



Public Agency Search Instructions

Log-in to your MRSC Rosters account

To search for businesses in your small works, consultant, or vendor rosters, visit www.mrscrosters.org and log-in to your public agency MRSC Rosters account.

A screenshot of the MRSC ROSTERS website. The top left features the MRSC ROSTERS logo. The top right has navigation links: HOME | CONTACT US | SEARCH. Below the logo is a blue navigation bar with links for PUBLIC AGENCY, BUSINESS, and ABOUT MRSC ROSTERS. The main content area is a large blue box with white text: "MRSC Rosters is a convenient service used by Washington local governments to contact businesses about small public works projects, consulting opportunities, and contracting of goods or services." Below this is a link: "Learn how we connect Public Agencies & Businesses >>". On the right side, there is a white box with a blue border containing the "MEMBER LOGIN" section. An orange arrow points to the "MEMBER LOGIN" header. Below it are input fields for "USERNAME" and "PASSWORD", a "LOG IN" button, and a link "HAVING TROUBLE LOGGING IN?". Below the login section is a "JOIN MRSC ROSTERS" section with two buttons: "BUSINESS MEMBERSHIP" and "PUBLIC AGENCY MEMBERSHIP", both with right-pointing arrows. At the bottom right is a "BROWSE PUBLIC AGENCIES" section with the text "MRSC Rosters is used by 494 Washington Public Agencies".

1. 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 where you can view the Statement of Qualifications (only required for Consultants) and any included project summaries, along with other pertinent application information.

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" and "CONSULTANT ROSTER". An orange arrow points to the "CONSULTANT ROSTER" card.
- 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". An orange arrow points to the "+download consultant roster" card.
- DOWNLOAD ALL ROSTERS:** A green button located below the download section, with an orange arrow pointing to it.
- Search for a Business:** A section at the bottom with a search bar and a magnifying glass icon. An orange arrow points to the search bar.

2. Select Services

After you choose the type of roster to search, 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 (this will provide you with a more narrowed list). 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 Consultant Service Categories

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

SEARCH BUSINESSES

Consultant 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 consultant businesses that match **all selections**

Search *only* for consultant businesses who perform **emergency work**

Architectural Services

Select All

- Aquatic Pool Design
- Marine Architecture
- Space Planning
- Fire Station Design
- Site Planning and Design
- Streetscape Improvement

3. 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 either 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. Note that on this page, you can also click the business names to view individual applications which include all business information, including certifications and Statement of Qualifications (only required for Consultants). After you’ve saved this list, click the “Continue” button to determine which businesses you would like to solicit for the project.

ZZ Test Account ROSTERS ACCOUNT SETTINGS FAQ SUPPORT LOG OUT

MRSC ROSTERS

Search for a business you are currently working with

Consultant 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**

Consultant Roster

Public Agency Name: ZZ Test Account
Roster Type: Consultant Roster
Date: 05/16/2017
Time: 02:52 pm
Main Category: Architectural Services
Sub-Category: Marine Architecture, Site Planning and Design

CONSULTANT ROSTER BUSINESSES:

save as pdf .print

Anchor QEA, LLC
Art Anderson Associates
C&I Engineering, LLC

4. Determine how many businesses to solicit.

It is recommend to solicit the whole list because it meets all equitability standards. Simply click the “Solicit Businesses” button 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.

The screenshot shows the MRSC ROSTERS website interface. At the top, there is a navigation bar with links for ROSTERS, ACCOUNT SETTINGS, FAQ, SUPPORT, and LOG OUT. The main header includes the MRSC ROSTERS logo and a search bar. Below the header, there is a section titled "Determine how many businesses to solicit" with a blue bar containing icons for a wrench, a building, and a magnifying glass. A green button labeled "SOLICIT BUSINESSES" is highlighted with an orange arrow. Below this, there is a text block explaining that clicking on business names leads to complete applications, and that clicking "Solicit Businesses" is the easiest way to meet equitability requirements. A search icon is shown next to the text. Below the text, there is a table of metadata for the current search:

Public Agency Name:	ZZ Test Account
Roster Type:	Consultant Roster
Date:	05/16/2017
Time:	02:52 pm
Main Category:	Architectural Services
Sub-Category:	Marine Architecture, Site Planning and Design

Below the table, there is a section titled "CONSULTANT ROSTER BUSINESSES:" with a checkbox labeled "Narrow my roster results" and an orange arrow pointing to it. Below the checkbox, there is a list of business names:

- Anchor QEA, LLC
- Art Anderson Associates
- C&I Engineering, LLC
- Confluence Environmental Company

*If you choose "Narrow my roster results" to narrow your search, click on the business names to view their full applications (which include certifications, licenses, Statement of Qualifications--required for Consultants only--and all other application information), 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

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 by clicking "Solicit Businesses"

SOLICIT BUSINESSES



Determine how many businesses to solicit

Public Agency Name:	ZZ Test Account
Roster Type:	Consultant Roster
Date:	05/16/2017
Time:	02:52 pm
Main Category:	Architectural Services
Sub-Category:	Marine Architecture, Site Planning and Design

CONSULTANT 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 

- Anchor QEA, LLC
- Art Anderson Associates
- C&I Engineering, LLC
- Confluence Environmental Company

Example of excerpt of business application (entire application NOT pictured):

The screenshot shows a web browser window with the URL <https://members.mrscrosters.org/public-agency/search/rosters?accountId=001G000001iKfJ8IAK>. At the top right, there are icons for 'save as pdf', 'download', and 'print'. The main content is organized into several sections:

- Roster & Business Type**

Roster Type(s):	Consultant
Business Type:	Limited Liability Company
Number Of Employees:	151 - 499
- Contact Information**

Business Name:	Anchor QEA, LLC
Parent Company/Legal Business Name:	
Website URL:	http://www.anchorqea.com
- Errors/Omission Insurance**

Do you have Errors/Omission Insurance?:	Yes
Per Claim:	Yes
Per Occurrence:	No
Amount:	\$ 1,000,000
- Upload a Statement of Qualifications**

Anchor QEA MRSC SOQ_2016-04-27 (final).pdf [Download](#)
- Project Summaries**

Project #1	
Name:	Illahee Creek Headwaters Regional Stormwater and LID/GSI Retrofits
Public Agency:	Kitsap County Stormwater Division

Selected Services

Consultant

Architectural Services

- Marine Architecture
- Site Planning and Design

Building Department Services

- Constructability Reviews

Building, Structure and Roadway Improvement Services

- Construction Inspection
- Federal, State, and Local Agency Permitting

Communication and Media Services

- Design Visualization
- Public Involvement Process and Support

Design and Planning

- CADD Services
- Community Planning
- Comprehensive Planning
- Design Guidelines
- Development Regulation, Codes, & Zoning
- Facilities Planning
- Feasibility Studies
- Land Use Planning
- Public Utility Planning
- Recreational Planning
- Roadway, Bikeway and Walkway Design
- Stormwater Permitting
- Subarea Planning
- Urban Design
- Urban Planning
- Water Right Permitting and Assessments
- Waterfront Planning

Engineering Services

5. Choose method of solicitation.

Once you have printed your business list and clicked “Solicit Businesses,” 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 certification 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.

Choose method of solicitation

DOWNLOAD CONTACTS → download

Click "download" to generate an Excel spreadsheet of the roster business contacts. You can use this spreadsheet to review business certifications (e.g. WA Minority Business Enterprise, etc.) and to create mailing labels for projects solicitations. This spreadsheet is also useful for tracking respondents.

EMAIL CONTACTS

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.

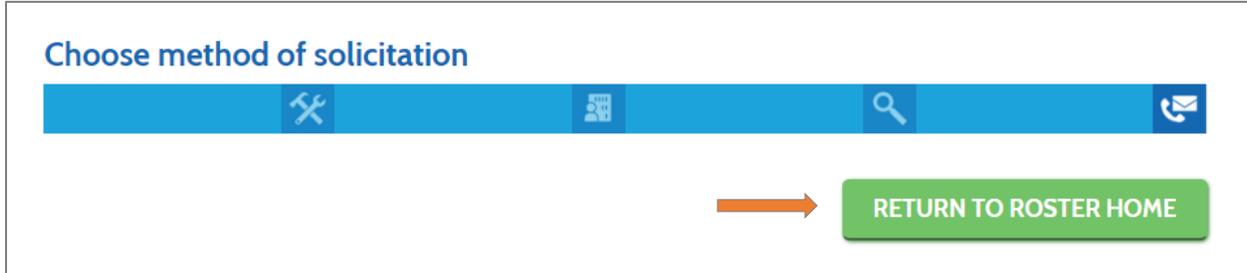
→ copy to clipboard → email all

Spreadsheet Example:

1	Public Agency Name:	ZZ Test Account									
2											
3	Date:	05/16/2017									
4	Search Method:	Search for businesses that meet any of the service requirements chosen									
5											
6	Main-Category:	Architectural Services									
7	Sub-Category:	Marine Architecture, Site Planning and Design									
8											
9	Business Name	Primary Contact	Address Line 1	Address Line 2	City	State	Zip	Phone	Emails	Certification	
10	Anchor QEA, LLC	Contact Name	720 Olive Way, Suite 1900		Seattle	WA	98101	###-###-####	xxxx@xxxx.com		
11	Art Anderson Associates	Contact Name	202 Pacific Ave.		Bremerton	WA	98337	###-###-####	xxxx@xxxx.com	Veteran Owned:5085FOBE	
	C&I Engineering, LLC	Contact Name	PO Box 992		Richland	WA	99352	###-###-####	xxxx@xxxx.com	WA Minority Business Enterprise: NWMMSD, WA Minority Woman Business Enterprise: NWMMSD	
12											
13	Confluence Environmental Company	Contact Name	146 N Canal St Suite 111		Seattle	WA	98103	###-###-####	xxxx@xxxx.com		

6. Return to Roster Home

Once you have completed the above step, and made sure you have saved business lists for record retention purposes, etc., you may return to your homepage by clicking the “Return to Roster Home” button.



Remember, if you want to re-visit a business’s application, you can do so at any time by using the “Search for a Business” function on your Roster Homepage, searching by business name, then clicking the business name to review the full application.

