



U.S. CENTER FOR  
**SAFESPORT**<sup>®</sup>

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CHAMPION RESPECT. END ABUSE.<sup>®</sup>



# **DIGITAL RESOURCE LIBRARY**

Request for Proposals 2025

## **Digital Resource Library Request for Proposals**

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## 01. SUMMARY

This U.S. Center for SafeSport RFP is for the design and development of a digital resource database library. We're seeking a qualified vendor to develop and launch a comprehensive searchable digital resource library that will live on [uscenterforsafesport.org](https://uscenterforsafesport.org). Providing users the ability to easily search 100+ resources for abuse prevention education material, support resources for parties involved in SafeSport investigations and other materials related to the Center's work. The interactive digital resource library should be user-friendly, informative, and easily accessible across multiple devices.

The **audience** for this database will be parents, athletes, coaches and sport administrators from sport organizations across the U.S. Additionally, parties involved in SafeSport investigations will also be directed to this database for support resources.

Below are a few resource library examples we favor:

- [Listos California](#)
- [NASA Learning](#)
- [Drug Policy Org](#)
- [Common Sense](#)

## 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. The 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 (NGBs). 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 sport culture.

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### 03. CORE PROJECT OBJECTIVES

- Consolidate important Center resources into one easy to navigate section of [uscenterforsafesport.org](https://uscenterforsafesport.org).
- Present all public-facing Center documentation into an experience that can be customized by the user, based on audience type.
- Create an easy to use backend system that interfaces with WordPress and can easily be updated and managed by an internal support team.

### 04. PROPOSAL REQUIREMENTS (WHAT WE NEED FROM YOU)

- Organizational overview, scope of your expertise in website resource development, corporate address, number of employees, location, and any experience with non-profit organizations. An official signed and dated authorized letter from senior corporate representative must accompany your proposal.
- Pricing: please see the details and format outlined in Section 07.
- Outline of your design & development strategy.
- Describe the proposed CMS, development methodologies, and technologies to be used.
- Proposed website resource timeline from kickoff to launch.
- Description of current clients, three references from current clients.
- 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.
- In addition to completing the details in the RFP, please include at least five (2-3) samples of your work in resource library development and any other projects that demonstrate relevant experience.
- Bids may only be submitted to [resource-library-rfp@safesport.org](mailto:resource-library-rfp@safesport.org).

### 05. FUNCTIONAL / TECHNICAL REQUIREMENTS

- Intuitive navigation & user experience; including selections based on audience, subject matter, language, resource medium and more.
- Robust search engine with advanced filtering options to locate specific resources quickly.
- Compliance with web accessibility standards (at least WCAG 2.1 AA). View our [Accessibility Statement](#) for more information.

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- Adherence to web security best practices.
  - Mobile-friendly design.
  - Optimization for search engine ranking (SEO).
  - Data analytics and reporting capabilities to track website usage.
  - Functional and easy to navigate backend for updating by internal team.
  - Include English and Spanish filters with the possibility to add other languages in the future.

## **06. TIMELINE & MILESTONES**

RFP Release Date: May 1, 2025

Closing Date: May 23, 2025

Vendor Selection: July 11, 2025

## **07. PRICING**

**Maximum budget: \$80,000**

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

- Discovery & Vision Review
- Initial Design / Content Formatting and Incorporation
- Reviews & Revisions
- Add-Ons for Advanced Site Functionality (please price these features out separately on your proposal)
- Testing & Deployment
- Documentation
- Temporary after launch support

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## **08. CRITERIA FOR SELECTION**

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

### **Vendor Presentations**

Short-list selected vendors will be invited to present via videoconference with Center representatives. Via video conferencing, vendors will be expected to outline and elaborate on their proposal and to field questions, as appropriate.

### **Bid Selection**

The Center's Selection Committee will decide on a vendor. The Center reserves the right to reject any and all proposals, wholly 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 term. Terms will be submitted at the discretion of the Center. The 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 must 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.

### **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.

**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.