



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 4

List View

- General Information**
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1781052

Procurement Type: Central Master Agreement

Vendor ID:

Legal Name: MOTORCYCLE SAFETY FOUNDATION INC

Alias/DBA:

Total Bid: \$20,000.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CRFQ

SO Dept: 0802

SO Doc ID: DMV2600000002

Published Date: 9/25/25

Close Date: 10/15/25

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 4

Total of All Attachments: 4



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Solicitation Response

Proc Folder: 1781052
Solicitation Description: WV Motorcycle Safety and Awareness Training
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2025-10-15 13:30	SR 0802 ESR10142500000002574	1

VENDOR
000000192963
MOTORCYCLE SAFETY FOUNDATION INC

Solicitation Number: CRFQ 0802 DMV2600000002
Total Bid: 20000
Response Date: 2025-10-14
Response Time: 18:50:30
Comments:

FOR INFORMATION CONTACT THE BUYER
John W Estep
304-558-2566
john.w.estep@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Basic Rider Course	0.00000	EA	282.800000	0.00

Comm Code	Manufacturer	Specification	Model #
86101709			

Commodity Line Comments:

Extended Description:

Motorcycle Safety and Awareness Training - Basic Rider Course.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Experienced Rider Course	0.00000	EA	282.800000	0.00

Comm Code	Manufacturer	Specification	Model #
86101709			

Commodity Line Comments:

Extended Description:

Motorcycle Safety and Awareness Training - Experienced Rider Course.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Vendor Reimbursement	1.00000	EA	20000.000000	20000.00

Comm Code	Manufacturer	Specification	Model #
78181500			

Commodity Line Comments:

Extended Description:

Annual vendor reimbursement for motorcycle lease, repair, and maintenance.



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Educational

Proc Folder: 1781052			Reason for Modification: ADDENDUM NO_2 Vendor Questions and Responses Updated Specifications
Doc Description: WV Motorcycle Safety and Awareness Training			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-09-25	2025-10-15 13:30	CRFQ 0802 DMV2600000002	3

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State : **Country :** **Zip :**

Principal Contact :

Vendor Contact Phone: **Extension:**

FOR INFORMATION CONTACT THE BUYER
 John W Estep
 304-558-2566
 john.w.estep@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

ADDENDUM NO_2

Addendum No_2 issued to publish and distribute the attached information to the Vendor Community

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Division of Motor Vehicles to establish an open-end contract to coordinate the West Virginia Motorcycle Safety and Awareness Program (WVMSP) training throughout the State of West Virginia. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO		SHIP TO	
DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200		DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Basic Rider Course	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
86101709			

Extended Description:

Motorcycle Safety and Awareness Training - Basic Rider Course.

INVOICE TO		SHIP TO	
DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200		DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Experienced Rider Course	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
86101709			

Extended Description:

Motorcycle Safety and Awareness Training - Experienced Rider Course.

INVOICE TO		SHIP TO	
DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200		DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Vendor Reimbursement	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
78181500			

Extended Description:
Annual vendor reimbursement for motorcycle lease, repair, and maintenance.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Tech Questions due by 10:00am	2025-09-12

SOLICITATION NUMBER: CRFQ DMV2600000002

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT26000000012 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Additional Documentation:

Vendor Questions and Responses
Updated Specifications
Bid Opening remains 10/15/2025 @ 1:30 PM

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

CRFQ DOT2600000002
Motorcycle Safety and Awareness Training
Vendor Questions and Agency Response

Responses to Questions from Vendors

Question 1

Section 1, Page 1, Paragraph 1 - The CRFQ specifies MSF-only training. Would the state consider NHTSA compliant equivalent or superior motorcycle safety programs recognized by other states or the Department of Defense?

Response 1

MSF only

Question 2

General - Does the State anticipate offering optional pre-bid conferences or site visits for this contract?

Response 2

No

Question 3

What is the annual available budget to pay the contractor?

Response 3

This is a new procurement, refer to section 1 in the RFQ specifications. Reporting data information can be requested via the FOIA process for previous contract information.

Question 4

What is the submission format preference for 9/24, is the WV Oasis portal acceptable? Can upload instructions be provided?

Response 4

WV Oasis portal is acceptable.

Question 5

May bids be submitted before 9/24?

Response 5

Yes

Question 6

In the Specification Document section 3.1.9 references April 1, 2022. Should this be April 1, 2026?

Response 6

Yes

Question 7

In Section 4.2, please clarify the section that appears to be inserted text.

Response 7

Exhibit A – Pricing Pages

Question 8

Does the State anticipate offering optional pre-bid conference or site visits for this contract?

Response 8

No

REQUEST FOR QUOTATION
The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP)
throughout the State of West Virginia.

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Division of Motor Vehicles to establish an open-end contract to coordinate the West Virginia Motorcycle Safety and Awareness Program (WVMSP) training throughout the State of West Virginia. WV Code 17B-1D-4 authorizes the Motorcycle Safety Coordinator in conjunction with the Motorcycle Safety Awareness Board to establish Instructor training standards. The West Virginia Motor Safety Program has approved and follows the Motorcycle Safety Foundation (MSF) training curriculum and only uses certified MSF "Rider Coaches" to instruct basic rider course and experienced rider course instruction in the state of West Virginia.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 "Contract Item" or "Contract Items"** means the list of items identified in Section 3.1 below and on the Pricing Pages.

 - 2.2 "Pricing Pages"** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.

 - 2.3 "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

 - 2.4 "3WBRC"** means 3-Wheel Basic Rider Course.

 - 2.5 "WVDMV"** means West Virginia Division of Motor Vehicles.

 - 2.6 "WVDOT"** means West Virginia Department of Transportation.

- 3. GENERAL REQUIREMENTS:**
 - 3.1 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

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The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP) throughout the State of West Virginia.

- 3.1.1** The vendor must act as a service provider in the coordination and conduct of a statewide Motorcycle Safety and Awareness Program in accordance with West Virginia Code 17B-1D, Sections 1 through 10, this RFQ and the subsequent contract. Link to Code here: <http://www.wvlegislature.gov/WVCODE/ChapterEntire.cfm?chap=17b&art=1D>.
- 3.1.2** Vendor must coordinate and conduct basic, experienced rider and 3 wheel basic rider motorcycle training programs at the minimum of four (4) mandatory regions across West Virginia with three (3) additional locations that are desired and have the ability to conduct training at four additional mobile sites on a rotating basis.
- 3.1.3** To best serve the counties with the most registrations the locations must be in the vicinity or close proximity to each of the following: Kanawha County, Berkeley County, Marshall County, Raleigh County, Mercer County, Monongalia County, Wood County and Barbour County. (see Exhibit B for motorcycle registration date). A minimum of two per month Basic Rider Course Classes will be conducted in each location during the training (April 1 through October 31). One Experienced Rider Course per month shall be offered at each of the seven locations. One 3-Wheel Basic Rider Course per month offered in the northern part of the state and one per month offered in the southern part of the state during our training season.
- 3.1.4** All geographical locations will be approved by the WVDMV. Additional locations can be approved by the WVDMV on an as needed basis. The vendor will use existing motorcycle training sites in West Virginia if those sites are willing to establish a new agreement with vendor. The vendor will submit to WVMSP an evaluation of current sites (including range design and layout, classroom set-up and location and appropriate equipment and supplies). The vendor must acknowledge that he or she will support the mobile unit and the additional sites that the unit services and also that in time, additional sites may be established based on demographic and demand studies in areas where the population would support additional training.
- 3.1.5** Provide all proposed equipment and prepare all training facilities for instruction. Ranges must meet or exceed the standards prescribed in the MSF RiderCoach Guide for conducting the Basic Rider Course, Experienced Rider Course and 3-wheel Basic Rider

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The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP)
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Course before being submitted for final approval by the WVDMV and WVMSP (see Exhibit #C “Facilities & Equipment”)

- 3.1.6** Offer a minimum of two methods in which to schedule the training course. Either by telephone via a toll-free phone number or a web-based methodology for interactive scheduling. A web-based schedule will include class location and dates and the total number of class slots available. The WVMSP Coordinator or, in their absence, the WVMSP Administrative Office will be provided a copy of all class schedules at least ten (10) days prior to any class scheduled. Any additional classes must have approval from the WVMSP Coordinator or WVMSP Administrative Office.
- 3.1.7** Register course participants. Enrollment center shall be open forty (40) hours per week. A voice recorder shall be made available for after hours. A web-based solution shall be provided to allow participants to register online. The site should incorporate up-to-date scheduling (within 15 days of the class) for each location. This should be accomplished via the WVDOT home page with a link to the vendor. The website shall reflect only West Virginia class schedules with class enrollment (up to 12) and will be updated every seventy-two hours. All class rules and regulations pertaining, but not necessarily limited to, class size, attendance, cost, and waiting list, will be posted on the internet.
- 3.1.8** Provide all course materials, including but not limited to audio-visual instructional kit, student workbooks, course waiver forms, accident report forms, incident report forms, completion cards, etc.
- 3.1.9** The vendor will provide an MSF-certified RiderCoach Trainer to provide the following services: RiderCoach Training, Quality Assurance and Professional Development Workshops. If there is not a RiderCoach Trainer residing in the state, the RiderCoach Trainer used must be approved by the coordinator of the WVMSP. The vendor shall retain an efficient number of RiderCoaches to assure training courses are offered on or before April 1, 2026. All proposed RiderCoach and Site Coordinators may be interviewed by the WVMSP. Vendor agrees that any person hired must have a valid driver’s license with a motorcycle endorsement; or a valid commercial license with a motorcycle endorsement; or a valid motorcycle only license, and a current copy of their driving record. Additionally, vendor agrees that any person hired by the vendor shall have a valid first-aid card and a Cardiopulmonary Resuscitation “CPR” card and shall have attended

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the American Red Cross 8-hour standard first-aid course or its equivalent.

3.1.10 The vendor acknowledges that in order to receive approval from the WVMSP to teach, a potential Instructor or RiderCoach must agree to teach rider education courses which meet or exceed training requirements approved by the WVMSP, and wear protective riding apparel when riding to, from and during a WVMSP rider education course or sponsored event. Such protective riding apparel shall consist of a DOT-approved helmet, approved legal eye protection (face shield or goggles), full fingered motorcycle gloves, study boots or shoes that cover the ankle, long sleeved shirt or jacket and long pants. Furthermore, to maintain approval to teach in the WVMSP, an Instructor or RiderCoach must:

3.1.10.1 Maintain an Instructor or RiderCoach certification that meets or exceeds the MSF Instructor or RiderCoach certificate and is approved by the WVDMV and WVMSP (see Exhibit #D or www.msf-usa.org and select "Rider Coach Info" tab).

3.1.10.2 Ensure that all classrooms are approved by the WVDMV and WVMSP.

3.1.10.3 Design and maintain ranges to meet or exceed current MSF certification. All ranges will require approval from the WVDMV and WVMSP.

3.1.10.4 Ensure that range equipment is approved by the WVDMV and the WVMSP.

3.1.11 The MSF Rules of Conduct lists the requirements mentioned above (see Exhibit #E) The vendor may create an additional form and requirements to be approved by the WVDMV and WVMSP that lists the requirements above, requiring the signature of a proposed new Instructor or RiderCoach. This form will then be submitted to the WVDMV and WVMSP for their records and a copy will be retained by MSF. Background checks (including driver's license and valid driver's record) will be performed at the request of the WVDMV and WVMSP.

3.1.12 A MSF RiderCoach Trainer will evaluate each site at least once

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The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP) throughout the State of West Virginia.

per year and submit written reports to appropriate management. Such reports will be included with monthly reports sent to the WVMSP State Coordinator. At the time of the evaluation, the RiderCoach Trainer will correct deficiencies and review the visit with the Site Coordinator (required to be at the Quality Assurance Visit) and the Instructor(s) or RiderCoach(s). The Instructor(s) or RiderCoach(s) will receive a copy of the evaluation. Additional Quality Assurance visits will be performed by Site Coordinating Instructors/RiderCoaches on a regular basis. Site Coordinating Instructors/RiderCoaches will be required to teach a minimum of one class every 30 days in order to keep their skills current. Site Coordinators will be asked to evaluate each Instructor or RiderCoach at least once a year, unless evaluated by a RiderCoach Trainer, and submit similar reports as stated above.

- 3.1.13** Maintain course equipment in reasonably clean, safe operating conditions and provide storage of vendor owned WVMSP motorcycle equipment. Also have on hand a safe operating, spare motorcycle in case of a mechanical breakdown at each site.
- 3.1.14** Publicize course offerings via the internet with WVDMV and WVMSP approved materials. All advertising by the vendor must have prior approval of the WVMSP Coordinator or the WVMSP Administrative Office.
- 3.1.15** Collect and forward all Basic Rider Course, Experienced Rider Course and 3-wheel Basic Rider Course paperwork to the WVMSP Program Coordinator and WVMSP Training Coordinator within five (5) business days.
- 3.1.16** Prepare and submit invoices and monthly reports on expenditures, activities and accomplishments within thirty (30) days of the end of the preceding month. Monthly invoices shall consist of two parts, a summary page providing service date, total number of students being billed, total dollar amount collected and total dollar amount being billed to the state.
 - 3.1.16.1** The second part of the invoice, backup documentation will be provided for each class being invoiced. At a minimum the vendor will include the class date, location of the class, the full name of the student, student's driver's license number, and whether the student passed or failed. A phone number of each student must

REQUEST FOR QUOTATION

The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP) throughout the State of West Virginia.

be provided (if available) for program quality assurance. Monthly reports explaining expenditures, program activities, program accomplishments, the status of ongoing projects, explanation of class cancellations, problems, class monitoring and/or program concerns will be submitted in writing at the time the invoice is submitted. All payments to the vendor will be paid in arrears.

- 3.1.16.2** Two annual reports summarizing the previous contract year shall be submitted within forty-five (45) days of the end of the fiscal year, the other shall be submitted within thirty (30) days of the end of the calendar year. All reports must be submitted to the WVMSP State Coordinator or the WVMSP Administrative Office.
- 3.1.16.3** Failure to submit required monthly reports, invoices or annual reports will result in contract cancellation.
- 3.1.17** Report to the WVDMV immediately, but in no event later than 24 hours, any property damage or personal injury accident which occur to any course participant, equipment or instructional staff.
- 3.1.18** The vendor's program manager shall maintain communication with the WVMSP Coordinator or the WVMSP Administrative Office on the dates specified by the Coordinator/Administrative Office and by the means prescribed by the Coordinator/Administrative Office. This will include, but not necessarily limited to, scheduled meetings, conference calls and emails or written reports.
- 3.1.19** The training must be scheduled to students at all locations (as listed in III-B) by the fourth week of March of each year. Enough classes must be offered at all locations to satisfy the demands of the public. Training must be available from April 1 to October 31 of each calendar year to students.
- 3.1.20** A Performance Bond in the amount of not less than one hundred thousand dollars (\$100,000) must be obtained and presented prior to contract award. Vendor shall keep this bond in place the entire total time of the contract.

REQUEST FOR QUOTATION
The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP)
throughout the State of West Virginia.

3.1.21 To maintain instructional status in the WVMSP, an instructor must:

3.1.21.1 Maintain an instructor certification that meets the MSF Instructor certificate and is approved by the WVDMV.

3.1.21.2 Ensure that all classrooms meet MSF standards and are approved by WVDMV.

3.1.21.3 Design and maintain ranges to meet or exceed current MSF specifications. All ranges must be approved by the WVDMV.

3.1.21.4 Provide range equipment that meets or exceeds MSF standards and is approved by WVDMV.

3.1.22 COURSE REQUIREMENTS

3.1.22.1 The WVDMV shall designate the curricula to be used in the WVMSP.

3.1.22.2 The vendor shall follow student eligibility requirements that meet or exceed MSF standards and are approved by WVDMV.

3.1.22.3 The WVMSP approved curriculum for the Basic course will be the most current version of the MSF's Basic Rider Course.

3.1.22.4 The WVMSP approved curriculum for the Experienced Rider Course will be the most current version of the MSF's Experienced Rider Course.

3.1.22.5 The WVMSP approved curriculum for the 3WBRC Course will be the most current version of the MSF's 3WBRC curriculum.

3.1.22.6 The WVMSP reserves the right to accept and approve course completions for state residents on active military duty out of state, or other legal state residents working abroad on a case-by-case basis. The WVMSP reserves the right to accept out-of-state completion cards on a case-by-case basis.

REQUEST FOR QUOTATION
The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP)
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3.1.22.7 BASIC COURSE:

3.1.22.7.1 Number of Students in Classroom: Twenty-four (24) is the maximum number of scheduled classroom students permitted in a Basic Motorcycle Safety and Awareness Program rider education course. One (1) instructor is required for each classroom with a maximum of twenty-four students.

3.1.22.7.2 Number of Students on Range: No more than twelve (12) students can receive instruction on the range at one time. One (1) instructor is required for a range class of six (6) students. Two (2) instructors are required for a range class of seven (7) to twelve (12) students. Range Aides can be used in addition at Vendor's expense.

3.1.22.7.3 The vendor will provide material and instructors for the WVMSP Mobile Unit at various locations across the state. The Vendor will find and re-certify four additional ranges to be used by the WVMSP Mobile Unit.

3.1.22.7.4 No more than twelve (12) motorcycles can be on the range during on-cycle instruction.

3.1.22.7.5 The WVMSP approved curriculum for the Experienced Rider Course will be the most current version of the MSF's Experienced Rider Course.

3.1.22.7.6 West Virginia resident's tuition fee for the Basic Course is \$100. West Virginia resident's tuition fee for the Experienced Course is \$100. West Virginia resident's tuition fee for the 3-wheel Basic Rider Course is \$100. Non-West Virginia residents must pay full course tuition.

3.1.22.8 EXPERIENCED COURSE

3.1.22.8.1 Number of Students in Classroom: Twenty-four (24) is the maximum number of scheduled classroom students permitted in an Experienced Motorcycle Safety and Awareness Program rider education course.

REQUEST FOR QUOTATION

The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP) throughout the State of West Virginia.

3.1.22.8.2 One (1) instructor is required for each classroom with a maximum of twenty-four (24) students.

3.1.22.8.3 Number of Students on Range: No more than twelve (12) students and twelve (12) passengers can receive instruction on the range at one time. One (1) instructor is required for a range class of six (6) students and six (6) passengers. Two (2) instructors are required for a range class of seven (7) to twelve (12) students and seven (7) to twelve passengers. Range Aides can be used in addition at Vendor's expense.

3.1.22.8.4 No more than twelve (12) motorcycles can be on the range during on-cycle instruction.

3.1.22.9 3 WHEEL BASIC RIDER COURSE:

3.1.22.9.1 Number of Students in Classroom: Twelve (12) is the maximum number of scheduled classroom students permitted in a 3-wheel Basic Motorcycle Safety and Awareness Program rider education course. One (1) instructor is required for each classroom with a maximum of twelve (12) students.

3.1.22.9.2 Number of Students on Range: No more than eight (8) students can receive instruction on the range at one time. One (1) instructor is required for a range class of three (3). Range Aides can be used in addition at Vendor's expense.

3.1.22.9.3 No more than six (6) 3-wheel motorcycles can be on the range during the on-cycle instruction

3.1.23 VENDOR REIMBURSEMENT

The vendor understands that the tuition fees will be paid by the students prior to course participation. Vendor agrees to deduct the tuition fees from the monthly invoices submitted to the WVDMV for payment and further agrees to

REQUEST FOR QUOTATION

The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP) throughout the State of West Virginia.

reimburse tuition fees to students, if requested, due to class cancellation. Valid cancellation terms include, but may not be limited to, enrollment restrictions, inclement weather, unsafe facility conditions, and unavailability of instructors and/or mechanical breakdown. Vendor Site Coordinators are responsible for contacting students of cancelled classes. Cancelled classes must be reported to the WVMSP Coordinator of the WVMSP Administrative Office, in writing, within seven (7) days of the class cancellation. Such report shall include the reason for the cancellation.

The vendor understands that the WVDMV will provide a limited motorcycle lease, repair and maintenance reimbursement. This reimbursement is on a dollar for dollar basis as listed on a monthly invoice submitted to the WVDMV. Costs for reimbursement will be capped at \$20,000 per training year.

3.1.24 CONDITIONS

- 3.1.24.1 The vendor shall secure insurance to cover program participants, instructional staff, motorcycles, the sponsoring entity and the WVDMV. The limits of coverage are as follows: \$1 million for liability, \$5,000 for medical payments, \$25,000 per each accident and \$100 deductible for collision or loss other than collision. A current Certificate of Insurance must be provided to the WVDMV Purchasing Section prior to execution of a contract.
- 3.1.24.2 The vendor will send letters and/or call all West Virginia dealers in each training site market. Currently, there are 87 active motorcycle dealers in the State of West Virginia, most of which can provide loaned motorcycles.
- 3.1.24.3 Use of personal motorcycles will only be permitted in the Experienced Rider Course and the 3WBRC. All motorcycles must meet or exceed MSF standards and be approved by the WVMSP. Students will be asked to show verification of insurance and ownership or written permission by the owner to use the motorcycle. The Instructor and/or RiderCoaches will inspect each motorcycle using the MSF standard T-CLOCS checklist and will not permit motorcycles to enter the course if unsafe or if modified parts are found. If riding personal motorcycles to the course, the motorcycle must have current registration, insurance and a current MVI sticker.

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The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP) throughout the State of West Virginia.

3.1.24.4 Site Coordinators will have the responsibility of maintaining a safe learning environment, including range surface free of debris, motorcycles in safe operating condition, up-to-date helmets and structurally sound, painted lines visible, reasonably clean and visible marking cones in vivid green and vivid orange, first aid kit available, up-to-date fire extinguisher readily available emergency communication, etc. All motorcycles not stored at a local dealer will be stored in a safe, durable structure using locks.

3.1.24.4.1 Large enough to store all motorcycles and necessary equipment.

3.1.24.4.2 Secure from fire and theft.

3.1.24.4.3 Meets local fire codes.

3.1.24.4.4 Easily accessible to range.

3.1.25 The vendor may offer a variety of training schedules to meet the demands of students. Some sites will conduct training classes Monday through Friday and others will conduct courses on Friday, Saturday and Sunday (most common). Some sites, depending on demand, range/classroom availability, and RiderCoach availability, will run both schedules.

3.1.26 The vendor understands and agrees that tuition fees will be paid by the students prior to course participation. Vendor agrees to deduct the tuition fees from monthly invoices submitted to the WVMSP for payment and further agrees to reimburse tuition fees to students if requested, due to class cancellation. Valid cancellation terms are, but not limited to the following:

3.1.26.1 Enrollment Restrictions

3.1.26.2 Inclement Weather

3.1.26.3 Unsafe Facility Conditions

3.1.26.4 Unavailability of Instructors or RiderCoaches

3.1.26.5 Mechanical Breakdown

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The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP)
throughout the State of West Virginia.

3.1.27 The vendor will notify the WVMSP Coordinator in writing within seven days of the cancellation date and the reason for cancellation. Payment procedures have already been established for enrollment of students in existing MSF administered programs and apply to the WVMSP as well.

3.1.28 The vendor will not reimburse student tuition for now shows and for registered students who voluntarily drop out after the course begins. MSF will provide registered students who provide a written or verbal cancellation seven days prior to the scheduled class the option to reschedule or receive reimbursement.

3.1.29 All services provided in this bid shall be in accordance with the applicable statutes, rules and regulations, policies and directives governing the WVDMV and the WVMSP.

3.1.30 PATENT AND COPYRIGHT INDEMNIFICATION

The vendor warrants that all materials and products provided by the vendor during the WVMSP will not infringe or violate any patent, copyright, trade secret or other proprietary interest of a third party.

3.1.31 CONTRACT MONITORING AND AUDIT REQUIREMENTS

Vendor shall maintain all accounting records relating to the performance of the contract. Such records shall be maintained in accordance with generally accepted accounting principles. Authorized representatives or agents of the State of West Virginia shall have access to the accounting records upon reasonable notice and at reasonable times during the performance and/or inspection and audit. WVDMV and other state and federal agencies and their respective authorized representatives or agents shall have access to all accounting and financial records of any individual, partnership, firm or corporation insofar as they relate to the transactions connected with this contract. These records shall be available for examination by the aforementioned parties during the contract period and during the four (4) year post-contract period, or until final resolution of all pending audit questions and litigation. During the four

REQUEST FOR QUOTATION
The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP)
throughout the State of West Virginia.

(4) year post-contract period, delivery of and access to the listed records will be at no cost to the WVDMV. The WVDMV, may, at its option, conduct and audit of the vendor's operations as they pertain to the services and recoveries pursuant to the contracted services.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

4.2 Pricing Pages: Vendor should complete the Pricing Pages by [inform vendor of what information is required and how to fill in the Pricing Page]. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: Linda.b.harper@wv.gov.

5. ORDERING AND PAYMENT:

5.1 Ordering: Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

5.2 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

REQUEST FOR QUOTATION

The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP) throughout the State of West Virginia.

- 6.1 Delivery Time:** Vendor shall deliver standard orders within fifteen (15) working days after orders are received. Vendor shall deliver emergency orders within ten (10) working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.
- 6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.
- Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.
- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

REQUEST FOR QUOTATION
The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP)
throughout the State of West Virginia.

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

- 7.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2** Failure to comply with other specifications and requirements contained herein.
- 7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4** Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

- 7.2.1** Immediate cancellation of the Contract.
- 7.2.2** Immediate cancellation of one or more release orders issued under this Contract.
- 7.2.3** Any other remedies available in law or equity.

8. MISCELLANEOUS:

- 8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

REQUEST FOR QUOTATION
The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP)
throughout the State of West Virginia.

- 8.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Robert Gladden
Telephone Number: 949.805.1723 or 949.466.1802
Fax Number: none
Email Address: rgladden@msf-usa.org

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DMV260000002

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge the addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of the addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Motorcycle Safety Foundation

Company

Authorized Signature

September 26, 2025

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

Exhibit A
Pricing Page Motorcycle Safety Training RFQ

Item	Item Description	Unit Price	Estimated Yearly	Extended Price
1	Basic Rider Course	\$282.80	1100	\$311,080.00
2	Experienced Rider Course	\$282.80	150	\$42,420.00
			Total Bid Amount	\$353,500.00

Vendor should complete pricing page in its entirety.

Motorcycle Safety Foundation
15635 Alton Parkway, Suite 390
Irvine, CA 92618

WEST VIRGINIA MOTORCYCLE SAFETY AND AWARENESS PROGRAM

MOTORCYCLE SAFETY FOUNDATION, INC.

RESPONSE TO

3CRFQ 0802 DMV260000002

SERVICES TO BE PERFORMED

If awarded the WVMSF contract, the Motorcycle Safety Foundation (MSF) will provide the following services in fulfillment of the contract resulting from this bid:

3. GENERAL REQUIREMENTS

3.1.1 Act as a service provider in coordination and conduct of a statewide Motorcycle Safety and Awareness Program, in accordance with West Virginia Code 17B-1D, Sections 1 through 10, the RFQ (DMV2200000004), and the subsequent contract.

3.1.2 Coordinate and conduct MSF Basic *RiderCourse* and MSF Experienced *RiderCourse* (now called Basic *RiderCourse* 2) and MSF 3 Wheel Basic *RiderCourse* motorcycle training programs at a minimum of four (4) mandatory regionally established locations across West Virginia with three (3) additional locations that are desired, with the ability to conduct training at four additional mobile sites on a rotating basis.

3.1.3 The locations will be in the vicinity or close proximity to each of the following: Kanawha County, Berkeley County, Marshall County, Raleigh County, Mercer County, Monongalia County, Wood County, and Barbour County. A minimum of two Basic *RiderCourses* per month will be conducted in each location during the training season (April 1 through October 31). One Experienced *RiderCourse* will be offered per month at each of the locations. One 3 Wheel Basic *RiderCourse* will be offered each month in the northern part and one will be offered each month in the southern part of the state. More *RiderCourses* may be scheduled if necessary to meet the needs of the public.

3.1.4 All geographical locations will be approved by the WVDMV. Additional locations can be approved by the WVDMV on an as-needed basis. MSF will use existing training sites in West Virginia if those sites are willing to continue with their current agreements with MSF. Upon receiving the WVMSF contract MSF will conduct an evaluation of current sites (including range design and layout, classroom set up, and location and appropriate equipment and supplies). MSF acknowledges that MSF will support the WVMSF mobile unit and the additional sites that unit serves, and that additional sites may be established based on demographic and demand studies in areas where the population would support additional training.

3.1.5 MSF will provide all necessary equipment and prepare all training facilities for instruction. Ranges will meet or exceed MSF's standards as published in the MSF *RiderCoach* Guide for the BRC, BRC2 (formerly ERC), and 3 Wheel Basic *RiderCourse* before being submitted for final approval by the WVDMV and WVMSF.

3.1.6 MSF will offer a minimum of two methods (toll free telephone and website) with which to schedule a training course. MSF has developed and deployed the MSF *RiderCourse* Enrollment System (RES), which is a 24-hour real-time web-based registration and enrollment system that has been used successfully to enroll WVMSP students since 2007, and will continue to offer this to potential students in West Virginia. RES is an interactive student enrollment system that displays classes nearest to students based on their zip code as well as statewide. MSF RES features web-based schedules that include class location and dates and the total number of class slots available. MSF's WVMSP Coordinator, or in their absence, the WVMSP Administrative office, will be provided a copy of all class schedules at least ten days in advance in addition to real-time access to WV training schedules in RES. Any additional classes will have approval from the WVMSP Coordinator or WVMSP administrative office.

MSF created and will continue to maintain a dedicated toll-free telephone information and enrollment number for WVMSP. An answering/message service will be assigned to this number for calls coming in the off hours. This phone number is transferable to accommodate possible relocation in the future.

3.1.7 To register course participants, the MSF enrollment center will be open forty (40) hours per week. A voice recorder will be made available for after hours. A web-based solution will be provided to allow participants to register on line. MSF has developed and deployed MSF *RiderCourse* Enrollment System (RES), which is a 24-hour real-time web-based registration and enrollment system that has been used successfully to enroll students since 2007 and will continue to offer this to potential students in West Virginia. RES is an interactive student enrollment system that displays classes nearest to students based on their zip code as well as statewide. The website will include real-time up-to-date scheduling (within 15 days of the class) for each location. This will be accomplished via the WVDOT home page with a link to MSF's RES website. All class rules and regulations pertaining, but not necessarily limited to, class size, attendance, cost, and, waiting list will be posted on the website.

3.1.8 MSF will provide all course materials, including, but not limited to, audio-visual instructional kit(s), student workbooks, course registration and waiver forms, and accident/incident report form, completion cards and other necessary materials.

3.1.9 MSF will provide an MSF-certified RiderCoach Trainer to provide the following services: RiderCoach training, Quality Assurance Visits, and Professional Development Workshops. If there is no suitable RiderCoach Trainer residing in the state, the RiderCoach Trainer used will be approved by the coordinator of the WVMSP.

MSF already has in place, and shall retain, a sufficient number of RiderCoaches to ensure training courses are offered on or before April 1, 2026. All proposed RiderCoach and Site Coordinators may be interviewed by the WVMSP. MSF agrees that any person hired must have a valid driver's license with a motorcycle endorsement, or a valid motorcycle-only licenses. Additionally, MSF acknowledges that any person hired by MSF shall have

a valid first aid card and Cardiopulmonary Resuscitation (CPR) card and shall have attended the American Red Cross eight-hour standard first aid course, or its equivalent.

3.1.10 MSF acknowledges that in order to receive approval from the WVDMV to teach, a potential RiderCoach (instructor) must agree to teach rider education courses which meet or exceed training requirements approved by the WVDMV and wear protective riding apparel when riding to, from and during a WVMSP rider education course or sponsored event. Such riding gear shall consist of a DOT-compliant helmet, approved eye protection (face shield or goggles), full-fingered motorcycle gloves, sturdy boots or shoes that cover the ankle, long sleeved shirt or jacket, and long pants. Furthermore, to maintain approval to teach in the WVMSP, an instructor or RiderCoach must:

3.1.10.1 Maintain instructor/RiderCoach certification that meets or exceeds MSF RiderCoach (instructor) certification and is approved by the WVDMV and WVMSP.

3.1.10.2 Ensure that all classrooms meet or exceed MSF standards and are approved by the WVDMV and WVMSP.

3.1.10.3 Design and/or maintain ranges to meet or exceed the current MSF specifications. All ranges will require approval from the WVDMV and WVMSP.

3.1.10.4 Ensure that range equipment meets or exceeds MSF standards and is approved by the WVDMV and WVMSP.

3.1.11 The MSF RiderCoach Rules of Professional Conduct lists the requirements mentioned above. MSF may create an additional form and requirements to be approved by the WVDMV and WVMSP that lists the requirements above, requiring the signature of a proposed new Instructor or RiderCoach. This form will then be submitted to the WVDMV and WVMSP for their records and a copy will be retained by MSF. Background checks (including driver's license and valid driver's record) will be performed at the request of the WVDMV and WVMSP.

3.1.12 An MSF RiderCoach Trainer will evaluate each training site at least once per year and submit written reports to appropriate management. Such reports will be included with monthly written reports sent to the WVMSP State Coordinator. At the time of the evaluation, the RiderCoach Trainer will correct any deficiencies and review the visit with the Site Coordinator (required to after the first Quality Assurance Visit) and the RiderCoaches (instructors). The RiderCoaches (instructors) will receive a copy of the evaluation. Additional Quality Assurance Visits will be performed by Site Coordinating RiderCoaches on a regular basis. Site Coordinating RiderCoaches will be required to teach a minimum of one class every thirty (30) days in order to keep their skills current. Site Coordinators will be asked to evaluate each RiderCoach (instructor) at least once a year, unless evaluated by a RiderCoach Trainer, and produce similar reports as stated above.

3.1.13 MSF will maintain course equipment in safe operating condition and provide storage of MSF's training motorcycles and other WVMSP motorcycle and course equipment. MSF will have on hand at each site a safe operating spare motorcycle, in the case of a mechanical breakdown.

3.1.14 MSF will publicize course offerings via the internet with WVDMV and WVMSP approved materials. All advertising by MSF will have prior approval of the WVMSP Coordinator or the WVMSP Administrative Office.

3.1.15 MSF acknowledges that it will be required to collect and forward required Basic *RiderCourse*, Basic *RiderCourse* 2 and 3-Wheel Basic *RiderCourse* paperwork to the WVMSP Coordinator within five business days.

3.1.16 MSF will prepare and submit invoices and monthly reports of expenditures, activities and accomplishments within thirty (30) days of the end of the preceding month. Monthly invoices shall consist of two parts, a summary page providing date, total number of students being billed, total dollar amount collected and the total dollar amount being billed to the state.

3.1.16.1 The second part of the invoice (back up documentation) will be provided for each class being invoiced. At minimum MSF will include the class date, location of the class, the full name of the student, student's driver's license number, and whether the student passed or failed. A phone number for each student shall be provided (if available) for program quality assurance. MSF will submit written monthly reports explaining expenditures, program activities, program accomplishments, the status of ongoing projects, explanations of class cancellations, problems, class monitoring and/or program concerns at the time the invoice is submitted. All payments to MSF will be in arrears.

3.1.16.2 MSF will submit two annual reports summarizing the previous contract year within forty-five days (45) days of the end of the fiscal years, and the other shall be submitted within thirty (30) days of the end of the calendar year. All reports will be submitted to the WVMSP Coordinator or the WVMSP Administrative Office.

3.1.16.3 Failure to submit monthly reports, invoices or annual reports will result in contract cancellation.

3.1.17 MSF will report to WVDMV immediately, but in no event later than 24 hours, any property damage or personal injury accidents which occur to any course participant, equipment or instructional staff.

3.1.18 MSF's program manager shall maintain communication with the WVMSP Coordinator or the WVMSP Administrative Office on the dates specified by the Coordinator/Administrative Office. This will include but not necessarily be limited to, scheduled meetings, conference calls, and emails or written reports.

3.1.19 Training will be scheduled for students at all locations (as listed in Ex. B) by the fourth week of March of each year. Enough classes will be offered at all locations to satisfy the demands of the public. Training will be available to students from April 1 to at least October 31 of each calendar year.

3.1.20 MSF acknowledges that a performance bond in the amount of not less than one hundred thousand dollars (\$100,000) will be obtained and presented prior to the awarding of the contract. MSF will keep this bond in place the entire time of the contract.

3.1.21 To maintain instructional status in WVMSP, MSF will ensure that all WV instructors:

3.1.21.1 Maintain an instructor certification that meets or exceeds MSF RiderCoach (instructor) certification and is approved by the WVDMV.

3.1.21.2 Ensure that all classrooms meet MSF standards and are approved by the WVDMV.

3.1.21.3 Design and maintain ranges to meet or exceed current MSF specifications. All ranges must be approved by WVDMV.

3.1.21.4 Provide range equipment that meets or exceeds MSF standards and is approved by WVDMV.

3.1.22 COURSE REQUIREMENTS

3.1.22.1 The WVDMV shall designate the curricula to be used in the WVMSP.

3.1.22.2 MSF will follow student eligibility requirements that meet or exceed MSF standards and are approved by the WVDMV.

3.1.22.3 The WVMSP approved curriculum for the Basic course will be the most current version of the MSF Basic *RiderCourse*.

3.1.22.4 The WVMSP approved curriculum for the Experienced *RiderCourse* (now called Basic *RiderCourse* 2) will be the most current version of MSF's Experienced *RiderCourse* (Basic *RiderCourse* 2).

3.1.22.5 The WVMSP approved curriculum for the 3WBRC Course will be the most current version of MSF's 3-Wheel Basic *RiderCourse* curriculum.

3.1.22.6 MSF acknowledges that the WVMSP reserves the right to accept and approve course completions for state residents on active military duty out of state. Or other legal

state residents working abroad, on a case by case basis. MSF acknowledges the WVMSP reserves the right to accept out-of-state completion cards on a case-by-case basis.

3.1.22.7 Basic Course

3.1.22.7.1 Number of Students in Classroom: Twenty-four (24) is the maximum number of scheduled classroom students permitted in a basic Motorcycle Safety and Awareness Program rider education course. One (1) RiderCoach (instructor) is required for each classroom with a maximum of twenty-four students.

3.1.22.7.2 Number of Students on the Range: No more than twelve (12) students may receive instruction on the range at one time. One (1) RiderCoach (instructor) is required for a range class or six (6) students. Two (2) RiderCoaches (instructors) are required for a range class of seven (7) to twelve (12) students. Range Aides may be used in addition, at MSF's expense.

3.1.22.7.3 MSF will provide materials and RiderCoaches (instructors) for the WVMSP Mobile Unit at various locations across the state. MSF will find and recertify four additional ranges to be used by the WVMSP Mobile Unit.

3.1.22.7.4 No more than twelve (12) motorcycles may be used on the range at any time during on-cycle instruction.

3.1.22.7.5 The WVMSP approved curriculum for the Experienced *RiderCourse* (now called Basic *RiderCourse* 2) will be the most current version of MSF's Experienced *RiderCourse* (Basic *RiderCourse* 2).

3.1.22.7.6 The West Virginia resident tuition fee for the Basic Course will be \$100.00. The West Virginia resident tuition fee for the Experienced Course will be \$100.00. The West Virginia resident tuition fee for the 3 Wheel Basic *RiderCourse* will be \$100.00. Non-West Virginia residents will pay full course tuition.

3.1.22.8 Experienced Course

3.1.22.8.1 Number of Students in Classroom: Twenty-four (24) is the maximum number of scheduled classroom students permitted in an experienced Motorcycle Safety and Awareness Program rider education course.

3.1.22.8.2 One (1) RiderCoach (instructor) is required for each classroom with a maximum of twenty-four students.

3.1.22.8.3 Number of Students on the Range: No more than twelve (12) students and twelve (12) passengers may receive instruction on the range at one time. One (1) RiderCoach (instructor) is required for a range class of up to six (6) students. Two (2) RiderCoaches (instructors) are required for a range class of seven (7) to twelve (12)

students and seven (7) to twelve (12) passengers. Range Aides may be used in addition, at MSF's expense.

3.1.22.8.4 No more than twelve (12) motorcycles can be on the range during on-cycle instruction.

3.1.22.9 3 Wheel Basic RiderCourse

3.1.22.9.1 Number of Students in Classroom: Twelve (12) is the maximum number of scheduled classroom students permitted in a 3 Wheel Basic Motorcycle Safety and Awareness Program rider education course. One (1) RiderCoach (instructor) is required for each classroom with a maximum of twelve students.

3.1.22.9.2 Number of Students on the Range: No more than eight (8) students may receive instruction on the range at one time. One (1) RiderCoach (instructor) is required for a range class of four (4) students. Two (2) RiderCoaches are required for a range class of five (5) or more students. Range Aides may be used in addition, at MSF's expense.

3.1.22.9.3 No more than six (6) 3 Wheel Motorcycles can be used on the range during the on-cycle instruction.

3.1.23 MSF REIMBURSEMENT

MSF understands that the tuition fees will be paid by the students prior to course participation. MSF agrees to deduct the tuition fees from the monthly invoices submitted to the WVDMMV for payment and further agrees to reimburse tuition fees to students, if requested, due to class cancellation.

Valid cancellation terms include, but may not be limited to, enrollment restrictions, inclement weather, unsafe facility conditions, and unavailability of instructors and/or mechanical breakdown. MSF Site Coordinators are responsible for contacting students of cancelled classes. Cancelled classes must be reported to the WVMSP Coordinator of the WVMSP Administrative Office, in writing, within seven (7) days of the class cancellation. Such report shall include the reason for the cancellation.

MSF understands that the WVDMMV will provide a limited motorcycle lease, repair and maintenance reimbursement. This reimbursement is on a dollar for dollar basis as listed on a monthly invoice submitted to the WVDMMV. Costs for reimbursement will be capped at \$20,000 per training year.

3.1.24 CONDITIONS

3.1.24.1 MSF will secure insurance to cover program participants, instructional staff, motorcycles, the sponsoring entity and the WVDMMV. The limits of coverage are as follows: \$1 million for liability, \$5,000 for medical payments, \$25,000 per each accident

and \$100 deductible for collision or loss other than collision. A current Certificate of Insurance must be provided to the WVDMV Purchasing Section prior to execution of a contract.

3.1.24.2 MSF will send letters and/or call all West Virginia dealers in each training site market. Currently, there are 87 active motorcycle dealers in the State of West Virginia, most of which can provide loaned motorcycles.

3.1.24.3 Use of personal motorcycles will only be permitted in the Experienced Rider Course (Basic *RiderCourse 2*) and the 3WBRC. All motorcycles must meet or exceed MSF standards and be approved by the WVMSP. Students will be asked to show verification of insurance and ownership or written permission by the owner to use the motorcycle. The Instructor and/or RiderCoaches will inspect each motorcycle using MSF standard T-CLOCS checklist and will not permit motorcycles to enter the course if unsafe or if modified parts are found. If riding personal motorcycles to the course, the motorcycle must have current registration, insurance and a current MVI sticker.

3.1.24.4 Site Coordinators will have the responsibility of maintaining a safe learning environment, including range surface free of debris, motorcycles in safe operating condition, up-to-date helmets and structurally sound, painted lines visible, reasonably clean and visible marking cones in vivid green and vivid orange, first aid kit available, up-to-date fire extinguisher readily available emergency communication, and onsite storage. Storage will be:

3.1.24.4.1 Large enough to store all motorcycles and necessary equipment.

3.1.24.4.2 Secure from fire and theft.

3.1.24.4.3 Meet local fire codes.

3.1.24.4.4 Easily accessible to range.

3.1.25 MSF may offer a variety of training schedules to meet the demands of students. Some sites will conduct training classes Monday through Friday and others will conduct courses on Friday, Saturday and Sunday (most common).

Some sites, depending on demand, range/classroom availability, and RiderCoach availability, will run both schedules.

3.1.26 MSF will notify the WVMSP Coordinator in writing within seven days of the cancellation date and the reason for cancellation. Payment procedures have already been established for enrollment of students in existing MSF administered programs and apply to the WVMSP as well.

3.1.27 MSF will not reimburse student tuition for now shows and for registered students who voluntarily drop out after the course begins. MSF will provide registered students

who provide a written or verbal cancellation seven days prior to the scheduled class the option to reschedule or receive reimbursement.

3.1.28 All services provided in this bid shall be in accordance with the applicable statutes, rules and regulations, policies and directives governing the WVDMV and the WVMSP.

3.1.29 PATENT AND COPYRIGHT INDEMNIFICATION

MSF warrants that all materials and products provided by MSF during the WVMSP will not infringe or violate any patent, copyright, trade secret or other proprietary interest of a third party.

3.1.30 CONTRACT MONITORING AND AUDIT REQUIREMENTS

MSF will maintain all accounting records relating to the performance of the contract. Such records will be maintained in accordance with generally accepted accounting principles. Authorized representatives or agents of the State of West Virginia shall have access to the accounting records upon reasonable notice and at reasonable times during the performance and/or inspection and audit. WVDMV and other state and federal agencies and their respective authorized representatives or agents shall have access to all accounting and financial records of any individual, partnership, firm or corporation insofar as they relate to the transactions connected with this contract. These records shall be available for examination by the aforementioned parties during the contract period and during the four (4) year post-contract period, or until final resolution of all pending audit questions and litigation. During the four (4) year post-contract period, delivery of and access to the listed records will be at no cost to the WVDMV. The WVDMV, may, at its option, conduct and audit of MSF's operations as they pertain to the services and recoveries pursuant to the contracted services.

8.4 CONTRACT MANAGER

Contract Manager: Robert Gladden
Telephone: 949-805-1723 or 949-466-1802
Fax: none
Email Address: rgladden@msf-usa.org

Exhibit A
Pricing Page Motorcycle Safety Training RFQ

Item	Item Description	Unit Price	Estimated Yearly	Extended Price
1	Basic Rider Course	\$282.80	1100	\$311,080.00
2	Experienced Rider Course	\$282.80	150	\$42,420.00
			Total Bid Amount	\$353,500.00

Vendor should complete pricing page in its entirety.

Motorcycle Safety Foundation
16365 Alton Parkway, Suite 390
Irvine, CA 92618



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Educational

Proc Folder: 1781052			Reason for Modification: ADDENDUM NO_1 Bid Opening Moves to 10/15/2025
Doc Description: WV Motorcycle Safety and Awareness Training			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-09-24	2025-10-15 13:30	CRFQ 0802 DMV2600000002	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State : **Country :** **Zip :**

Principal Contact :

Vendor Contact Phone: **Extension:**

FOR INFORMATION CONTACT THE BUYER
 John W Estep
 304-558-2566
 john.w.estep@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

ADDENDUM NO_1

Addendum No_1 issued to publish and distribute the attached information to the Vendor Community

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Division of Motor Vehicles to establish an *open-end contract to coordinate the West Virginia Motorcycle Safety and Awareness Program (WVMSP) training throughout the State of West Virginia.* Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO		SHIP TO	
DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200 CHARLESTON WV US		DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Basic Rider Course	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
86101709			

Extended Description:
 Motorcycle Safety and Awareness Training - Basic Rider Course.

INVOICE TO		SHIP TO	
DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200 CHARLESTON WV US		DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Experienced Rider Course	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
86101709			

Extended Description:
 Motorcycle Safety and Awareness Training - Experienced Rider Course.

INVOICE TO		SHIP TO	
DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200 CHARLESTON WV US		DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Vendor Reimbursement	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
78181500			

Extended Description:
 Annual vendor reimbursement for motorcycle lease, repair, and maintenance.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Tech Questions due by 10:00am	2025-09-12

SOLICITATION NUMBER: CRFQ DMV2600000002

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ DMV2600000002 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Additional Documentation:

Bid Opening Moves to 10/15/2025 @ 1:30 PM

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DMV2600000002

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge the addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of the addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Motocycle Safety Foundation

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.