

Currently Recruiting Foster Parent Co-Trainers and Senior Foster Parent Co-Trainers

Apply Now

To the UW Request for Quotes and Qualifications (RFQQ)
Reference # 479499432

The University of Washington Alliance for Child Welfare Excellence is currently recruiting Foster Parent Co-Trainers and Senior Foster Parent Co-Trainers to train current and prospective foster parents.

Bring your experience as a Foster Parent to the classroom!

Foster Parent Co-Trainer Requirements:

- Must either be currently licensed in WA State, licensed within the last 3 years in WA State (if currently unlicensed), or a current unlicensed relative caregiver
- Must have experience caring for children and youth in the care and custody of the Children's Administration
- Must have completed the Alliance Caregiver Core Training
- No history of founded child abuse or neglect allegations

Senior Foster Parent Co-Trainer Requirements:

- Co-Trained for at least the past five years
- No history of founded child abuse or neglect allegations

Application deadline: April 17, 2015

View a summary of the RFQQ on the Washington Electronic Business Solution (WEBS) website <https://fortress.wa.gov/ga/webs/>

Application Process for Foster Parent Co Trainers

Step 1 - Register on Washington Electronic Business Solution (WEBS)

<https://fortress.wa.gov/ga/webs/>

- Skip this step if you already have an existing WEBS account
- Enter your name when asked for company name
- Enter "1" for number of employees
- Only answer required fields
- Some questions won't apply since foster parents aren't companies, but answer to the best of your ability

WEBS registration and search tips:

<http://www.des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx>

Step 2 – Go to the Foster Parent Co-Trainer Request for Proposals (Referred to as the Request for Quote and Qualifications (RFQQ))

- Once logged into WEBS, go to "Search Opportunities" on the left menu bar of the WEBS home page
- In "Filter by Government Organization" select University of Washington
- Select "Search"
- Select "Foster Parent Co-Trainer"
- Select the RFQQ attachment at the bottom, "RFQQ 2015 Alliance Foster Co-Trainer WEBS" for the application timeline, description of the services being requested, and the contact information for the UW Procurement Coordinator

Step 3 - Register for an Ariba Network ID

<http://uw.supplier.ariba.com/>

- If you've contracted with the UW before, and have registered as a supplier, you will still have to complete the Ariba Sourcing Event registration process

- For detailed registration instructions, visit this *Getting Started-Supplier Guide* link:
<http://f2.washington.edu/fm/ps/sites/default/files/ariba/Getting%20Started.pdf>

Helpful registration hints:

- For Product & Service Categories, click on Browse, then select Education, Organizations and Clubs, then Community & Social Services, then Social Development & Services, click Add, click OK
- For Ship-to or Service Locations, click on Browse, North America, United States, Add, OK
- Only answer required fields, for example Tax ID and DUNS numbers are optional

Step 4 - Email UW Procurement Coordinator

- Procurement Coordinator email address will be included in WEBS posting
- Email that you'd like to respond to this RFQQ
- Be sure to include RFQQ reference # 479499432 and your Ariba Network ID # in email
- This notifies UW Procurement Office that you are interested in applying
- You will then receive an email invitation to join the RFQQ
- Follow the link in the email to access the RFQQ details
- Review and accept the prerequisites, which then allows you to view the RFQQ content

Step 5 - View entire RFQQ in Ariba

Step 6 - Submit RFQQ application via Ariba

NOTES

Amendments to RFQQ will be posted on WEBS. You will receive email notifications if there are amendments to view.

You will need to submit a copy of your WA State foster parent license, as well as three references, including one from the Department of Licensed Resources, with your RFQQ application.