



# SSPA Implementation Manual

## Request for Proposals 2021

## **SSPA Implementation Manual Requests for Proposals**

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## **01. SUMMARY**

### **Graphic Design for the SSPA (Sport Situational Prevention Approach) Implementation Manual**

This U.S. Center for SafeSport is looking to engage an agency for the graphic design of an important educational publication guide supporting abuse awareness and prevention in sport. The Center is looking to engage an agency that has experience in nonprofit, higher education, sports and educational publications or content.

## **02. ORGANIZATIONAL OVERVIEW**

The U.S. Center for SafeSport is an independent, nonprofit 501(c)(3) organization established in March 2017 in the wake of several high-profile abuse cases. The Center is responsible for responding to and preventing emotional, physical, and sexual misconduct and abuse in the U.S. Olympic and Paralympic Movement. Under the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017, we are the only organization in the country congressionally mandated to take on this task.

Federal law entrusts the Center as the exclusive authority to respond to reports of abuse and misconduct within the United States Olympic & Paralympic Committee (USOPC) and their recognized National Governing Bodies (NGB) and High-Performance Management Organizations (HPMO). We are also an educational resource for sports organizations at all levels, from grassroots amateur sports organizations to professional leagues.

Our mission is to make athlete well-being the centerpiece of our nation's sports culture through abuse prevention, education, and accountability. We live this mission every day by focusing on the fundamentals needed to change sports culture.

### **03. CORE OBJECTIVES**

The SSPA program is designed to help teams identify and address safety risks when they are small and manageable to prevent them from becoming harmful to athletes.

- Design agency will produce an approximate 150-page manual that will allow sport organizations to document and implement a 4-step process to help identify and address concerns related to athlete safety and wellbeing.
- Manual will be designed as an interactive PDF, but also have the capability to be printed.
- Included within the 150-pages, Manual has appendix items such as spreadsheets and checklists that will need to be editable PDFs.
- The project will work collaboratively with Marketing team and educational cross-functional teams to ensure a consistent, integrated publication.
- Illustrate concepts in design and manipulation of design properties, such as type size, font style, spacing, columns and placement.
- Present planning concepts by studying relevant information and materials.
- Translate information into designs that are visually enticing, easy to understand, well organized and visually impactful.
- Create graphic presentations that guide audiences through complex subject matters.
- Help shape and refine aesthetic of materials to create a comprehensive look and feel to communicate educational and learning objectives

### **04. PROPOSAL REQUIREMENTS**

- Summary paragraph of your organization scope of work, years in business number of employees and corporate headquarters address. Must be U.S. based.
- An official signed and dated authorized letter from senior corporate representative must accompany your proposal to attest ability to carry out the project according to project proposal.

- Pricing: please see the details and format outlined in “Pricing” section below.
- Brief description of current clients and general work performed.
- Disclosure if clients include the U.S. Olympic and Paralympic Committee (USOPC) or any of the National Governing Bodies (NGB) recognized by the USOPC.
- Description of transfer of intellectual property and digital assets (including rights ownership). **This project is a work for hire under a Federal Grant.**
- In addition to the above, please include samples of your work for a publication of this nature.
- Proposed timeline from kickoff to launch.

## **05. TIMELINE**

RFP Release Date: October 7, 2021

Closing Date: October 15, 2021

Estimated project completion date: Mid-December 2021

## **06. PRICING**

(Please deliver using a close-range USD estimate for each phase)

**Project Budget: \$20,000**

1. List Project phases and number of hours for each phase if possible
2. Hourly rate for services
3. Number of allowed project reviews
4. Other relevant Nonprofit allowances

## **07. CRITERIA FOR SELECTION**

The following criterion for selection includes an open and posted RFP for proposals received no later than October 15, 2021 to [erin.carlstrand@safesport.org](mailto:erin.carlstrand@safesport.org)

1. Availability of vendor to complete in required accelerated timeframe
2. Pricing competitiveness and hourly wage proposal
3. Review of sample work product presented as suitable for an educational resource development
4. Scope of work and payment schedule matching program requirements

## **08. AWARD PROCESS**

- Selected organization will be contacted by phone for a final review
- Subject to execution of an approved contract provided by the Center and other documents required by the Center for Federal Grants . This project is supported by the SMART Office, Office of Justice Programs, U.S. Department of Justice