

UNIVERSITY of WASHINGTON

Request for Quotes and Qualifications COURT REPORTING SERVICES FOR ADMINISTRATIVE HEARINGS ON STUDENT CONDUCT CODE MATTERS RFQQ #Doc1738659250

1. PURPOSE

This Request for Quotes and Qualifications (RFQQ) is issued by the University of Washington to solicit proposals from Contractors interested in providing court reporting services for administrative hearings on alleged student conduct code violations at the University of Washington.

2. SCHEDULE OF ACTIVITIES

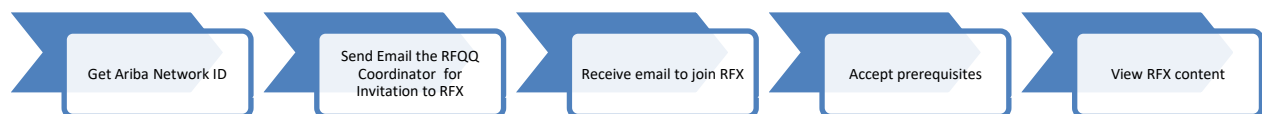
Activity	Due Date	Due Time
RFQQ Released	4/17/2019	3:00PM PDT
Written Questions Due from Bidders	04/24/2019	3:00PM PDT
Bidder Responses Due	05/09/2019	3:00PM PDT

UW reserves the right to modify the above timeline as needed, but will notify all of the Bidders of any modification via the Ariba Sourcing Event Page.

Responses **MUST** be submitted Via the **Ariba Sourcing Event**

IMPORTANT NOTICE:

This RFQQ is being conducted electronically through the University's Ariba Sourcing Event website. Suppliers interested in submitting a proposal are required to submit their RFP response via the UW Ariba Sourcing Event website.



To view and respond to a UW RFP, please determine your supplier type and follow the instructions below.

Suppliers *NEW* to Ariba:

1. Register on the UW Ariba Sourcing Event website using this link: <http://uw.supplier.ariba.com/>

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2. After registering, send an email to this address lmagill@uw.edu saying that you would like to respond to this RFP. **Be sure to include the RFP #Doc1738659250 in your email subject line and the Ariba AN (Ariba Network) #** – you will then receive an invitation to join the RFP via email. ***If you do not send an email, you will not be invited to the event. It is the sole responsibility of the Bidder to follow up with the RFP Coordinator in the event he does not respond to the initial email request. UW will not be held responsible for any bidder's inability to participate in any Sourcing Event due to their lack of follow-up.***

Suppliers ALREADY REGISTERED with Ariba but have never participated in a UW Sourcing Event:

1. Follow steps 1 and 2 in “Suppliers new to Ariba” and add your Ariba Network Identification Number (ANID). Be sure to include the **RFP #** on the subject line of your email – you will then receive an invitation to join the RFP via email.

Suppliers Who Have Previously Participated in a UW Sourcing Event:

1. Follow step 2 in “Suppliers new to Ariba” and state that you have previously participated in an UW event and would like to respond to this RFP. Be sure to include the **RFP #** in your email – you will then receive an invitation to join the RFP via email.

Once you have sent the email:

1. *You will receive an email invitation which will allow you to join the RFP*
2. *Follow the link in the email to access the RFP details*
3. *Review and accept the prerequisites, which then allows you to view the RFP content*

Please see the attached “Getting Started Supplier Guide” for more information:



Getting Started
Supplier Guide