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
SIGNING UP, RENEWING, & EDITING YOUR APPLICATION
Sign up once

BUSINESSES REGISTER IN 3 EASY STEPS

1. Create a business account at mrscredrosters.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
Renew annnually

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

**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
- [ ] Consultant
- [ ] Vendor

- Construction, building, renovation, remodeling, alteration, repair or improvement of real property as referenced in RCW 39.04.155.
- Architecture, engineering, surveying as referenced in the Ch. 39.80 RCW, and consulting for management, finance, legal, communications, and environmental consulting.
- Product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased 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
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/
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.
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
### Business eligibility requirements

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

#### 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
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
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 BY:

**Roster Type** - Small Works, Consultant, or Vendor

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