

# 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





# About MRSC Rosters

## 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.**

**Full Bid/Proposal Process:** 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](http://mrscrosters.org)*



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# SIGNING UP, RENEWING, & EDITING YOUR APPLICATION

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# Sign up once



MRSC ROSTERS  
Join MRSC Rosters

- Business Sign Up**  
Grow your business by tapping into business opportunities with public agencies across Washington State.
- Public Agency Sign Up**  
An efficient and affordable way for Washington cities, counties, and special purpose districts to procure services.

NEXT

or

LOG IN

GET STARTED FAST  
Create Your Account

UBI #

Business Name

City

State

Name

Email   
Your email address serves as your username.

Re-enter Email

Password   
Your password must be 8 characters or more and cannot contain spaces.

Re-enter Password

I accept the terms and conditions \*

CREATE MY ACCOUNT

## BUSINESSES REGISTER IN 3 EASY STEPS

1. Create a business account at [mrscrosters.org](http://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](https://mrscrosters.org/businesses/application-options)*



# Renew annually



## 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](http://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

Business Example    APPLICATION    BUSINESS PROFILE    ACCOUNT SETTINGS    FAQ    SUP

Membership Type: Free | Account Status: Registered

## Review Your Application

Review your application and make any necessary edits.

### Contact Information EDIT

Business Name: Business Example  
Website URL: http://awebsite.com  
Accept emergency work: No  
Name: Maggie Datzell  
Title: MRSC Program Coordinator  
Address: 111 Main Street Seattle, WA 98130  
Phone: 222-222-2222  
Email: mdatzell@mrsc.org  
MRSC Administrative Contact: Yes  
Notify this contact about project new opportunities: Yes

### Roster & Business Type EDIT

Roster Type(s): Small Works, Consultant  
Business Type: Sole Proprietor  
Number Of Employees: 0  
Does your business qualify as a small business? Yes  
Is your business's gross revenue under two hundred fifty thousand dollars annually as reported on your federal tax return? Yes  
Is your business's gross revenue under one million dollars annually as reported on your federal tax return? Yes

### Classifications & Licenses EDIT

UBI #: 989898989  
Employment Security #: 4454645464564646  
Federal Tax ID #: 454654655  
Not required to have a Contractors License: Yes  
Contractor's License Number:  
Contractor's License Expiration Date:

### Certifications EDIT

Federally Disadvantaged Business Enterprise:  
LGBT-Owned Business Enterprise:  
Small Business Enterprise:



# Choose your roster type accurately

## Roster Types:

Small Works

Consultant

Vendor



### Roster & Business Type

Public agencies use specific contracting procedures based on the rosters statutes, so all business service categories are differentiated by type of roster. Please choose the type(s) of rosters you would like your business to be listed in.

#### Roster Type(s):\*

- Small Works**      Construction, building, renovation, remodeling, alteration, repair or improvement of real property as referenced in [RCW 39.04.155](#).
- Consultant**      Architecture, engineering, surveying as referenced in the [Ch. 39.80 RCW](#), and consulting for management, finance, legal, communications, and environmental consulting.
- Vendor**      Product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased services as referenced in [RCW 39.04.190](#).

[VIEW ALL ROSTER SERVICE CATEGORIES](#)



# Include your certifications

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 provide accurate information. Contact the Washington State Office of Minority and Women's Business Enterprises to inquire about obtaining Equal Opportunity Certifications. NOTE: If you are Self-Certified, please write "SelfCertified" in the Certification number field.

### Federally Disadvantaged Business Enterprise:

### LGBT-Owned Business Enterprise:

### Small Business Enterprise (SBE):

### WA Disadvantaged Business Enterprise (DBE):

### WA Minority Business Enterprise (MBE):

### WA Minority Woman Business Enterprise (WMBE):

### WA Woman Business Enterprise (WBE):

### WA Combination Business Enterprise (CBE):

### Veteran Owned Small Business (VOSB):

### Service Disabled Veteran Owned Small Business (SDVOSB):

 HUBZone (Historically Underutilized Business Zone) ⓘ 8(a) Certified Firm by SBA ⓘ[BACK](#)[SAVE & CONTINUE](#)

# Statement of qualifications outline



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 ▾

<input checked="" type="checkbox"/> Agricultural Irrigation Systems	<input type="checkbox"/> Stream Pump Intake Screens
<input type="checkbox"/> Stock Watering Pump Systems	<input type="checkbox"/> 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

### Public Agencies

You are required to make at least 1 public agency selection.

\* Agencies marked with an asterisk use the Vendor roster in addition to the Small works and Consultant Rosters.

#### Selected Public Agency Rosters

Adams ✕

City of Bothell \* ✕

Cowlitz ✕

Fisherman Bay Sewer District ✕

Adams ▼

City of Bothell \*  Tiera Public Agency

Evergreen School District #114

Fisherman Bay Sewer District

Highland Water District \*

Cowlitz ▼

City of Bothell \*  Fisherman Bay Sewer District

Evergreen School District #114  Highland Water District \*

Whatcom ▼

# Business eligibility requirements



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

- WA Unified Business Identifier Number (UBI#) ⓘ
- Federal Tax ID# ⓘ
- 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](http://www.mrscrosters.org)**

Click on "Business" at the top.

Click on the "Registered Businesses" link

Search for your business

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# HOW PUBLIC AGENCIES SEARCH FOR & CONTACT BUSINESSES

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# 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 contact you directly

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](http://mrscrosters.org)**

**Have a question we didn't get to today?**

Contact us:

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[mdalzell@mrsc.org](mailto:mdalzell@mrsc.org)

206.625.1300 X120

