eLearning Developer for Core Rebuild
Request for Proposals

About Us

The U.S. Center for SafeSport (the Center) is a non-profit organization focused on ending all forms of abuse in sport. We endeavor to make athlete well-being the centerpiece of the nation's sports culture through abuse prevention, education, and accountability.

Summary

The eLearning Developer engagement will develop the Education & Research department's new Core course with sport and role specific education (the Core Rebuild). This education leaves learners with an understanding of the Center's processes and concepts related to recognizing, preventing, and responding to abuse and misconduct in sport. The engagement will commence in November 2025 and will include building the new Core course with various pathways for customized content, interactive and graphic design elements, knowledge checks, evaluations, and surveys.

Scope of Work and Deliverables

- Create interactive course(s) using industry standard eLearning authoring tools such as Articulate Storyline 360, Rise, Adobe Captivate, etc. Work with client to test and advise which authoring tool best suits LMS and course structure needs.
- Create storyboards, slides, interactions, and quizzes based on a prepared script.
- Design complex level branching and intrinsic feedback loops for personalized user experience.
- Leverage data collection and reporting methods such as xAPI statement to measure engagement and other learner activities. Work with client to set measurements per learning objective.
- Develop courses in multiple languages demonstrating cultural competency (translations provided).
- Coordinate and collaborate with internal and/or external design teams for brand adherence guidelines, graphics and other technical assets to support course development.
- Participate in meetings with Center staff, as needed.

- Perform quality control tests and remediate.
- Provide recommendations to staff on best practices in instructional design to improve course and user experience.
- Meet all deadlines including draft submissions, revisions, and electronic delivery of published and source files.
- Be responsive to the immediate needs of the Center.
- Identify potential technical issues and support timely problem solving, including proactively communicating with the LMS provider to address joint issues.
- Consult client on best and most up-to-date eLearning development practices. Work with client to identify methods and approaches that help make learning fun and effective.
- Create, conduct, and report on comprehensive user acceptance test plans to help ensure a smooth learner experience.

Qualifications

- Minimum of 5 years' experience creating instructional design content for adults, youth, coaches, or other related audiences.
- Advanced proficiency in Articulate 360 and at least two other industry standard eLearning authoring platforms or tools.
- Proficiency in advanced actions, coding, triggers, and variables in eLearning course design.
- Proficiency in applying WCAG 2.1 and 2.2, ADA and other applicable standards to enhance accessibility of content expertise in interactive web-based course development and graphic design.
- Strong understanding and proficiency working with online learning standards including SCORM, xAPI (Tin Can), cmi5, as well as course-based data collection methods.
- Excellent graphic design, writing, and proofreading skills.
- Experience testing and working with course delivery on a variety of LMS platforms, including those connected to an LRS system.
- Proven track record of designing that lets learners retain knowledge, stay engaged, and act.

Knowledge, Skills, and Abilities

- Understand and apply adult learning theory to content and design development.
- Strong proficiency developing instructional design curriculum, including highly interactive approaches to engage audiences.
- Experience customizing content for diverse learning styles and needs, including age and developmental stages.
- Experience creating online courseware for both desktop and mobile device environments.
- Experience in developing course content for instructor-led trainings (ILT) a plus.
- Proactive communication skills, particularly around progress, timelines, barriers, and solutions.

Preferred

- Understanding and application of best practices in UX design and course-based data collection practices.
- Experience with designing courses in abuse prevention, sexual violence, gender-based violence, and/or other types of interpersonal violence.
- Experience customizing content for people with developmental disabilities.
- Ability to perform large scale testing to account for issues that could present in live course (e.g., account for various device, internet, and/or browser configurations)

Proposal Requirements

- Organizational overview, corporate address, number of employees, location (must have U.S. based location), and any experience with non-profit organizations.
- Scope of your expertise in eLearning development, including access to authoring platforms, design software, and testing tools.
- Resume(s).
- Hourly rate or overall pricing.
- Outline of your design and development strategy, including development methodologies and technologies to be used.
- Portfolio with at least five (5) samples of your work in complex course designs and any other projects that demonstrate relevant experience and if available, results demonstrating educational efficacy.

- Description of clients, including disclosure if clients include the U.S. Olympic and Paralympic Committee (USOPC) or any of the National Governing Bodies (NGBs) recognized by the USOPC.
- Description of transfer of intellectual property and digital assets including rights ownership.
- Bids may only be submitted to elearningRFP@safesport.org.

Contractors must comply with the Center's Contractor Conflict of Interest policy.

Selection Process

Proposals will be reviewed and evaluated by the Center's selection committee. The evaluation will be based on both qualitative and quantitative criteria to ensure the best overall fit for the Core Rebuild course. Vendors that pass the initial proposal review will enter the following selection process:

1. **Initial Interview** – Vendors progressing forward past the initial proposal review will be invited to participate in an initial interview with 2 members of the Center's selection committee.

2. **Second Interview and Proficiency Task** – Vendors moving forward in the process will be invited to a second interview with the larger selection committee. This session will include a brief (1-2 hours), unpaid proficiency task designed to assess the vendor's ability to develop a short course based on materials provided by the Center.

3. **Final Interview and Paid Presentation** – Vendors selected for the final stage of review will be invited to participate in an interview with the selection committee. As part of this process, each finalist will deliver a structured presentation demonstrating their proposed approach to the Core Rebuild course infrastructure.

4. **Final Selection** – The selection committee will make a final determination considering evaluation score, interviews, and overall best fit for the Center.

5. **Notification** – All vendors will be notified of the outcome.