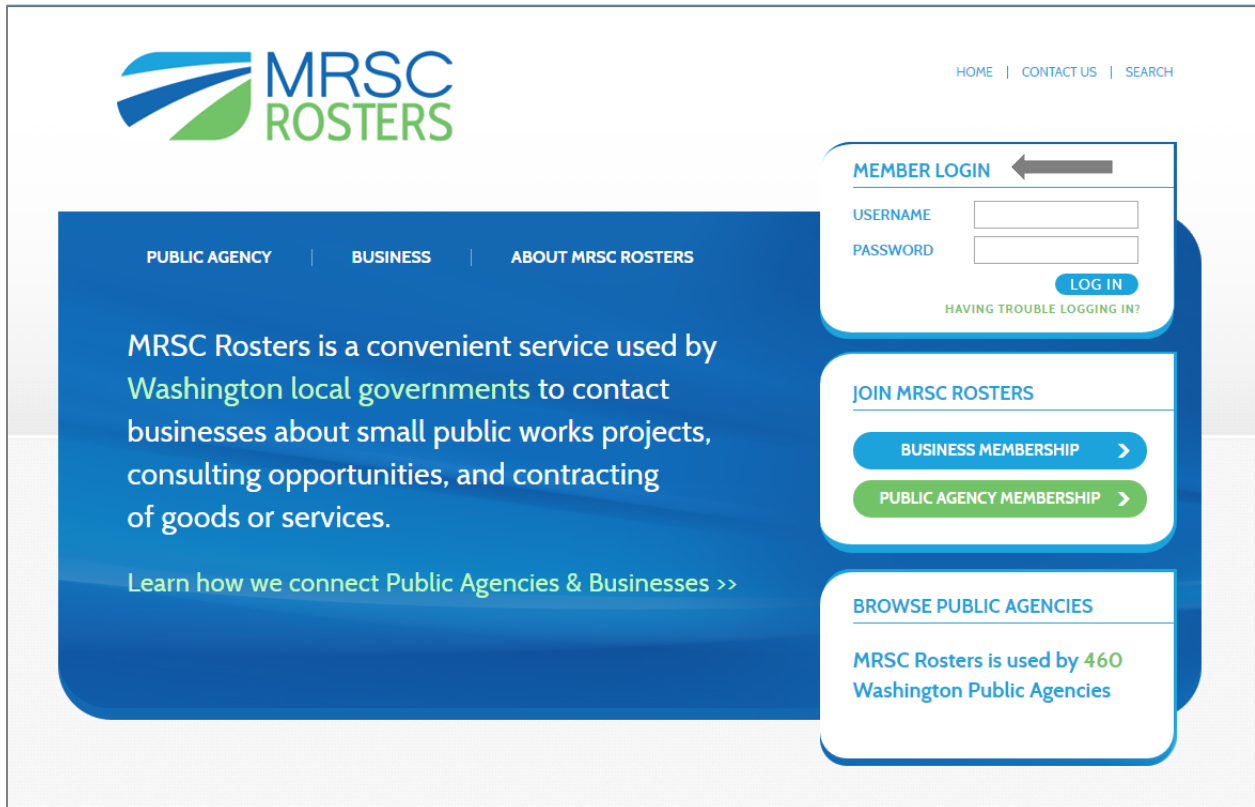




# Public Agency Search Instructions

## 1. Log-in to your MRSC Rosters account

To search for businesses in your small works, consultant, or vendor rosters, visit [www.mrscrosters.org](http://www.mrscrosters.org) and log-in to your public agency MRSC Rosters account.



## 2. Select roster to search

Once you log-in, you will enter your agency's Rosters Homepage. From here, click on the roster you want to search under the "Generate a Roster" heading. If you signed the Vendor Contract, you will additionally see the Vendor Roster button. From this main page you can also choose to "Download Business Contacts" to download a spreadsheet of business information and/or use the "Search for a Business" option to locate a specific business and open its full application.

The screenshot shows the MRSC Rosters homepage for a "ZZ Test Account". The navigation bar includes "ROSTERS", "ACCOUNT SETTINGS", "FAQ", "SUPPORT", and "LOG OUT". The main content area is titled "ZZ Test Account Rosters" and includes a search bar at the top right. Below the title, there are three main sections: "Generate a Roster", "Download Business Contacts", and "Search for a Business".

- Generate a Roster:** This section explains that there are three Roster Types based on specific contracting procedures. It features two cards: "SMALL WORKS ROSTER" (for construction, building, renovation, etc.) and "CONSULTANT ROSTER" (for architecture, engineering, and surveying services).
- Download Business Contacts:** This section offers to download an Excel spreadsheet with business contact information. It features two cards: "+download small works roster" and "+download consultant roster".
- Search for a Business:** This section provides a search bar for finding specific businesses.

Arrows in the image point to the "Generate a Roster" heading, the "CONSULTANT ROSTER" card, the "Download Business Contacts" heading, and the "Search for a Business" heading.

### 3. Select Services

First, decide how you want to search for businesses. You can search using the default setting which will generate a list of businesses that match **any** of the service categories you select, **OR**, you can check the box that allows you to generate a list of businesses that match **all** of the service categories you select. Next, select one or more service categories and click the “Search Businesses” button. Once you click the button, you may see a blue process bar and it may take up to 10 seconds for the business list to be generated.

ZZ Test Account ROSTERS ACCOUNT SETTINGS FAQ SUPPORT LOG OUT

MRSC ROSTERS

Search for a business you are currently working with

### Search Small Works Service Categories

Select the service categories you would like to search and click "Search Businesses" to generate your roster of service providers.

**SEARCH BUSINESSES**

### Small Works Roster Services

The default search will generate a list of businesses that meet **any** of the service requirements you choose. If you'd like a more precise list, select the option below to show only the businesses that provide ALL of the services selected.

You may also limit your search results to businesses who provide emergency work.

Search **only** for small works businesses that match **all selections**

Search **only** for small works businesses who perform **emergency work**


Agricultural and Conservation Improvement, Repair and Maintenance **Select All**


- Agricultural Irrigation Systems
- Stock Watering Pump Systems
- Stream Pump Intake Screens
- Stream Restoration

#### 4. Print the generated business list

Once you click the “Search for Business” button, you will generate the list of businesses who have registered with your specific public agency and selected some or all of the service categories you searched (depending on what search option you chose to use). You are required to print or save this list as a PDF for your records. Click the Print button to print or the Save as PDF button to save the list. Then click the Continue button to determine which businesses you would like to solicit for the project.

### Small Works Roster

Save a PDF or print to retain the roster business list for your records, and then click “Continue” to determine which businesses to solicit for your project.  [CONTINUE](#)






#### Small Works Roster

Public Agency Name:	ZZ Test Account
Roster Type:	Small Works Roster
Date:	07/25/2016
Time:	06:35 pm
Main Category:	Agricultural and Conservation Improvement, Repair and Maintenance
Sub-Category:	Agricultural Irrigation Systems

**SMALL WORKS ROSTER BUSINESSES:**

You must save a PDF or print to retain the roster business list for your records before proceeding.

 [save as pdf](#)  [print](#) 

- puppy
- Tiera 02.09.16
- Tiera 02.23.16
- Tiera 041916

**5. Determine how many businesses to solicit.**

It is recommend to solicit the whole list because it meets all equitability standards. Simply click “Solicit Businesses” to pull the contact information for all listed businesses. Or, if you would prefer to use internal contracting procedures for equitability, such as soliciting 3 -5 businesses, then click the check box next to “Narrow my roster results” to select a few businesses to solicit.

### Determine how many businesses to solicit

Click on the business names below to view complete business applications. You may choose to narrow your list according to your own internal policies, or to most easily meet equitability requirements, solicit all businesses.

**SOLICIT BUSINESSES**

**Determine how many businesses to solicit**

Public Agency Name:	ZZ Test Account
Roster Type:	Small Works Roster
Date:	07/25/2016
Time:	06:35 pm
Main Category:	Agricultural and Conservation Improvement, Repair and Maintenance
Sub-Category:	Agricultural Irrigation Systems

SMALL WORKS ROSTER BUSINESSES:

Narrow my roster results

puppy


Tiera O2.09.16

Tiera O2.23.16

Tiera O41916

Tiera O42116a

If you choose to narrow your search, click on the business names to view their full application, determine who you would like to solicit, check the boxes next to the businesses you would like to solicit, click the Print or Save button to print or save the reduced business list for your records, and then click the “Solicit Businesses” button to continue.



### Determine how many businesses to solicit

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Public Agency Name:	ZZ Test Account
Roster Type:	Small Works Roster
Date:	07/25/2016
Time:	10:26 pm
Main Category:	Agricultural and Conservation Improvement, Repair and Maintenance
Sub-Category:	Agricultural Irrigation Systems

**SMALL WORKS ROSTER BUSINESSES:**


**Narrow my roster results**

If you choose to utilize internal policies and narrow your solicitation, make sure to document how you are meeting equitability requirements and communicate to the rest of your staff the businesses you select in order for your agency to appropriately rotate through businesses.

You must save a PDF or print to retain the roster business list for your records before proceeding.

save as pdf  print 

<input type="checkbox"/>	puppy
<input checked="" type="checkbox"/>	Tiera 02.09.16
<input checked="" type="checkbox"/>	Tiera 02.23.16
<input checked="" type="checkbox"/>	Tiera 041916



**6. Choose method of solicitation.**

Once you have printed your business listed and clicked Continue, determine how you would like to solicit the businesses, either via mailing or email. Click “download” to generate an Excel spreadsheet of all the contact and certifications information for your selected businesses, click “email all” to send an email to all contacts via your default email client, and/or copy the email address and paste them into your email client, such as Outlook, to solicit via email outside of MRSC Rosters.

The screenshot shows a web interface titled "Choose method of solicitation". At the top, there is a blue navigation bar with icons for a wrench, a group of people, a magnifying glass, and an envelope. Below the navigation bar is a green button labeled "RETURN TO ROSTER HOME". On the left side, there is a blue square icon containing a white envelope and a telephone handset. The main content area is titled "Choose method of solicitation" and is divided into two sections: "MAILING" and "EMAIL".

**MAILING**

Click "Download" to generate an Excel spreadsheet of the roster business contacts so that you can create labels for project solicitations via mailing and track respondents.

**EMAIL**

To send an email using your default email client, such as Outlook, click "Email All." Otherwise, you can manually paste all email addresses of the roster business contacts below by clicking "Copy to Clipboard," then pasting into your preferred email client.

Below the "EMAIL" section, there are three options: "copy to clipboard", "email all" (with an envelope icon), and a text input field containing the following email addresses: tanderson@mrcs.org; tieria@upwardstech.com; tieria@upwardstech.com; tieria@upwardstech.com; tieria@upwardstech.com; tieria@upwardstech.com; tieria@upwardstech.com.

At the bottom of the interface, there are two buttons: a blue "BACK" button on the left and a green "RETURN TO ROSTER HOME" button on the right.

Spreadsheet Example:

1	Public Agency Name:	22 Test Account								
2	Roster Type:	Small Works Roster								
3	Date:	07/25/2016								
4	Search Method:									
5										
6	Main Category:	Agricultural and Conservation Improvement, Repair and Maintenance								
7	Sub-Category:	Stock Watering Pump Systems								
8										
9	Business Name	Primary Contact	Address Line 1	Address Line 2	City	State	Zip	Phone	Emails	Certification
10	burrito	Taira Anderson	2601 Fourth Avenue, Suite 800		Bellingham	WA	98225	206-625-1300	mrcrosters@mrcs.org	WA Woman Business Enterprise:21984651987
	puppy	puppy	2601		Duval	WA	98109	425-788-1463	tanderson@mrcs.org	Fed Disadvantaged Business Enterprise:45654654654645, WA Disadvantaged Business Enterprise:546546546546546, WA Minority Business Enterprise:454654654654, WA Minority Woman Business Enterprise:546121212, WA Woman Business Enterprise:54645654656546, WA Combination Business Enterprise:4654689789, Veteran Owned:2222561
11				888	Renton	WA	98225	788-206-1463	tanderson@mrcs.org	
12	smallfry	smallfry			Renton	WA	98225	788-206-1463	tanderson@mrcs.org	
13	Tiera 02.09.16	Test	1455 nw leary way		Seattle	WA	98101	206-555-5555	tiera@upwardstech.com	Fed Disadvantaged Business Enterprise:Test Certification 1
14	Tiera 02.23.16	Test	10740 8TH AVE NE APT 317		Seattle	WA	98125	206-555-5555	tiera@upwardstech.com,	
15	Tiera 041916	tiera lanier	1505 Westlake Ave N		Seattle	WA	98125	555-555-5555	tiera@upwardstech.com	
16	Tiera 042116	tiera lanier	1505 Westlake Ave N	Suite 1000	Seattle	WA	98125	206-282-1990	tiera@upwardstech.com	