



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

Solicitation

NUMBER
DMV140022

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
CONNIE OSWALD 304-558-2157

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF MOTOR VEHICLES
 1317 HANSFORD STREET
 CHARLESTON, WV
 25311 558-0002

DATE PRINTED
10/15/2013

BID OPENING DATE: 10/29/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				ADDENDUM IS ISSUED:		
				1. TO PROVIDE RESPONSES TO VENDORS' QUESTIONS REGARDING THE ABOVE SOLICITATION. QUESTION AND ANSWER PAGES ARE ATTACHED.		
				2. TO PROVIDE NEW PRICING PAGE TO RESPOND TO THIS SOLICITATION, SEE EXHIBIT A ATTACHED.		
				3. TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.		
				***** END OF ADDENDUM NO.2 *****		

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: DMV140022
Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as (“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

Description of Modification to Solicitation:

1. To provide vendors' questions and responses to the solicitation.
2. To provide new pricing page to respond to the solicitation, see Exhibit A attached.
3. To provide Addendum Acknowledgement.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

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.

ATTACHMENT A

1. What is the intended contract award date?

WVMSP Answer: This actual award date will be determined by the WV Purchasing Division once all Quotes have been reviewed.

2. What is the contract start date or intended start period?

WVMSP Answer: Refer to section 3.1.10

3. Are the 1,700 Basic Motorcycle Rider Course and 400 Experienced Motorcycle Rider Course units a maximum purchase ceiling for this contract? If they are a maximum, can we assume that training would cease upon hitting those numbers for the year?

WVMSP Answer: These numbers reflect an educated estimate based on previous training seasons. These numbers would reflect numbers towards the upper range of the numbers indicated. Training would not cease if enrollment were to exceed these numbers. These numbers are consistent with the projections presented the WV Motorcycle Safety Awareness Board for the purpose of budget planning for vendor tuition reimbursement.

4. Could historical training numbers be provided for the past 2 or 3 years. If so, could they be provided by training site.

WVMSP Answer: See attachment "A"

5. Is a technical proposal submission required?

WVMSP Answer: Bid type is neither technical nor cost.

6. In 3.1.3 are the seven counties lists equating to the four mandatory and three desired regions noted in item 3.1.2? Which four are mandatory and which three are desired?

WVMSP Answer: See attachment "B" that lists motorcycle registrations by county versus current training sites within 50 miles. Potential vendor should acquire training sites that are closest to counties with the largest registrations (4 most desirable/mandatory) first. Then acquire sites in a descending order as compared to counties with a lesser number of registrations.

7. In 3.1.2 are the four mobile sites desired in any specific locations?

WVMSP Answer: Yes. See attachment "C" indicating current site locations.

8. In 3.1.3 are the two Basic RiderCourse classes per location supposed to be per season or per month as the Experienced RiderCourse is listed as a monthly course, though it has lower student projections.

WVMSP Answer: 3.1.3 is for two Basic RiderCourse Classes per month and Experienced RiderCourse is one per month due to historical lower student projections.

9. What is involved with the mobile unit listed in 3.1.4? What equipment is included by the State for the mobile unit (e.g. trailers, motorcycles, accessories, etc.)?

WVMSP Answer: The WVMSP owns, operates, stores and maintains the Mobile Training Unit, Prime Mover and the six training bikes assigned to that Unit. When this unit is utilized it is done in conjunction with a Certified RiderCoach that is a West Virginia State employee. Normally this would be the WVMSP State Motorcycle Safety Coordinator or the MVMSP Training Coordinator.

10. In 3.1.6, what is the last clause "Monday through Saturday - 7:00 a.m. to 8:00 p.m. EST" referring to?

WVMSP Answer: We concur that this could have been worded better. The intent was to indicate that the potential vendor able to provide a 24hour toll free automated information system that allowed the caller to option to talk to person if they had additional questions. For this option that personal interface would be required during the period of Monday through Saturday 7:00am to 8pm EST.

11. In 3.1.10 could you better explain the clause on use of non-resident RiderCoach Trainers. Do they simply need to register with the WVMSP Coordinator?

WVMSP Answer: This clause is included so the potential vendor would have the option to use a Non-WV resident Trainer if a resident trainer were not available. In this case the WVMSP Coordinator would need to approve.

12. In 3.1.11, paragraph 2, could it be explained what is meant by an Instructor or RiderCoach certification that exceeds the MSF Instructor or RiderCoach certificate.

WVMSP Answer: The minimum acceptable training standards are set by the MSF. The WVMSP reserves the right to raise certain standards for law changes or NHTSA motorcycle safety recommendation. For example, if a legislative law change required the mandatory use of full face helmets in West Virginia this would exceed MSF standards and become the training standard too.

13. 3.1.13 implies that the RiderCoach Trainer utilized is employed by MSF. Can this be cleared up that non-MSF employed RiderCoach Trainers may be utilized?

WVMSP Answer: RiderCoach's and RiderCoach Trainers only need to be certified by MSF. They DO NOT have to be employed by MSF. They must be active and currently recognized as a RiderCoach or RiderCoach Trainer in the MSF certification tracking system.

14. For 3.1.16, what specific paperwork needs to be submitted to the WVMSP Coordinator?

WVMSP Answer: Current examples of paperwork from each training class are provided as attached. Paperwork does not have to be in the MSF format (RES document) as attachment "D". However, the submitted paperwork must contain the same content. Format can be changed by the vendor and PDF submission is preferred to reduce the possibility of editing a document after the fact.

15. Could 3.1.20 be cleared up as the second sentence isn't very clear with the first sentence.

WVMSP Answer: Since the training sites vary geographically so do the weather conditions. Historically speaking the second week of April would offer acceptable weather (warmer, less likely to see cumulative snow fall) to conduct training. For example; Training done at the higher elevation of Shady Spring near Beckley could very well have cumulative snow fall well into March while areas in and around Charleston and Martinsburg could already be experiencing spring like conditions.

16. In 3.1.23, paragraph 3, which version of the Basic RiderCourse will be utilized when the new version of the course is released? Who will be responsible for covering the \$19.99/student eCourse fee - the student or the vendor of this contract?

WVMSP Answer: As indicated the WV Motorcycle Safety Awareness Board in conjunction with the WV Motorcycle Safety Coordinator approves training standards, to include the version of that standard. **At this point in time no online versions have been reviewed or approved.** Once available this training will be reviewed like any other alterations or changes to the training that have been made in the past. Then it would be presented to the board for approval. At this point in time the board can't predict approval of any pending or other future alterations or changes to the current approved format.

17. In 3.1.23.1, paragraph 3, it states the vendor will **re-certify** four additional ranges for Mobile Unit training. Does the State have RERPs for those four sites and/or is the State the owner of those sites?

WVMSP Answer: The state has input on the site locations, it is the vendor's responsibility to identify, certify or re-certify these sites/ranges.

18. In 3.1.23.1, paragraph 6, it states that non-West Virginia residents must pay full course tuition. Who determines the tuition price?

WVMSP Answer: The vendor determines the course tuition and that amount should be submitted as your total course price as part of this RFQ.

19. In 3.1.25, paragraph 2, is there historical data on the number of motorcycles being provided through the dealer loan program. Our recent experience has shown that less and less dealerships are participating in the program.

WVMSP Answer: The WVMSP concurs that less and less Motorcycle dealerships are participating. No historical data is available through WVMSP records to indicate which motorcycles are vendor owned or dealer loaned.

20. In 3.1.28 and 3.1.29 both have statements that appear to be written as proposal statements by the MSF. Could these be revised to the State's requirements.

WVMSP Answer: In this section the reference "MSF" should be considered as the potential vendor's enrollment system. It is intended to mean that the potential vendor

must have an electronic enrollment system. There is no intent to insert "MSF" to mean they are the only vendor capable of meeting this requirement.

21. In 7.1 paragraph 8 does this simply refer to DMV data as there is a requirement in 3.1.6 that the vendor have an online registration system which would require a database to collect data from.

WVMSP Answer: Section 7.1 paragraph 8 refers to any and all information collected during the course of fulfilling the requirement to provide online registration. The vendor agrees to not use this information for any purpose other than course registration.

22. The Basic RiderCourse and Experienced RiderCourse are owned by the Motorcycle Safety Foundation (MSF), a third party non-profit organization. In case of changes to the curriculum by the MSF that have an associated cost to the vendor, will that cost be bore by the State or the Vendor? In the case that either the MSF decides to stop offering their courseware in West Virginia or West Virginia decides to change their approved courseware, how will such transition be handled?

WVMSP Answer: As indicated the WV Motorcycle Safety Awareness Board in conjunction with the WV Motorcycle Safety Coordinator approves training standards. In the unlikely event that MSF decided to stop offering courseware or if the WV Motorcycle Safety Awareness Board changed approved courseware it would be done in a manner that it would be cost effective to the vendor. The primary goal of the WVMSP is the training and safety of the motorcycle rider. WVMSP is well aware of how training costs can affect the overall quality and availability of training to riders. If the improbable event as you described should occur every effort would take place to ensure that an acceptable course was approved so that training could continue and in a cost effective manner.

23. Does the State own any training bikes or storage facilities at the existing sites? If so will the contractor be permitted to use that equipment to teach BRC classes?

WVMSP Answer: There are no state owned storage facilities except for the Charleston facility that is used to store the Mobile Training Unit equipment during the non-training season. (Also see answer to question #9)

24. Does the State have interest in additional courses, e.g. the Advanced RiderCourse (ARC)?

WVMSP Answer: The WVMSP would consider any additional courses that it felt would be beneficial to West Virginia riders.

25. How does the Motorcycle Safety Awareness Board play a role with this contract. What affiliations does the board have (e.g. dealerships, clubs, etc.); would the contractor be involved with the board?

WVMSP Answer: The Motorcycle Safety Awareness Board does not play a role in the award of this contract. See Attachment "E" as to the member makeup of this board. Board meetings are public and announced through the West Virginia Secretary of State website under "Meeting Notice".

26. The cover page and the "Exhibit A Pricing Page" both list "1,700 Basic Rider Course Classes" and "300 Experienced Rider Course Classes". Does the department mean to solicit training for 1,700 Basic Rider Course students and 300 Experienced Rider Course students?

WVMSP ANSWER: These numbers reflect expected or potential students based on previous history. The WVMSP has an aggressive advertising campaign utilizing Billboards, TV ads and Radio PSA's that promote the "Ride with Us First" and "Learn First, then Ride" messages geared towards motivating riders to take a BRC/ERC motorcycle safety class. Billboard placement is statewide while TV ads and Radio PSA's are statewide will spillover coverage to surrounding states.

27. Page 4, #6 does not list the quantity of convenience copies to be provided to the department. Could the department please provide a quantity of convenience copies to be submitted?

WVMSP ANSWER: This solicitation is a Request for Quotation, so the RFP procedures do not apply." The vendor does not need to include any convenience copies. Bid type is neither Technical nor Cost.

28. Page 4, #6 does not indicate if the BID TYPE is Technical or Cost. Could the department please clarify?

WVMSP ANSWER: "This solicitation is a Request for Quotation, so the RFP procedures do not apply." The vendor does not need to include any convenience copies. Bid type is neither Technical nor Cost.

29. Could the department please provide an electronic copy of the Pricing Pages as referenced on page 31?

WVMSP ANSWER: See attached Exhibit A, Pricing Page

Attachment "A"

2011 Training Season Totals

	Failed	Passed	Total
Basic Ridercourse	65	1084	1331
Experienced Ridercourse	7	140	191
Totals	72	1224	1522

Note: not reflected in total number of students contacted were 70 students that withdrew or were counseled out of the classes. The balance was either no-shows or cancelations

2012 Training Season Totals

	Failed	Passed	Total *
Basic Ridercourse	46	1047	1373
Experienced Ridercourse	0	68	93
Totals	46	1115	1466

* Not reflected in total number of students contacted were 60 students that withdrew or were counseled out of the classes. The balance was either no-shows or cancelations

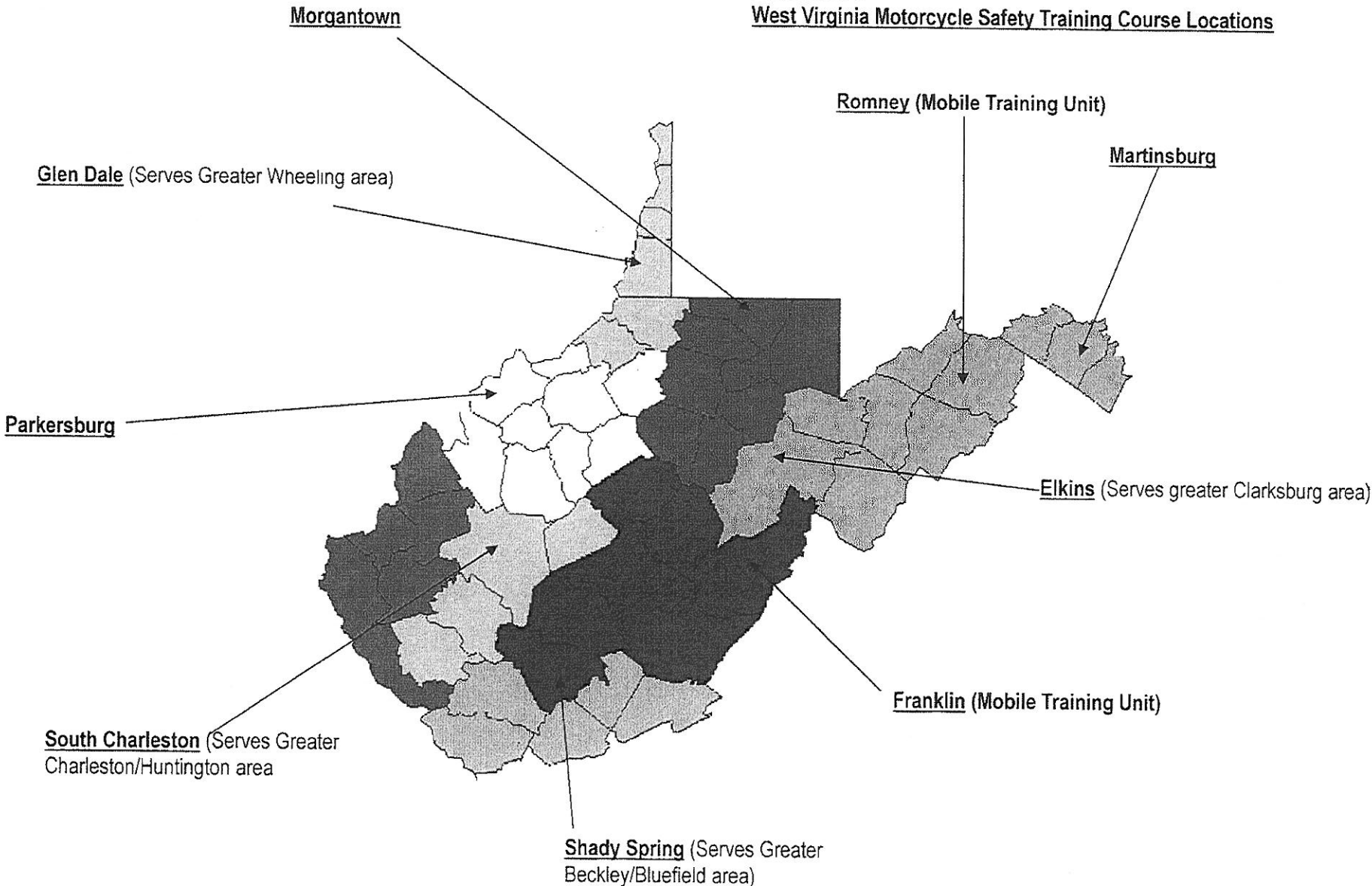
Attachment B

WV MC Courses Offered past 12 months

WV County	Motorcycle Registrations	Training Site Within 50 Miles	2012 July	2012 Aug	2012 Sept	2012 Oct	2012 Nov	2012 Dec	2013 Jan	2013 Feb	2013 Mar	2013 April	2013 May	2013 Jun
Barbour	475	Glen Dale	x	x	x	x						x	x	x
Berkeley	3258	Martinsburg	x	x	x	x					x	x	x	x
Boone	603	S. Charleston	x	x	x	x						x	x	x
Braxton	369	None												
Brooke	659	Glen Dale	x	x	x	x						x	x	x
Cabell	2092	S. Charleston	x	x	x	x						x	x	x
Calhoun	135	Parkersburg	x	x	x	x						x	x	x
Clay	248	None												
Doddridge	162	Parkersburg	x	x	x	x						x	x	x
Fayette	1158	Shady Spring	x	x	x							x	x	x
Gilmer	130	None												
Grant	344	Romney	x	x	x									x
Greenbrier	936	None												
Hampshire	720	Martinsburg	x	x	x	x					x	x	x	x
Hancock	966	Glen Dale	x	x	x	x						x	x	x
Hardy	435	Romney	x	x	x									x
Harrison	2102	Morgantown	x	x	x	x						x	x	x
Jackson	810	Parkersburg	x	x	x	x						x	x	x
Jefferson	1602	Martinsburg	x	x	x	x					x	x	x	x
Kanawha	4265	S. Charleston	x	x	x	x						x	x	x
Lewis	488	None												
Lincoln	401	S. Charleston	x	x	x	x						x	x	x
Logan	784	None												
McDowell	454	None												
Marion	2302	Morgantown	x	x	x	x						x	x	x
Marshall	918	Glen Dale	x	x	x	x						x	x	x
Mason	580	None												
Mercer	1596	Shady Spring	x	x	x							x	x	x
M Mineral	1128	Romney	x	x	x							x	x	x
Mingo	845	None												
Monongalia	2067	Morgantown	x	x	x	x						x	x	x
Monroe	283	None												
Morgan	528	Martinsburg	x	x	x	x					x	x	x	x
Nicholas	708	None												
Ohio	1105	Glen Dale	x	x	x	x						x	x	x
Pendleton	249	Franklin										x	x	x
Pleasants	193	Parkersburg	x	x	x	x						x	x	x
Pocahontas	223	Franklin										x	x	x
Preston	1174	Morgantown	x	x	x	x						x	x	x
Putnam	1468	S. Charleston	x	x	x	x						x	x	x
Raleigh	1904	Shady Spring	x	x	x							x	x	x
Randolph	797	Elkins		x		x								x
Ritchie	300	Parkersburg	x	x	x	x						x	x	x
Roane	257	S. Charleston	x	x	x	x						x	x	x
Summers	236	Shady Spring	x	x	x	x						x	x	x
Taylor	530	Morgantown	x	x	x	x						x	x	x
Tucker	162	Elkins		x		x								x
Tyler	222	Glen Dale	x	x	x	x						x	x	x
Upshur	683	Elkins		x		x								x
Wayne	742	None												
Webster	233	None												
Wetzel	554	Glen Dale	x	x	x	x						x	x	x
Wirt	131	Parkersburg	x	x	x	x						x	x	x
Wood	2114	Parkersburg	x	x	x	x						x	x	x
Wyoming	541	Glen Dale	x	x	x	x						x	x	x

Total M/C Registrations	48369	
Registrations Covered	41817	86.46%
Total Counties	55	
Total Counties Served	42	76.37%

Attachment C
West Virginia Motorcycle Safety Training Course Locations



Class Summary

Sponsor Name: WEST VIRGINIA MOTORCYCLE SAFETY PROGRAM

Site Name: [REDACTED]

Class ID: [REDACTED]

Course Type: BRC

Class Status: Completed

Start-End Date: 9/13/2013-9/15/2013

Class Type: Public

Student Details			Training Details				
No.	Individual Information	Contact Info & Msf Completion Card	State Doc.	Modules	Range Score	Class Score	Status
1	[REDACTED] NAME [REDACTED] United States ADDRESS DOB: [REDACTED] 46 yrs (at time of class) DL: [REDACTED]	Work: [REDACTED] Home: [REDACTED] Mobile: [REDACTED] Email: [REDACTED] Card#: [REDACTED]		C1,C2,KT,R1,R2,ST	3	48	Passed
2	[REDACTED]	Work: [REDACTED] Home: [REDACTED] Mobile: [REDACTED] Email: [REDACTED] Card#: [REDACTED]		C1,C2,KT,R1,R2,ST	13	50	Passed
3	[REDACTED]	Work: [REDACTED] Home: [REDACTED] Mobile: [REDACTED] Email: [REDACTED] Card#: [REDACTED]		C1,C2,KT,R1,R2,ST	14	47	Passed
4	[REDACTED]	Work: [REDACTED] Home: [REDACTED] Mobile: [REDACTED] Email: [REDACTED] Card#: [REDACTED]		C1,C2,KT,R1,R2,ST	13	47	Passed
5	[REDACTED]	Work: [REDACTED] Home: [REDACTED] Mobile: [REDACTED] Email: [REDACTED] Card#: [REDACTED]		C1,C2,KT,R1,R2,ST	17	48	Passed
6	[REDACTED]	Work: [REDACTED] Home: [REDACTED] Mobile: [REDACTED] Email: [REDACTED] Card#: [REDACTED]		C1,C2,KT,R1,R2,ST	8	49	Passed
7	[REDACTED]	Work: [REDACTED] Home: [REDACTED] Mobile: [REDACTED] Email: [REDACTED] Card#: [REDACTED]		C1,C2,KT,R1,R2,ST	11	47	Passed

* A Special Assistance note exists for student. (see student record in RES Administrator)

Class Notes: (None)

[REDACTED]

COURSE COMPLETION FORM

Sponsor ID: [REDACTED] Class ID: [REDACTED]

Sponsor Name: WEST VIRGINIA MOTORCYCLE SAFETY PROGRAM Class Start Date: 9/13/2013

Site Location: [REDACTED] Class End Date: 9/15/2013

Course Type: BRC Class Status: Completed

Compiled By:

Coach #	Print Name	Coach #	Print Name
[REDACTED]	1. [REDACTED]		5.
[REDACTED]	2. [REDACTED]		6.
	3.		7.
	4.		8.

Students

Enrolled: 0
 Cancelled: 0
 Passed: 7
 Failed: 0
 Dropped Early: 0
 Dropped Late: 0
 Partial Pass: 0
 No Show: 0
 Returning: 0

Notes

[Empty space for notes]

Office Use Only

Received by: [REDACTED] Date Received: [REDACTED]

[REDACTED]

Attachment D

§17B-1D-2. Program established.

(a) The West Virginia motorcycle safety education program is hereby established within the division to be administered by the commissioner. The program shall include rider training courses and instructor training courses. It may also include efforts to enhance public motorcycle safety awareness, alcohol and drug effects awareness for motorcyclists, driver improvement efforts, licensing improvement efforts, program promotion and other efforts to enhance motorcycle safety through education.

(b) The commissioner shall appoint a program coordinator who shall oversee and direct the program, and conduct an annual evaluation. Rider training courses shall be conducted annually in no fewer than four sites throughout the state, commencing no later than the first day of July, one thousand nine hundred ninety-six.

In West Virginia the training curriculum followed is that established by the Motorcycle Safety Foundation (MSF).

§17B-1D-8. Motorcycle safety awareness board continued.

(a) There is continued an eight member motorcycle safety awareness board consisting of four ex-officio members and four nongovernmental members. The ex-officio members are the motorcycle safety program coordinator, as appointed under section two of this article, or a designee; the superintendent of the state police or a designee; the commissioner of the bureau of public health or a designee; and the commissioner of the division of tourism or a designee. The four nongovernmental members are a licensed motorcycle operator; a member of American bikers aimed toward education (ABATE) or the West Virginia confederation of motorcycle clubs; a licensed insurance agent who has a valid motorcycle endorsement who will be appointed for an initial term of two years; and, an owner of a motorcycle dealership or supplier of aftermarket nonfranchised motorcycle supplies who will be appointed for an initial term of three years. The motorcycle safety program coordinator shall serve as chair of the board. The nongovernmental members shall be appointed by the governor with the advice and consent of the Senate. The terms are for three years, except for the initial appointments which will be staggered according to the provisions of this article. Members may be reappointed to the board. Any nongovernmental member who is absent without good cause from three consecutive meetings of the board may be removed from the board and a new member appointed by the governor.

(b) The board may recommend to the superintendent of the state police types and makes of protective helmets, eye protection devices and equipment offered for sale, purchased or used by any person. The board may make recommendations to the commissioner of motor vehicles regarding the use of the moneys in the motorcycle safety fund created under section seven of this article. The board shall report annually to the Legislature on or before the first day of each regular legislative session.

(c) The appointed members shall serve without compensation, however, members are entitled to reimbursement of travel and other necessary expenses actually incurred while engaged in legitimate board activities in accordance with the guidelines of the travel management office of the department of administration or successor agency.

Exhibit A Pricing Page RFQ: DMV 140022

	Item Description	Estimated Yearly	Unit Price	Extended Price
1	Basic Rider Course	1700		
2	Experienced Rider Course	300		
			Grand Total	

Basis for Award: Lowest Cost meeting specifications.

Signature

Date

Company Name

Address

Phone: _____

Fax: _____

Email: _____

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DMV140022

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 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. 2

<input type="checkbox"/> Addendum No. 3

<input type="checkbox"/> Addendum No. 4

<input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 6

<input type="checkbox"/> Addendum No. 7

<input type="checkbox"/> Addendum No. 8

<input type="checkbox"/> Addendum No. 9

<input type="checkbox"/> Addendum No. 10 |
|---|--|

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand 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.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012