U.S. CENTER FOR SAFESPORT®

CHAMPION RESPECT. END ABUSE.®

Learning Management System (LMS)
Request for Proposal 2024

Introduction and Overview

PROBLEM STATEMENT

The U.S. Center for SafeSport (the Center), a 501(c)(3) nonprofit, was codified by the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017. The Center is mandated to provide preventive education services to the U.S. Olympic and Paralympic Committee and the associated National Governing Bodies on an annual basis through an online learning solutions platform. The delivery of this preventative education is also extended to sport organizations outside of this mandate on a "fee-for-service" eCommerce model.

The Center submits this Request for Proposal (RFP) to invite submissions by highly qualified vendors with a proven track record of providing online learning solutions for educational training to a wide external audience for asynchronous course offerings, with an option to deliver instructor-led content in the future.

The proposed learning solution will need to support an audience of 2.5 million annual learners, with continual growth anticipated. Proposals must show capabilities for most of the functions and features included in detail.

ORGANIZATIONAL LEARNING MANAGEMENT SYSTEM (LMS) GOALS

The overall organizational goal for this learning solution is to provide a comprehensive platform that supports user and account management, course management, learner interactions, administrative functions, reporting, data access, compliance, eCommerce, integrations, and other miscellaneous features at a scalable operational capacity to manage millions of learners, and to easily access learner course completions by organizational compliance requirements.

The LMS should offer robust user and account management capabilities, including support for account creation for the public and specific organizations, identification and merging of duplicate accounts, and customizable profile information accounting for learners that may belong to multiple organizations.

In terms of course management, the LMS should provide a customizable course catalog, configurable course structures, support for industry-standard courseware formats, and a course publishing workflow. It should also allow for the creation of collections of courses, full version control of hosted courses, allow for the management of scheduled enrollments and re-enrollments to fulfill annual training in a cyclical manner, and the ability to assign courses to learners as needed.

The LMS should facilitate learner interactions, including self-enrollment into courses, course enrollment approval by administrators, and the ability for learners to view required courses, transcripts, and associated certificates/badging. It should also allow learners and administrators to set email notifications for upcoming courses, due dates, and certificates.

Administrative functions should include the creation of custom support Role Based Access Control (RBAC) profiles and the ability to conduct batch enrollments. The LMS should also offer native UI-reporting capabilities, the ability to create custom reports and dashboards, and direct access to the full dataset to support custom pipeline for private data warehousing.

The LMS should comply with all regulatory and compliance standards included in the Detailed Requirements section of this document. It should also support end-to-end online sales management, including the ability to manage refunds directly within the platform.

Finally, the LMS should provide a full API layer to support embedded integrations into our client's platforms to replace the current SafeSport LMS API. It should also provide integration with Google Analytics, support SAML 2.0 or similar for single sign-on, and support webinar platforms for instructor-led training. Additionally, it should also support a multi-language user experience, manage course distribution to third-party platforms, and support all major desktop browsers and full mobile experience from signup through course completion and certificate access.

STRUCTURAL OVERVIEW

The Center provides online training to U.S. Olympic and Paralympic Committee, National Governing Bodies, and other sport organizations and holds a long-term interest to increase additional international users in the future. Most of the organizations we serve are independent, private 501c (3) nonprofit sports organizations. Others are for-profit companies, sports leagues or multi-state youth organizations. For purposes of this RFP only, the Center will be recognized as the "primary" account, and each local organization will be recognized as the "sub organization," or User account.

Each sub organization is responsible for User decisions regarding access to the LMS and software solutions, as approved by the Center. However, the Center in its sole discretion approves all administrative data access levels, API integrations, and other privileges to access the learning management system's data. The Center reserves full data and audit rights in order to comply with Federal and State laws.
Overview of Current Technologies
The Center's preventative education is currently delivered through the Absorb LMS. To fully meet the Center's requirements, additional work was performed by SafeSport to construct, operate, and maintain a SafeSport LMS API that sits in front of the Absorb LMS to provide access to our select integrated clients.

The SafeSport LMS API allows for integration for third-party vendors and direct organization administration of training natively. In addition, SafeSport hosts a webhook service to deliver user and course updates to integrated clients.

OUR CLIENTS FIT INTO ONE OF THE FOLLOWING THREE SCENARIOS:

1. Access training directly through safesporttrained.org, through public sign up or an affiliation key/link. Administration and reporting are managed through an admin dashboard.
2. The above scenario with the additional utilization of webhooks for user and enrollment subscription updates into their member management platform.
3. The above scenarios while also leveraging the SafeSport LMS API and the Absorb Infuse API. The SafeSport LMS API allows for the provisioning and modification of user accounts, ability to handle enrollments/re-enrollments, primary and secondary lookup to identify and claim users to their organization. The Absorb Infuse API is used to natively launch courses within an organization's membership management platform.

ECOMMERCE

Most learners, who are part of the USOPC or NGBs, do not require payment for accessing courseware. However, a subset of our other supported organizations requires a secure eCommerce capability. This includes giving individuals the ability to purchase single courses, and admins the ability to purchase and distribute multiple courses to learners in their organization.

The Center works with "small" & "medium" sized community organizations who may have up to 1,500 members that need to have access to data reporting on course completions. We also serve "large" organizations who may have membership in the thousands with additional requirements that must be met through the system's capabilities. For example, some need multi-layer capabilities to capture both national organizations and local clubs under the same umbrella but allow for differentiated administrative access.

The LMS should offer multiple functionalities under each learner account, allowing admins and learners the ability to make individual or bulk purchases, participate in training, and enable administrators to access their dashboard using their learner account. Furthermore, the LMS should provide learners with the option to select and purchase add-on services with the ability to integrate with multiple payments platforms.

RFP Proposal Overview

U.S. CENTER FOR SAFESPORT RFP TIMETABLE

- RFP Release Date: September 9, 2024
- Closing Date: October 22, 2024
- Written responses and the completed proposal package must be submitted to lmsrfp@safesport.org no later than October 22, 2024
- Client follow-up to vendors if RFP clarification is needed: November 15, 2024
- Short-listed vendor presentations: Weeks of November 18, 2024 – January 20, 2025
- Short-listed vendors will be invited to provide a video conference presentation which must also include a demo to view the administrative features of the system.
- Evaluation and selection timeframe: November 15, 2024 – January 31, 2025
- Projected assignment of contract: February 28, 2025

SUBMISSION REQUIREMENTS

1. A proposal that responds to all questions in the RFP and completion of the Vendor Requirements Checklist. Each response must show the subheadings and the number of the corresponding question or requirement.
2. An official, signed, and authorized letter must accompany your proposal from an authorized executive to speak on behalf of the organization.
3. Pricing - please see the details and format outlined in "Bid Pricing" below.
4. Description of current clients/organizations, scope of your organization's expertise, and three references from current clients.
5. Disclosure - please list if any clients include the U.S. Olympic & Paralympic Committee (USOPC) or any of the National Governing Bodies (NGBs) as recognized by the USOPC. And if so, certification regarding the protection of client information.
6. In addition to completing the details in the RFP, please include screenshots and other representative samples of the learning management system functionalities including:
   a) Learner experience
   b) Dashboards for administrators
   c) Course management interface
   d) Course player
   e) Reporting capabilities

CENTER RFP TERMS AND CONDITIONS:

- Vendors may withdraw their proposal at any time during the RFP process. To withdraw a proposal, please send an email stating you withdraw to lmsrfp@safesport.org.
- All expenses incurred for the preparation and submittal of the RFP response are the sole responsibility of the vendor and shall not be charged to the Center.
- All information in this proposal is confidential and proprietary, and may not be communicated in part, or in whole to any third party without the Center's knowledge and written approval.
- Vendors must supply their company's standard contractual terms and conditions for review by the Center.
- Vendors must agree to comply with federal Department of Justice grant terms and conditions specified in Exhibit A.

RFP Proposal Submission Instructions & Guidelines

Proposals should include detailed responses in the order listed below, as applicable to the vendor:

COMPANY INFORMATION

1. Full legal business name, including any DBAs
2. Primary business/headquarters address, and any other locations
3. Primary contact for the RFP submission
4. Description of the ownership structure
5. Number of employees and contractors
6. A brief history of the company and the year it was founded
7. Website(s) and social media handles
8. Data storage and management
9. Regulatory and compliance procedure policy adherence

DEMONSTRATION OF EXPERIENCE

1. Identify a list of nonprofit, compliance, and/or sports related clients, if any, including a list of 3 clients with executive contacts for references.
2. Describe the company's client retention rate for the last 3 years.
3. Describe the company's growth during the past 3 years.
4. Describe the investment in the platform planned for the next 3 years.
5. Describe resources available to clients for implementation, development, product management, data engineering, technical support services, and account management.
6. Briefly share what makes the company outstanding or unique or particularly applicable to the organizations the Center serves.

DEMONSTRATION OF CAPABILITY

Vendors must include a completed copy of the **Vendor Requirements Checklist** to demonstrate your platform's alignment with SafeSport's requirements for a Learning Solution Platform. Please fill out column B-E and submit with your proposal. Clarifying questions regarding the Vendor Requirements Checklist can be sent to **lmsrfp@safesport.org**.

Bid Pricing General Outline

Provide an overview of pricing per component and for packages as follows:

COMPONENT PRICING:

1. Pricing model options.
2. Start-up, and set-up fees (provide costs and definition of each, and any waivers of applicable fees).
3. Integration services fees for each local organization that has an API integration into their own LMS or membership management system outside of the LMS for the Center.
4. Online course development fees (if applicable).
5. Course conversion fees for platform.
6. Data migration fees (if applicable).
7. Other relevant fees as proposed or waived.
8. Service or maintenance fees if not included in user fees.

VENDOR FEE PAYMENT SCHEDULE

1. Monthly/annual fees
2. Administrative fees years 2-5, and categories of fees (if any)
3. Applicable payment terms

CONSIDERATIONS FOR IMPLEMENTATION

The process for an agreement, execution of a contract, and implementation of services should progress as follows:

Vendor Presentations

Selected vendors will be invited to present an online demonstration to Center representatives. The Center may elect to request a live presentation in Denver, CO with a minimum 15-day notice. Vendors will be expected to outline and elaborate on their proposal and to field questions, as appropriate. Vendors will also be required to provide a demo of the administrative portal of the LMS with access to a testing or sandbox environment.

Bid Selection

The Center's LMS Selection Committee will decide on a vendor. The Center reserves the right to reject any and all proposals, in whole or in part; to waive any technicalities and minor irregularities; and to request additional information and clarification from bid respondents. The Center further reserves the right to award a contract that, in its sole judgment, is deemed to be in its best interest and to comply with federal law and federal grant requirements.

Terms of Agreement

A mutually agreeable contract will be executed for a three to five-year period, with a 5% cap on renewals and additional terms at the discretion of the Center, upon performance review. The contract termination and renewal terms will be outlined in the agreement. The executed contract will be governed by laws in the State of Colorado and in compliance with other federal grant requirements.

Compliance with Applicable Law

The successful vendor shall at all times observe and comply with federal, state and local laws, ordinances, orders and regulations existing at the time of or enacted subsequent to the execution of this contract that in any manner affects the completion of the work.

Records Retention

Vendor will have the ability to maintain all requests and results securely, and to abide by all relevant federal and state laws governing the privacy of this information. The vendor must also agree to provide copies of all requests and results for the life of this contract and for a seven-year period following the termination of this agreement.

Reporting Process

The contracted vendor must provide time-specific training reports, which include the total number and specific trainings completed for a designated period. Preference will be given to a vendor that provides this service via a reporting dashboard or another accessible method.

Certification of Confidentiality

The vendor and the Center mutually agree that any, and all financial, enrollment, planning, and other sensitive information contained in the RFP and submitted proposals, or shared with each other during either the bidding, negotiation process or the performance of any agreement will be kept confidential. It should be noted that some of the funds to procure this service will be paid using federal funds so the Federal cognizant agency may request to review the bid and other information from participating bidders.

Assignment and Subcontracting

The contracted vendor must provide assurance that the contract will not be assigned or transferred without the knowledge and written consent of the Center. Subcontracting of the entire operation or any portion thereof is prohibited without the prior approval and written consent of the Center.

Equal Employment Opportunity

The U.S. Center for SafeSport does not discriminate on the basis of race, color, gender, religion, sexual orientation, national or ethnic origin, age, disability, marital status, or veteran status in any program or activity or with regard to admission or employment. A selected vendor must likewise comply with all Equal Opportunity laws.

Detailed Requirements

USER & ACCOUNT MANAGEMENT

- Support for account creation that can be for general public, as well as affiliated to a specific organization, either through an access code, custom portal, or similar.
- Ability to reset password by user themselves or an organizational administrator.
- Ability to assist in identification of duplicate accounts.
- Allow ability to merge duplicate accounts and associated records.
- Ability for accounts to be affiliated to more than one organization, and visible and administered by each organization.
- Customizable profile information for sign-up and post-sign up (including custom fields and required fields). This information should be leverageable for customized dashboard experience.
- Ability to support single-sign on (SSO) using protocols such as SAML that can be configured on a client-by-client basis.
- Allow for grouping of users based on automated rules within an organization.
- Allow for user experience based on profile information (e.g. role).
- Allow organization administrators to search and affiliate learners to their organizations, individually and at bulk.
- Restrictions for signing up based on age (parent/caregiver consent).
- Course Management
- A customizable course catalog based on organization and/or learner profile (e.g. role, sport, language), with ability to highlight required courses, course sequence, last course taken, next course due, etc.
- Option to preview course content prior to enrolling into course, including course summary preview, screenshots and description. This ability should be accessible without creating a login to the platform.
- Configurable course structures parameters related to course sequence/re-sequence, time-based cadence (e.g. days elapsed since last course completion), fixed intervals based on defined periods for expiration/re-enrolment, etc.)

- Ability to support course equivalencies whereby course A being taken suffices for requirements related to course B, with ability to manage on cross-organizational basis.
- Full support for industry-standard courseware formats including SCORM 2004, xAPI (Tin Can), and cmi5 for full learner experience data collection and reporting, including in-course activities.
- Support for course publishing workflow that allows for phased rollout across learner set to identify potential issues before all learners are affected, including use cases such as A/B testing.
- Ability to support approval process before deploying new courses.
- Ability to configure course prerequisites based on parameters including specific courses, course completions within a certain timeframe or configurable time parameter, etc.
- Ability to create collections of courses (curricula) with specific course structure parameters.
- Full version control of hosted courses, including recording which course version a learner has taken within their historical transcript.
- Ability to assign courses to a learner/group of learners out-of-cycle as needed.
- Ability to create surveys to gather data based on user's transcript data (e.g. if a user took an older version of a course and a recently revised copy, ability to prompt them for a survey to gather additional insights).
- Fully customizable course completion certificate including name, date taken, organization affiliation, verifiable completion ID to support other use cases such as badging, QR code verification and web-based verification.
- Ability to manually apply credit completion for an individual or group of learners.
- Ability to manage exemptions on a time-based or indefinite basis for an individual or group of learners.

LEARNER INTERACTIONS
- Ability for a learner to self-enroll into a course.
- Ability for a learner's course enrollment request to be reviewable and approved by a group/organization administrator.
- Allow a group/organization administrator to enroll learners into a course.
- Allow a learner to view required courses for compliance, transcript and associated certificates for download, and course catalog with course descriptions.
- Ability for a learner or group/org administrator to set email notifications for upcoming courses, due dates, certificates, etc.
- LMS allows for self-paced navigation. This includes a progress bar to see how much of the course is left and the estimated time left to complete, as well as enhanced playback functions (i.e., the ability to re-start a slide at a specific section rather than having to re-watch the whole slide)
- Learners have access to trauma-informed features such as the ability to pause the course, make a quick exit, or change course pacing (e.g., slow down audio). Survivors can skip certain material.
- Support for learner engagement through gamification.

ADMINISTRATIVE FUNCTIONS

- Create custom support Role Based Access Control (RBAC) profiles to support administrative access at an enterprise-wide (SafeSport and all NGBs/clients), as well as client and group-based basis.
- Conduct batch enrollments, as well as ability to search and claim individual or batch of learners, for department/organization affiliation.
- Interactive FAQ/course instructions (e.g., short video Instructions to purchase or how to navigate dashboard) with potential for AI generated content.
- Portal or accessibility to document management system related to SafeSport account (contracts & access Instructions)
- Purchasing statistics (completions/any status, if bulk purchased seats - how many seats remaining for each purchase, expiring courses).
- User & Account Management (assign/enroll user in courses, passwords, transcripts, associations-remove and add from org., impersonate).
- Multi-course purchasing (single view for purchasing training)

REPORTING

- Native UI-reporting capabilities within LMS that show summary and detailed data across entire and group-based datasets, parameterized around a specific course or set of courses, enrollment status, specific user/group/department(s), including ability to export dataset into common file formats such as PDF, Excel, CSV etc.
- Collection and reporting of course-based activities (xAPI statements for example) alongside transcript data from LMS.
- Ability to create custom reports and dashboards based on above mentioned parameters that can be scheduled and sent to specific individuals, as well as accessible to view for specifically assigned administrative/user groups. Scoping should be limited to only courses within the purview of the organization.
- UI reporting for all historical and current data, with ability to sort/filter.

DATA ACCESS

- Ability to have direct access to full dataset to support custom pipeline for private data warehousing (e.g., AWS, Snowflake).
- Vendor maintained data dictionary and other technical resources with access to developers to support.

COMPLIANCE / REGULATORY / REGIONAL

- ISO 27001/2
- WCAG 2.1 AA with timeline for implementation of 2.2 standards, and is compatible with assistive technology (NVDA, JAWS, Voice Over, Talkback).

- FTC regulations
- Children's Online Privacy Protection Rule (COPPA)
- Colorado Privacy Act (CPA)
- General Data Protection Regulation (GDPR)
- SSAE16 SOC-1,2, and 3 or similar operational data audits

ECOMMERCE
- End-to-end online sales management from shopping basket to invoice/credit card payment, terms and conditions/contract issuance, email with key assignments. This should include association between transaction and the associated purchased seat redemption.
- Ability to support purchase orders for criteria-based sales (e.g. number of seats, organization size).
- Ability to manage refunds directly within platform.
- Self-serviceability for organizations to configure and administer their learners.
- Administrator-based buy on behalf and organizational management billing/purchase capabilities.

INTEGRATIONS
- Google Analytics (GA4).
- SAML 2.0 or similar for single sign on support at tenant, group/department level (multiple configurations).
- Webinar support for instructor-led training (e.g. Zoom, Teams, etc.) with the ability to host and track recorded webinars and live training.
- Full API layer to support embedded integrations into SafeSport's own and client platforms for an integrated learner experience outside of native UI (including API documentation in industry standard Swagger format).
- CRM integration (e.g. HubSpot, Zendesk, Salesforce) for learner <> client relation and activity tracking.

OTHER / MISC.
- Public status page with ability to integrate with platforms such as StatusPage for automated service status reporting across all service levels and layers.
- Private instructor message boards / discussion capabilities at course, org/group or other customizable level.
- Contractually and financially supported Service Level Agreements (SLAs) across all critical and key areas of infrastructure and functionality, with ability to view areas of application and infrastructure performance.
- Solution oriented support team including direct access to senior and technical resources such as developers, data engineering, product management.
- Multi-language supported user experience. Ideally, users choose their role and language only once

at the beginning when creating an account and are prompted each year to confirm/update profile information.

- Ability to manage course distribution to third party platforms with centrally collected and stored data on completion activities and transcript.
- Ability to support central record store outside of native database including a third-party learning records store (LRS).
- Support for all major desktop browsers.
- Support for full mobile experience from signup through course completion and certificate access.
- Overview of Current Educational Offerings
- Information regarding our current course offerings can be found within the Center's Online Training Catalog.

Additional Terms & Conditions

The selected service provider will be required to agree to the Federal Terms and Conditions listed below. Please submit an RFP only if you can meet these provisions.

EXHIBIT A – Federal Grant Terms and Conditions

EQUAL OPPORTUNITY/NONDISCRIMINATION

A. Consultant, including any subcontractors or employees of consultant, agrees to comply with all Federal statutes and implementing regulations relating to nondiscrimination concerning race, color, sex, religion, national origin, disabilities, and age. These include but are not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252);
2. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, and 49 CFR Part 27;
3. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.);
4. The Civil Rights Restoration Act of 1987, (Pub. L. 100-209);
5. Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) and 49 CFR parts 37 and 38;
6. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations;
7. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency
8. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42, Subpart E of 28 C.F.R. Part 42
9. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54
10. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

B. Drug Free Workplace. Consultant, including any subcontractors or employees of consultant, agrees to comply with the provisions cited in the Drug-Free Workplace Act of 1988 (41 U.S.C. 8103).

C. Federal Grant Requirements and Contracts. Consultant, including any subcontractors or employees of consultant, shall comply with the following statutes and implementing regulations as applicable:

1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 2800);
2. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200);

D. Political Activity (Hatch Act). Consultant, including any subcontractors or employees of consultant, will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

E. Lobbying.

1. Certification Regarding Federal Lobbying. Consultant, including any subcontractors or employees of consultant, certifies, to the best of its knowledge and belief, that:
   a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
   b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions
2. Restriction on State Lobbying. None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body.

F. Conditions for Non-Profit Organizations. If Consultant is a non-profit organization, it shall adhere to the standards established by 2 CFR Part 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations and 2 CFR Part 230 Cost Principles for Non-Profit Organizations for determining costs applicable to grants and contracts with non-profit organizations.

G. Consultant, including any subcontractors or employees of consultant shall adhere to all applicable contract provisions established by 2 CFR Appendix II to Part 2008

H. SPECIAL CONDITIONS

Since this contract is being paid for using Federal Funds, the Department of Justice (Grant-making component) reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, for Federal Government purposes (and to authorize others to do so), the following:

- Any work subject to copyright that was developed
- Any work for which ownership was acquired
- With respect to data produced under a Federal award, the Department of Justice also has the right to do the following:
- Obtain, reproduce, publish, or otherwise use the data produced
- Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

I. REQUIRED FOR CONTRACTS OVER $10,000

If contract exceeds $10,000 the Center can terminate contract for cause and for convenience if contract agreement milestones are not being met. Before terminating contract, the Center will meet with contractor to discuss and to agree to a settlement.

J. REPORTING POTENTIAL FRAUD, WASTE, ABUSE OR MISCONDUCT

Consultant, including any subcontractors or employees of consultant must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds should be reported to the OIG by--(1) online submission accessible via the OIG webpage at https://oig.justice.gov/hotline/contact-grants. htm (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at https://oig.justice.gov/hotline.