is to train **23,000** students in the basic course between **July 1, 2005 and June 30, 2007**.

ODPS seeks to establish and maintain training locations in the counties listed below. Quote submitters must be able to service at least one of the counties listed and are encouraged to offer multiple training locations whenever possible.

Allen	Delaware	Hamilton	Lucas	Stark
Athens	Erie	Henry	Miami	Summit
Butler	Fairfield	Lake	Montgomery	Trumbull
Columbiana	Geauga	Licking	Sandusky	Tuscarawas
Cuyahoga	Greene	Lorain	Scioto	Wood

Training locations in counties under contract with the ODPS will service approximately 50% of the registered motorcycle population. A mobile program, operated by the ODPS, will service the remaining population by providing courses in rural counties across the state.

FUNDING

NON-APPROPRIATION OF FUNDS

The State's funds are contingent upon the availability of lawful appropriations by the Ohio General Assembly. Subject to the applicable provisions of the Ohio Revised Code, the State represents: that it has adequate funds to meet its obligations under any Contract awarded as a result of this RFQ during the current fiscal year; that it intends to maintain any Contract awarded as a result of this RFQ for the full period set forth herein; and that it has no reason to believe that it will not have sufficient funds to enable it to make all payments due hereunder during such period. However, if the Ohio General Assembly fails at any time during such Contract period(s) to continue funding for any Contract award as a result of this RFQ, the State's obligation under such Contract(s) will terminate as of the date that the funding expires without further obligation of the State.

Article II, Section 22, of the Constitution of the State prohibits the current General Assembly from committing a future General Assembly to expenditure. In addition, no State contract may extend beyond June 30, of the current biennium. Therefore, this Contract will automatically expire at the end of the current biennium, which is June 30, 2007.

OBM CERTIFICATION OF FUNDS

The Contract is subject to Section 126.07 of the Ohio Revised Code which provides, in part, that the Contract will not be valid or enforceable unless the Director of the Office of Budget and Management first certifies that there is a balance in the appropriation not already designated to pay existing obligations.

None of the rights, duties, or obligations in this Contract will be binding on the State, and the Contractor will not begin its performance, until all the following conditions have been met:

- (a) All statutory provisions under the Code, including Section 126.07, have been met;
- (b) All necessary funds are made available by the appropriate state agencies;
- (c) If required, approval of this Contract is given by the Controlling Board of Ohio; and
- (d) If the State is relying on Federal or third-party funds for this Contract, the State gives the Contractor written notice that such funds have been made available.

ODPS FUNDING PRIORITIES RELATIVE TO MOTORCYCLE TRAINING

The State reserves the right to optimize and maximize the offering of motorcycle training geographically within the State of Ohio. Thus, the two preceding paragraphs notwithstanding, an award(s) resulting from a response(s) to this RFQ will, in part, depend upon location as discerned and evaluated by the State to provide optimum coverage. This evaluation factor is evident by the itemized evaluation matrix [Requirement Item 15], in this RFQ which address the ability to service a specific county as designated on page two of this RFQ. The foregoing is the emphasis behind the statement at the start of this section of the RFQ that quote submitters are encouraged to offer multiple training locations whenever possible.

RFQ SUBMITTIAL EVENT(S)

Calendar of Events:

RFQ Mail Notification:	February 18, 2005
RFQ Release [available at web site]	February 22, 2005
Inquiry Period Begins:	February 28, 2005
Non-Mandatory Bidders Conference	March 7, 2005
Inquiry Period Ends:	March 21, 2005
Quote Submission Due Date: 4:00PM Friday	March, 25, 2005
Clarification Phase Begins:	March 28, 2005
Clarification Phase Ends:	April 4, 2005

Estimated Event Dates:

Evaluation Complete:	April 15, 2005
Controlling Board submission deadline-convening Dates:	May 5 – May 23, 2005
Award	April 19, 2005
Service Contract work period begins:	July 1, 2005

RFQ Release and Acquisition of Copies:

Offerers may obtain a copy of the RFQ by going to ODPS web site at <http://www.publicsafety.ohio.gov/purchasing/purchasing.asp>. Select "RFQs' ", Agree to Disclaimer, Select "**RFQ 05-39**". The RFQ will be available on this web site NLT **February 22, 2005**

Inquiries:

Offerers may make inquiries regarding this RFQ any time during the inquiry period listed in the calendar of events. To make inquiry, offerers must use the following process:

Go to the ODPS web site at <http://www.publicsafety.ohio.gov/purchasing/purchasing.asp>. Select "RFQs' ", agree to the Disclaimer, Select "**RFQ 05-39**", select "Post Question", Enter the Question. The Ohio Department of Public Safety will attempt to respond to all inquiries through the same web site within 48 hours, excluding weekends and State holidays. Check answers frequently because that will be the only method used to disseminate answers. All offerers should note that priority in answering questions submitted via the above inquiry method be will given to those offerers that have obtained a copy of the Policy and Procedure Manual. This is particularly true during the final working day(s) prior to the end of the inquiry period.

Inquiries about a specific portion of this RFQ must reference the relevant part of this RFQ, the heading for the provision under question and the page number of the RFQ where the provision can be found. The State is not responsible for the accuracy of any information regarding this RFQ that was gathered through a source different from the inquiry process described in the RFQ.

The State shall not respond to any posted inquiries made after 12:00 noon on **March 21, 2005**. This is the only acceptable method of inquiry during that time frame.

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When an amendment to this RFQ is necessary less than 4 days before the RFQ due date, the State may extend the RFQ due date through an announcement. Amendment announcements may be provided any time before 5:00pm on **March 24, 2005**.

BASIC RIDER COURSE AND OPTIONAL EXPERIENCED RIDER COURSE IMPLEMENTATION, QUOTE SUBMISSION, SUPPORTING DOCUMENTS, & REQUIREMENTS

Entities eligible for training program sponsorship include educational entities (such as high schools, colleges, universities and vocational schools), governmental entities (such as police departments, park and recreation departments, sheriff offices, the mayor's office, etc.), hospitals, and safety councils. Entities unsure about their eligibility should contact the MO office.

Course tuition of \$25.00 must be collected by the training sponsor for each course participant (15½ - 17 year old basic course enrollees are exempt from this fee). The ODPS will:

1. reimburse the training sponsor for costs associated with offering the basic course, less \$25.00 per each participant 18 or older attending the first hour of instruction;
2. reimburse the training sponsor up to \$45.00 for each experienced rider course operator attending the first hour of instruction; and
3. not reimburse the training sponsor for participants attending the experienced rider course as passengers.

State approved motorcycle safety instructors, if not available in the area, will be trained through instructor preparation courses offered by the MO. Separate instructor training programs are required for the basic and experienced courses.

The ODPS sets standards for both the basic course and an experienced rider course. The basic course is scheduled for 16 hours, with 4 hours allocated to classroom instruction and 11 hours allocated to on-cycle instruction. Motorcycles are provided for the student's use in the basic course (either from the state-owned fleet or free dealer loan program). The experienced rider course is scheduled for 5 hours, with the time allocated to on-cycle instruction. Participants must bring their own motorcycle to the experienced rider course. Additionally, a passenger may accompany the motorcycle operator and participate in both classroom and on-cycle instruction.

Method to Implement

Standards for program operation have been established and are incorporated into the program policy and procedure manual, which is a part of the training contract. **BEFORE COMPLETING A QUOTE, THE PROGRAM STANDARDS IN THE POLICY AND PROCEDURE MANUAL SHOULD BE READ IN DETAIL.** The manual references the curricula, student: teacher ratio, student:motorcycle ratio, equipment needs, facility requirements and other information, which will affect the development of the Quote.

ODPS is responsible for:

- reimbursing sponsor for the costs associated with offering the basic courses, less the \$25.00 tuition per participant, and \$45.00 per operator in the experienced courses.
- providing technical assistance to sponsor, including but not limited to program standards, policies and procedures; equipment and services procurement; and program quality control, and instructor evaluation
- providing a listing of Ohio certified motorcycle safety instructors
- providing instructor preparation courses

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- conducting on-site observations and/or evaluations of site, course and instructional staff to insure conformance with program standards
- providing statewide promotional/publicity/awareness campaigns which will benefit local programs
- providing course materials and equipment including, but not limited to, motorcycles, helmets, textbooks, traffic cones, instructional audio-visual package, serialized completion certificates, and promotional materials (such as posters, brochures and ad slicks)
- providing program report forms including, but not limited to student report forms, student signature roster, waiver forms, incident report forms, and vehicle inventory forms.
- annual winter maintenance and pre-season preparation of state-owned motorcycles, including transportation between training site and the MO service center.

Quote Submission

All Quotes must at least provide for the conduct of the basic courses. Details for submitting quotes [costs] for the Basic Rider Course [BRC] are contained in [Attachment A](#). Although not a requirement, submitters may also bid on offering the Experienced Rider Course. Include the cost of offering courses for experienced riders in the Quote on a separate budget page. Details required for submitting a Quote [costs] to offer courses for experienced riders is located in [Attachment B](#) of this Request For Quote. All Quote Submitters must submit the Cost Contract Summary located in [Attachment A](#) regardless of their decision to quote the Experienced Rider Course.

Entities interested in developing a Quote after they have reviewed all information on this web site including the Program Policy and Procedure Manual [\[click here for manual\]](#) may contact the MO office if there are further questions regarding program standards . To be considered, Quotes must address the evaluation criteria outlined on pages 7 - 12 of this RFQ, including a detailed budget outline.

Contract Period

Awarded contracts shall begin upon receipt of a State of Ohio purchase order [effective no earlier than July 1, 2005] by the selected Contractor and end **June 30, 2007**. Please note that the contract may extend over two state fiscal years.

Quote Submission Deadline

The submission deadline is **4:00 p.m. on Friday, March 25, 2005**. Delivery time and date Postmarks will not be used for meeting submission deadline. By mail, please submit Sealed Quotes (3 copies) to Purchasing, Attn: Scotty McCasland, Ohio Department of Public Safety, P.O. Box 182081, Columbus, Ohio 43218-2081 (Mail), 1970 West Broad Street, Columbus, Ohio 43223 (Courier Delivery).

Supporting documentation on the following requirements

Each of the following criteria for offering the basic course must be addressed in the submitter's Quote. Quotes which do not address all of the criteria will not be considered valid.

1. Past experience in performing projects for state government agencies, other public agencies, and private companies operating in Ohio.
2. Competence and experience in the kind of project to be undertaken. Past record of project successes and professional accomplishments.
3. Demonstrated ability to administer quality educational and/or traffic safety programs.
4. Degree of understanding and agreement with goals and objectives of the Ohio Department of Public Safety with particular emphasis on motorcycle safety and education, including but not limited to, adherence to national standards for instruction; course scheduling, use and security of program motorcycles and equipment; and enforcement of program policies and procedures.
5. Proposed method of operation for service of the project.
6. Description of information required for contract submission, if submitter's Quote is accepted to the State Controlling Board (complete information requested in [Attachment C](#)) in format requested.

In complying with items 1 through 6 on this page, all vendors should focus their remarks (supporting documentation) on the 16 items given in the requirement matrix listed on pages 8 and 9. This directly effects the establishment of "most responsive" among the bids. Each potential contractor must answer yes or no for each item.

For Example:

Item 14 addresses the capital needed for the vendor to operate until payment arrives from the state. Vendor "A" simply checks item 14 as "yes" and has no amplifying information supporting the "yes". Vendor B also checks "yes" but includes either amplifying remarks or attachments to his response containing supporting financial information. Vendor B would therefore be more responsive than vendor A.

REQUIREMENTS MATRIX

The following are the minimum requirements that must be met in order for an award to be made in response to this RFQ.

Requirement No.	Yes/No	Requirement
1		Range size-no less than 120' X 260' (as a minimum)
2		Range surface-hard surface concrete, or asphalt (well maintained) no pot holes, no loose gravel or debris, no large bumps or surface elevations no more than 5% slope (mounds)
3		Range area structures- free of light poles, parking area dividers, curbed grass and/or tree islands, etc. that would prohibit utilization as a range
4		A motorcycle storage container set minimum area required size 12' X 40' or a sheltered secure structure for storage that would accommodate fourteen motorcycles, helmets and other associated equipment (cones, toolboxes, battery charger, Gas cans etc.)
5		Conduct a minimum of 18 student courses per contract year
6		Classroom facilities which will have as a minimum TV/VCR and furniture to accommodate no less than twenty-four students and two instructors
7		Personnel to accept phone calls; conduct registration; schedule courses; and provide course information.
8		Personnel to schedule approved Motorcycle Ohio instructor(s) and oversee their utilization/availability
9		Provide classroom supplies and materials (i.e.: pens, pencils, paper, chalk, eraser), copying and reproduction services
		Staff and administrative capability to

10		formulate, finalize, and transmit (no later than 30 days from training event), training results, reimbursement invoices, and reports required by Motorcycle Ohio
11		Provide for no less than one staff member to attend up to three meetings per year in Columbus
12		Show in your response that a variety of course scheduling (weekday, weekend, two week time frame, large course, double course, etc.) is accommodated
13		Perform minor maintenance and repair on program motorcycles
14		Fiscal structure and financial resources to operate program until state reimbursement is received
15		Ability to service a specific county as designated on page two of this RFQ.
16		Capability to market and promote programs at the local level

NOTE: Submitters who were **not** under contract with the ODPS in Fiscal Year 2005 to provide motorcycle safety courses or who will be using a new facility must provide a letter approving use of the facility for this training. The letter must be signed by an official who is responsible for the facility's use by the public.

EVALUATION FOR BASIC RIDER COURSE

The award will be made to the most responsive and lowest cost bidder. The determination will be made as follows:

Requirement Evaluation: Those vendors that are assessed as meeting items (1-16) in the required matrix will be considered for further evaluation.

Cost Determination: A detailed budget must be submitted as described below and on page 10. Vendors complying with the detailed budget formulation as given in [Attachment A](#) will be ranked according to their total contract cost (for basic rider course). The vendor that has the lowest cost and has met the requirements will be offered an award.

1. Detailed budget. The budget outline provided as [Attachment A](#) should be used.

The number of courses to be offered and the number of students that will be trained under the contract should be identified for each state fiscal year (July 1 - June 30). Include an itemization or detailed description (i.e. each item x number of courses or number of students, \$ for service x number of hours, etc.) whenever possible for each category.

In addition to itemizing each cost separately, the following costs must be calculated by the submitter for each fiscal year and included in the budget Quote:

1. per student fee.
2. Course fee for a class of 8-12 students
3. Course fee for a class of 16-24 students

Course fees include all costs from the instructional and administrative cost categories. Motorcycle repair (work done by a mechanic at a shop), minor motorcycle maintenance, janitorial or security services (only portion used exclusively for courses), travel to ODPS meetings, painting of the riding area, equipment expenses and other one time costs are reimbursable on an actual cost basis and should not be calculated into the per course fee. Reimbursement will be made for each course conducted (by size) and for "actual cost" expenditures.

NOTE TO SUBMITTING AGENCY: By submitting this Quote the submitting agency affirms that, as applicable to the vendor, no party listed in Division (I) or (J) of Section 3517.13 of the Revised Code or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to his campaign committees.

QUOTE SPECIFICS AND QUOTE EVALUATION TO OFFER EXPERIENCED RIDER COURSES

Objective and Program Overview

The mission of Motorcycle Ohio (MO) is to reduce the frequency and severity of motorcycle crashes through educational programs, public awareness campaigns and improved motorcycle licensing.

Basic motorcycle safety courses will be offered at various "fixed" training locations across the state in conjunction with "mobile" training sites. The program's goal is to make experienced rider courses available to 900 Ohioans between **July 1, 2005 and June 30, 2007** using the established network of training sponsors. Entities eligible for sponsorship of the experienced rider courses are limited to those agencies under contract with ODPS to provide the basic course.

The ODPS will provide up to \$45.00 for sponsor reimbursement for the costs associated with offering the experienced rider course. Participant tuition will be collected, but must not exceed \$25.00; this includes those participating as passengers.

Method to Implement

Standards for program operation have been established and are incorporated into the program policy and procedure manual which is a part of the training contract. **BEFORE COMPLETING A QUOTE THE PROGRAM STANDARDS IN THE POLICY AND PROCEDURE MANUAL SHOULD BE READ IN DETAIL.** The standards reference the curricula, student: teacher ratio, equipment needs, facility requirements and other information which will affect the development of the Quote.

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ODPS is responsible for:

- reimbursing the sponsor up to \$45.00 per motorcycle operator for the costs associated with offering the courses
- providing technical assistance to sponsor, including but not limited to program standards, policies and procedures; equipment and services procurement; and program quality control and evaluation
- providing a listing of certified motorcycle safety instructors
- providing experienced rider course instructor preparation workshops
- conducting on-site evaluations of site, course and instructional staff to insure conformance with program standards
- providing statewide promotional/publicity/awareness campaigns which will benefit local programs
- providing course materials including, but not limited to, traffic cones and instructional audio-visual package
- providing program report forms including, but not limited to student report forms, student signature roster, waiver forms, and incident report forms

Program Sponsor is responsible for:

- collecting a \$25.00 tuition fee from each participant
- training a specified number of students during the contract period
- providing classroom facilities with all the necessary audio-visual equipment and furniture for course participants and instructional staff
- providing a paved riding area free of vehicular and pedestrian traffic and roadway hazards which meets ODPS and national standards for the experienced rider course
- providing secure storage for course materials and equipment
- scheduling courses
- registering students per ODPS policies and procedures
- hiring, scheduling and compensating ODPS certified instructors
- local program promotion and publicity
- providing classroom supplies and materials (such as pens, pencils, paper, chalk, eraser, copying and reproductive services) to ensure the success of classroom lessons
- reporting training results and program information to ODPS

Entities interested in developing a Quote should contact the MO office before proceeding for further details regarding program standards and with Quote development, the program policy and procedure manual before proceeding with Quote development. To be considered, Quotes must address the evaluation criteria outlined on page 12 of this ERC RFQ and include a detailed budget outline ([Attachment B](#)).

Award Basis for Experienced Rider Courses:

Contracts will be awarded based upon the per student cost, the proposed number of students to be trained and the proposer's ability to service a geographic area of the state.

Quote Submission Deadline

The submission deadline is 4:00 p.m. on **Friday, March 25, 2005**. Delivery time and date Postmarks will not be used for meeting submission deadline. By mail, please submit Sealed Quotes (3 copies) to Purchasing, Attn: Scotty McCasland, Ohio Department of Public Safety, P.O. Box 182081, Columbus, Ohio 43218-2081 (Mail), 1970 West Broad Street, Columbus, Ohio 43223 (Courier Delivery).

EVALUATION CRITERIA for EXPERIENCED RIDER COURSES

A Quote to offer the basic course must be submitted to be eligible to offer the experienced rider course.

Each of the following criteria must be addressed in the submitter's response to the Request for Quote. Quotes which do not address all of the criteria will not be considered valid. Be sure to clearly identify "Experienced Rider Course" on this section of your Quote.

1. Proposed method of integrating experienced rider courses into proposed motorcycle safety activities, describe:
 - a. contact person who will be responsible for course implementation; provide address and phone number if different from person responsible for the basic course
 - b. facilities that will be used for classroom and riding, be specific in description of riding area and indicate if this area has already been approved by the ODPS for use as an experienced rider course range*
 - c. how promotion/publicity for experienced rider courses will be integrated into basic course activities
 - d. number that the public will use for information or to register for the course

* **NOTE:** Submitters who were not under contract with the ODPS in Fiscal Year 2005 to provide experienced rider courses or who will be using a new facility must provide a letter approving use of the facilities for this training. The letter must be signed by an official who is responsible for the facility's use by the public.

2. A separate detailed budget for experienced rider courses must be included. The budget outline provided as [Attachment B](#) should be used.

The number of courses to be offered and the number of students that will be trained under the contract should be identified. The budget should include instructional staff wages and miscellaneous costs (if any) less \$25.00 per student. This \$25.00 per student should be recovered by collecting student tuition; tuition must not exceed \$25.00. As reimbursement for training will be based upon each student trained, a per student cost must be identified in the budget outline.

NOTE TO SUBMITTING AGENCY: By submitting this Quote, the agency affirms that, as applicable to the vendor, no party listed in Division (I) or (J) of Section 3517.13 of the Revised Code or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to his campaign committees.

CONTRACT AWARD

Right to Negotiate Number of Classes with Awardee:

The State of Ohio reserves the right to negotiate with the awardee on the number of classes offered based upon the historical trend in motorcycle training participation in the demographic locale in which the training is being offered.

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Quote Submitters Receiving an Award:

Vendors receiving an award will be required to sign a contractual agreement. The exact specifics particularly cost will come from the successful quote submitters bid.