MRSC ROSTERS OVERVIEW

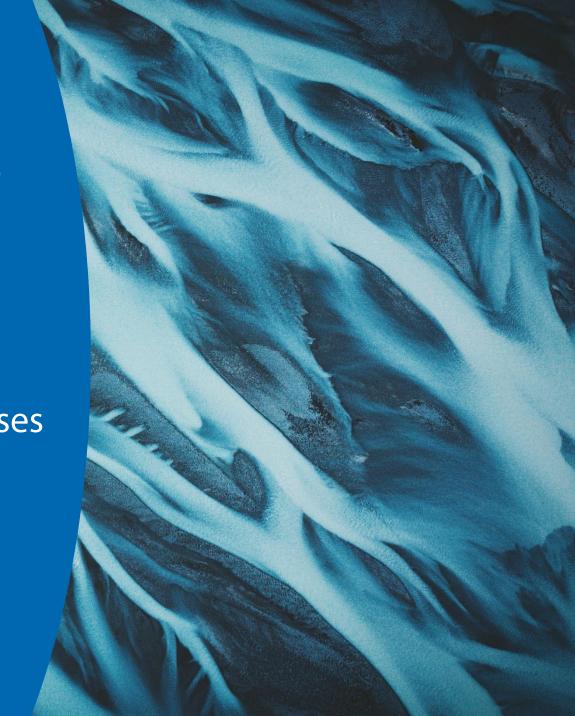
Learn what MRSC Rosters is and how it works.

Presented by Maggie Dalzell, MRSC Rosters Program Coordinator



Agenda –

- What is MRSC Rosters? A quick refresher
- Application renewal and editing
- Application highlights
- How Public Agencies search for businesses







CONNECTING BUSINESSES WITH CONTRACT OPPORTUNITIES FOR OVER 10 YEARS

For businesses: MRSC Rosters is the only directory that connects businesses with over 600 public agencies in Washington State.

For public agencies: MRSC Rosters hosts individual small public works, consultant, and vendor rosters for public agencies. Washington State Public Agency members search MRSC Rosters for project bidders.



Roster contracting process

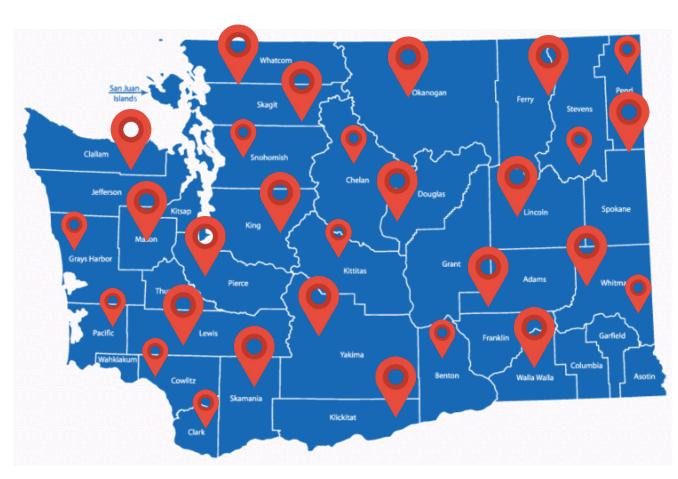
Roster contracting is an alternative to the full bid/proposal process that can be used for small to medium sized projects.

<u>Full Bid/Proposal Process</u>: Public Agency posts an advertisement specific to the project and selects a business from the respondents.

Roster Process: Public Agency does **not** post an advertisement for the project, but instead, directly solicits businesses on their roster and selects a business from the respondents.



What agencies use MRSC Rosters?



638 Participating Public Agencies

Cities

Counties

School Districts

Fire Districts

Housing Agencies

Other Special Purpose Districts

View the full list at mrscrosters.org

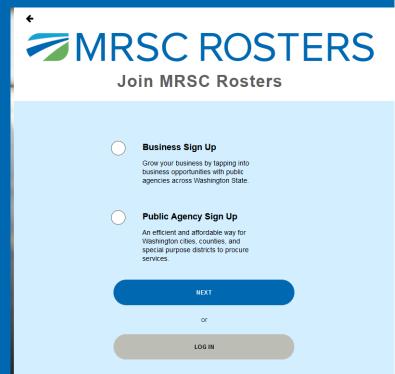
SIGNING UP, RENEWING, & EDITING YOUR APPLICATION

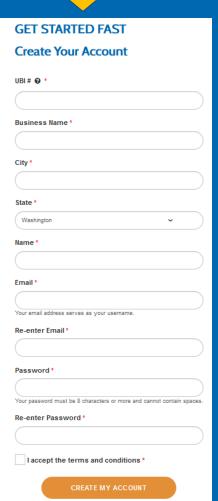












BUSINESSES REGISTER IN 3 EASY STEPS

- 1. Create a business account at mrscrosters.org
- 2. Complete the application
- 3. MRSC verifies eligibility within 2-3 business days



Your membership includes

- Get listed on all 634+ participating agencies' rosters
- Eligibility for job notifications directly from local governments
- A single, online application with easy annual renewal and anytime editing
- Free Account to get on up to 9 local agency lists available for small works and vendor rosters

Learn more at mrscrosters.org/businesses/application-options





Renewal Reminder Email



MRSC ROSTERS BUSINESS MEMBERSHIP RENEWAL

Hi there - It's time for your annual renewal! The {\$name} account in MRSC Rosters will expire in 30 days if not renewed, so please log in at www.mrscrosters.org and click the "Renew Now" button to confirm that your information is current, and to remain eligible to receive project opportunities from your selected local governments.

Your account will be deactivated on {\$expire_days} if it is not renewed.

Thank you,

MRSC Rosters

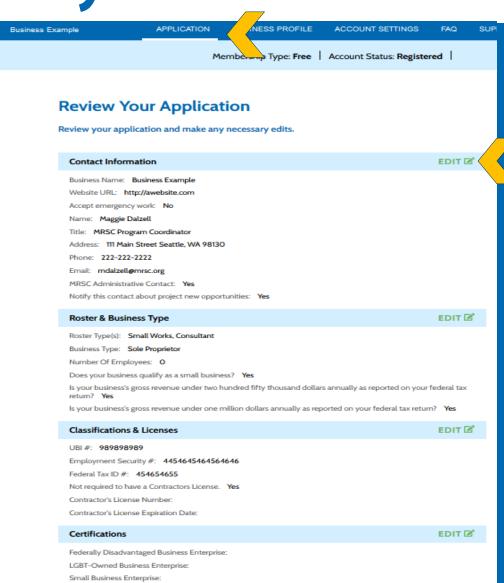
Renewal steps:

- 1. Log in to your account and click the renewal button
- 2. Confirm your information is updated and accurate
- 3. Submit your renewal application & you're done!



Edit your application at any time

Log in, click Application, click the edit icon next to the section you want to edit





Choose your roster type accurately

Consultant

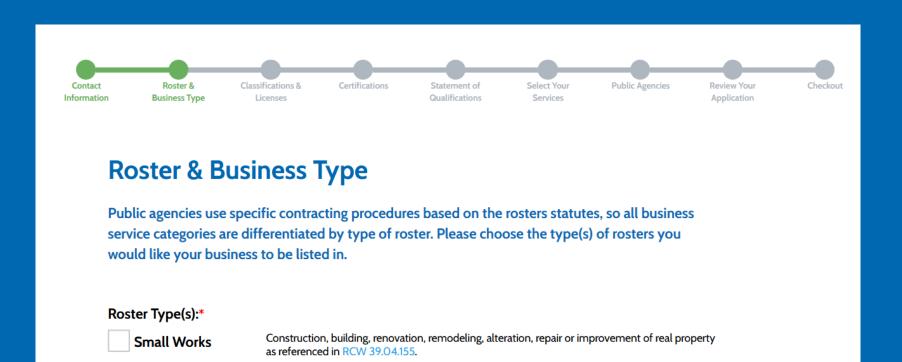
Vendor

Roster Types:

Small Works

Consultant

Vendor



Architecture, engineering, surveying as referenced in the Ch. 39.80 RCW, and consulting for

Product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased

management, finance, legal, communications, and environmental consulting.

services as referenced in RCW 39.04.190.

VIEW ALL ROSTER SERVICE CATEGORIES





Agencies care about your certifications – include them in your application!

Haven't received your certification number, or Self-Certified? Write "SelfCertified" in the appropriate field.

Visit **OMWBE.org** and **SBA.gov**

Certifications
Public Agencies care about your business's certifications, so make sure you pr
information. Contact the Washington State Office of Minority and Women's B
inquire about obtaining Equal Opportunity Certifications. NOTE: If you are Se
write "SelfCertified" in the Certification number field.
Federally Disadvantaged Business Enterprise:
Certification number
LGBT-Owned Business Enterprise:
Certification number
Small Business Enterprise (SBE):
Certification number
WA Disadvantaged Business Enterprise (DBE):
Certification number
WA Minority Business Enterprise (MBE):
Certification number
WA Minority Woman Business Enterprise (WMBE):
Certification number
WA Woman Business Enterprise (WBE):
Certification number
WA Combination Business Enterprise (CBE):
Certification number
Veteran Owned Small Business (VOSB):
Certification number
Service Disabled Veteran Owned Small Business (SDVOSB):
Certification number
HUBZone (Historically Underutilized Business Zone)
8(a) Certified Firm by SBA 🕡
BACK SAVE & CONTINUE





- 1. Cover Page w/ year SOQ is created
- 2. List of service areas w/ main categories and subcategories
- 3. Company Profile (history, expertise, approach, etc.)
- 4. Detailed breakdown of service areas
- 5. Company team overview (values, team names/titles, regional office contacts)
- 6. Key staff bios (skills/expertise)
- 7. Expertise highlights w/ project examples

https://washingtonptac.org/



Select your services accurately

Remember: The services you select from are determined by the Roster Type you choose.

Select your service categories honestly and accurately to ensure that you're contacted with relevant project opportunities.

Select Your Services You have selected to be listed on the following roster(s): Small Works, Consultant. You are required to select at least one service from each roster type. Make sure agencies can find you by your specialties! Don't see the service listing you're looking for? Update your Rosters Types or suggest a service category Selected Services Small Works Agricultural and Conservation Improvement, Repair, and Maintenance × Agricultural Irrigation Systems 🕄 **Small Works** Agricultural and Conservation Improvement, Repair, and Maintenance Agricultural Irrigation Systems Stream Pump Intake Screens Stock Watering Pump Systems Stream Restoration Concrete and Masonry Demolition/Deconstruction Earthwork **Electrical and Communication** Facility Construction, Repair, and Maintenance

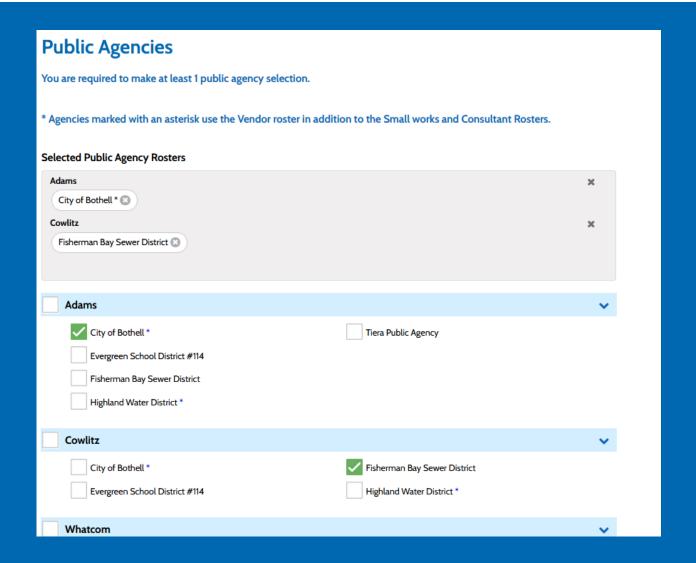


Get listed on agency rosters

Small Works/Vendor: select up to 9 agencies for free

Only select those agencies located in the regions your business serves.

Entire County: new agencies are automatically added to your applications







ALL BUSINESSES (SMALL WORKS/CONSULTANT/VENDOR ROSTERS):

- WA Unified Business Identifier Number (UBI#) 2
- Federal Tax ID# ②
- · Commercial General Liability Insurance (optional for Vendors)

CONSTRUCTION RELATED BUSINESSES (SMALL WORKS ROSTER):

- · Contractor's License
- · Professional Licenses (e.g. Electrical License)
- Bonding
- · Cannot be debarred from working on public works projects
- Employment Security # (if have employees)
- Pay Prevailing Wages

PROFESSIONAL CONSULTING BUSINESSES (CONSULTANT ROSTER):

- · Professional Licenses (e.g. Engineering License)
- · Upload a general Statement of Qualifications
- Errors and Omissions Insurance

MRSC Rosters verifies businesses meet minimum state requirements initially

It is always the agency's responsibility to verify the business's qualifications before awarding a contract

It is always the business's responsibility to ensure their application is complete and accurate



L&I Training Requirement for Contractors

Contractor Training

As of July 1, 2019, all businesses are **required** to have training before bidding and/or performing work on public works projects.

Who Needs Training?

If you are NOT on the list of exempt businesses (found on the L&I website), you are required to take this training before bidding and/or working on public works projects.

https://www.lni.wa.gov/TradesLicensing/PrevWage/Contractors/Training.asp



Make sure you're an active member



PUBLIC AGENCIES BUSINESSES ABOUT MRSC ROSTERS

MORE INFORMATION

Business Membership

Roster Types

Business FAQ

Application Options

Eligibility Requirements

Registration Instructions

Contracting Resources

VIEW

Business Info Flyer

BROWSE

Participating Agencies

Registered Businesses

Service Categories

Find out if your business membership is active by:

Logging in and checking your account status

-OR-

Go to www.mrscrosters.org

Click on "Business" at the top.

Click on the "Registered Businesses" link

Search for your business

HOW PUBLIC AGENCIES
SEARCH FOR & CONTACT
BUSINESSES





Agencies search for businesses

AGENCIES SEARCH FOR BUSINESSES BY:

Roster Type - Small Works, Consultant, or Vendor

Service Category - Such as: Welding (Small Works), Auditing (Consultant), and Database Software (Vendor)

Generate a Roster

There are three Roster Types based on specific contracting procedures outlined in the roster statutes. Determine what kind of overall services you are looking for and then click on the associated Roster Type to search for registered businesses who provide specific services.

SMALL WORKS ROSTER

The Small Works Roster includes businesses who provide construction, building, renovation, remodeling, alteration, repair or improvement of real property as referenced in the RCW 39.04.155.

CONSULTANT ROSTER

The Consultant Roster includes businesses who provide architecture, engineering, and surveying services as referenced by Ch. 39.80 RCW, as well as some other professional services such as management, financial, legal, communications, and environmental consulting.

VENDOR ROSTER

The Vendor Roster includes businesses who provide product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased services as referenced in RCW 39.04.190.

Concrete and Masonry	Select All
Concrete Barriers	Concrete Coring and Drilling
Concrete Cutting and Sacking	Concrete Flatwork



Agencies review eligible businesses

Your business will appear on an agency's roster when:

- You have selected to be listed on that agency's roster
- The agency has searched a roster type you selected (small works, consultant, or vendor)
- The agency has searched for service(s) you selected

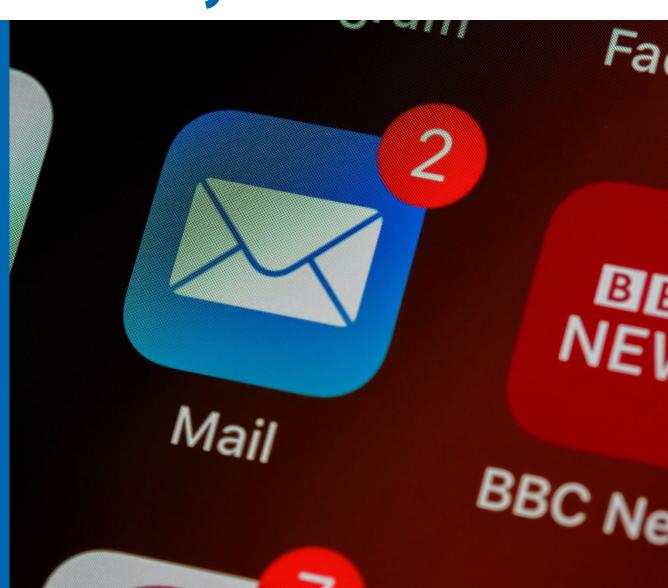




Agencies will typically contact you via email, but may call

Keep ALL contact information up to date

Make sure your inbox accepts bulk mail from local government email addresses





Common questions

Why is it important to be listed with MRSC Rosters?

To be considered for contract opportunities that are not advertised.

Are there jobs posted on MRSC Rosters?

No, there are no project opportunities posted in the MRSC Rosters.

I'm signed up on the MRSC Rosters, but I haven't been contacted by any public agencies – why is that?

- 1. Inactive account
- 2. Out of date contact information
- 3. Spam filter or firewall blocking bulk emails from public agencies
- 4. Public agency needs vary and change

Thank you!

mrscrosters.org

Have a question we didn't get to today?

Contact us:

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mdalzell@mrsc.org

206.625.1300 X120

