

March 9, 1998

MEMORANDUM

TO: Community College Presidents

FROM: Elizabeth Lambert Johns, Vice President
Academic and Student Services

SUBJECT: Request for Proposal: Housing and Administering the North Carolina
Motorcycle Safety Education Program

The North Carolina Community College System (NCCCS) is notifying all colleges of a Request for Proposals (RFP) to accept the administrative management responsibilities of the North Carolina Motorcycle Safety Education Program (NCMSEP) effective July 1, 1998. Mitchell Community College currently manages the NCMSEP.

This program is funded through the NCCCS with funds obtained from motorcycle registrations. Personnel that manage the program include a Program Director, a Communication Specialist, and an Administrative Assistant. All of the current staff members are employees of Mitchell Community College.

The host college will be responsible for housing the program by providing office space for the personnel and a secure area for storing motorcycles and other program equipment. The host college will also be responsible for the accounting for the program including payables, receivables, and payroll which will be reimbursed through the System Office.

The following five documents are enclosed to assist with the development of a RFP response:

- Attachment 1 describes the history of the NCMSEP.
- Attachment 2 is the legislation enacted to fund the program.
- Attachment 3 outlines the general needs for the NCMSEP.
- Attachment 4 is a budget form.
- Attachment 5 is the agreement form.

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There are no specific guidelines for developing a RFP response. Please attach a completed and detailed budget using Attachment 4 as a format. The projected budget is \$250,000. The budget also includes a line item for the college's management fee. As part of the response, please justify the management fee that your college will need in order to manage the program. Please complete Attachment 5 and return three copies of the agreement with original signatures on all copies.

Three completed RFP responses must be received in the office of Dr. Elizabeth Lambert Johns, **NO LATER THAN THURSDAY, APRIL 9, 1998. NO FAX COPIES WILL BE ACCEPTED.** All responses received will be evaluated by the System Office staff. The college selected will be notified by June 30, 1998, and the program must be housed and fully operational by July 30, 1998.

Thank you for your prompt attention to this matter. Please call Eldon Meacham at 919-733-7051, Extension 421, if you have any questions.

CEM

Enclosures

c: Janyth Fredrickson
Elizabeth Jones
Mike Pittman
Eldon Meacham

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