**RFS 26-86221 CDL Third Party Skills Test Sites**

**Attachment F Technical Proposal**

1. **BOND**

Respondent must acknowledge maintaining the bond required per 49 CFR 383.75 in the amount of $10,000.00.

By signing below, the Respondent acknowledges and agrees to these mandatory requirements.

Authorized Representative Signature Date

**Mandatory Requirements:**

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| **Requirement** | **Yes or No** | **Additional Information** |
| Agrees to make an application to and enter into a contract with the State as a selected Test Site. |  |  |
| Agree to maintain a professional atmosphere and ensure the Respondent’s place of business is clean, organized, and safe and meets all requirements of State Law and local ordinances. |  |  |
| Agrees to ensure that all CDL skills tests are conducted in clean, safe, and appropriate commercial motor vehicles. |  |  |
| Agrees to make available to test applicants a telephone, drinking water, and on-site restroom facilities with adequate heating and site location marking. |  |  |
| Agrees to maintain a bond in the amount of $10,000.00 per 49 CFR 383.75, if  Applicable. |  |  |
| Agrees to make available a CDL skills testing area at least 60’ x 320’ or as approved by BMV. (diagrams and mapping for any exceptions should be submitted for review and approval/acceptance) Dimensions and reference to diagrams/maps should be provided here. |  |  |
| Agrees the CDL skills testing area must have a surface that will accommodate the weight of commercial motor vehicles, asphalt or concrete is preferred. |  |  |
| Agrees to have at least two (2) qualified and approved Examiners available for testing. This may be one (1) full time and (1) part time Examiner or two (2) full time Examiners. |  |  |
| Agrees to Separate Testing Program operations from any Training Programs. |  |  |
| Agrees to allow representatives of the FMSCA and/or the State to conduct random examinations, inspections and audits without prior notice. |  |  |
| Agrees to maintain at each Test Site location (for a minimum of three (3) years) a record of each driver applicant for whom the Test Site conducts a CDL skills test and whether the driver applicant passes or fails the CDL skills test. |  |  |
| Agrees to maintain at each Test Site, a record of each Examiner containing the required information. |  |  |
| Agrees to retain all Examiner records for at least three (3) years after the Examiner discontinues testing on behalf of the Test Site. |  |  |
| Agrees to generate and upload the driver applicant’s skills test results to the BMV’s System by use of CSTIMS the same business day the skills test is administered. If the CDL Third Party Skills Test application does not upload the test results successfully, the examiner will contact the BMV. |  |  |
| Agrees to submit a Testing Report to the State when requested. |  |  |
| Agrees to administer a skills test in a School Bus but will not be required to provide a School Bus for rental. |  |  |
| Agrees to make available for rental the following: Semi-tractor with a trailer which is no less than 48 feet in length and equipped with air transmission, air brakes, power steering, with all normal accessories including all safety equipment. No automatic transmissions will be allowed for this type of vehicle; and Class A truck trailer equipped with air brakes, power steering and with all normal accessories including safety equipment. This vehicle type can have either manual or automatic transmission; and Class B straight truck with GVWR of 26,001 or more; and Class B passenger vehicle with air brakes, power steering and with all normal accessories including safety equipment. This vehicle type can have either manual or automatic transmission. Test sites may have a written agreement for a 3rd Party to provide the passenger commercial vehicle for all scheduled exams. |  |  |
| Agrees to implement a random alcohol and controlled substances testing program as specified in Federal Motor Carrier Safety Administration 49 Code Federal Regulations (CFR) 382. All costs incurred because of implementing this program shall be the responsibility of the Contractor. |  |  |

**Technical Proposal**

**Company Experience and Knowledge**

2.4.1 Describe in detail the experience our company has with commercial motor vehicle skills test administration. The respondent is to submit details of the background of the organization (including any proposed subcontractors), its size and resources, management strategy, project monitoring, corporate experience relevant to the proposed effort.

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**Staffing**

2.4.2 Describe in detail the employment requirements for examiners employed by your company under as it would pertain to this RFS.

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2.4.3 Describe your staffing plan that will ensure that the facility does not encounter interrupted delivery of services for this contract. Include details about ALL staff proposed for this contract including but not limited to clerical staff, examiners, etc.

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2.4.4 Provide the disciplinary policy for employees of your company.

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2.4.5 Describe your company policy on background checks and drug screening that examiners will be audited under by your company.

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**Testing**

2.4.6 Describe ability to separate you Company’s Testing Program operations from any Training Programs.

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2.4.7 Provide your hours of operation.

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2.4.8 How many examiners will you have on staff during your hours of operation?

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2.4.9 Describe the ability to ensure that all CDL skills tests are conducted in accordance with the requirements and instructions provided by the State and FMCSA.

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2.4.10 Describe the security measures that will be in place to ensure all customer data is protected. This should include both physical and cyber protection.

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2.4.11 Provide details about your proposed solution for scheduling. What methods will customers use to schedule testing?

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2.4.12 Describe the business rules pertaining to the compliance with all requirements of Federal Regulations 49 CFR 383 and 384, Indiana Administrative Code 140 Title 7 and Commercial Skills Test Information Management System (CSTIMS) business rules that pertain to CDL skills test administration.

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**Equipment**

2.4.13 Describe the commercial motor vehicles that you will provide for applicant rental? Include year, make, model, registration information and pictures.

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2.4.14 Describe the policy and frequency of replacing the applicant rental fleet.

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**Test Site**

2.4.15 Describe your testing facility in detail including photos and diagrams, traffic flow, testing areas, ADA accessibility and customer parking.

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2.4.16 Describe location of test site – detailed information regarding location of Test Site in relation to major highway access, local business areas, schools, etc. Maps are to be provided documenting this information.

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2.4.17 Describe test site safety plan including pedestrian traffic for the administration building, test area and customer parking.

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2.4.18 Describe signage posted to inform public of Test Site. Pictures are recommended.

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2.4.19 Describe in detail your maintenance plan for test site(s).

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**Fees**

2.4.20 Provide the commercial motor vehicle rental fee amount(s) and skills test fee amount(s).

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2.4.21 Describe in detail what methods of payment you will accept.

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**Performance**

2.4.22 What is your company’s standard process for problem resolution, including standard response times?

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2.4.23 What is your proposed cancellation policy for skills test cancelled by the applicant or by the Respondent?

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2.4.24 What metrics does your company use to measure the performance of your company’s customer service? What is deemed “acceptable” and “excellent” performance metrics? Do you propose these metrics be specific to the performance under the proposed contract and provided to the BMV?

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**Disaster Recovery**

2.4.25 In the event of a disaster to the test site, provide a disaster recovery plan that clearly outlines what will be expected from BMV personnel and your company’s personnel. Please be sure to include the disaster recovery activation timeline.

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