How to Use MRSC Rosters:
An Agency Guide

Need More Help?

MRSC Rosters Support
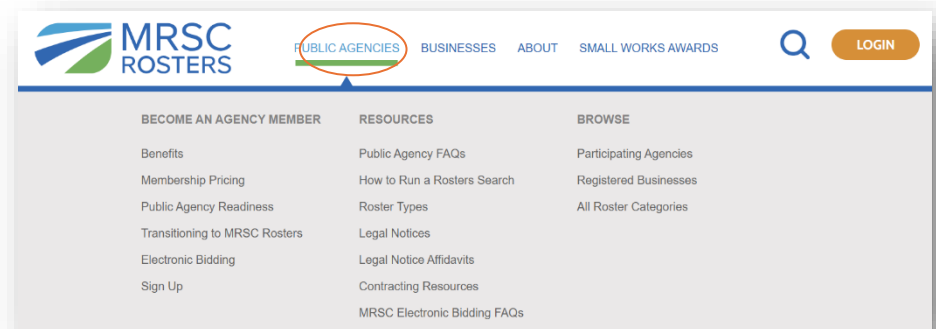Email: mrscrosters@mrsc.org
Phone: 206-625-1300
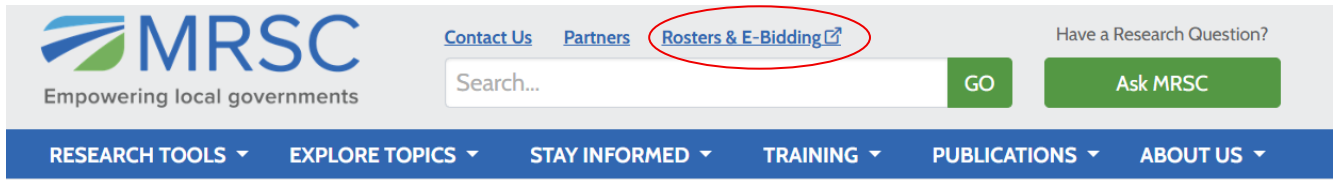Website: www.mrscrosters.org

Table of Contents

Note: This agency guide and desk reference is meant to assist public agencies as they use the MRSC Rosters platform. All public agencies must have a resolution and active policies, processes and procedures to use *any type of roster*. Please visit MRSC Rosters Resource Pages for more information.
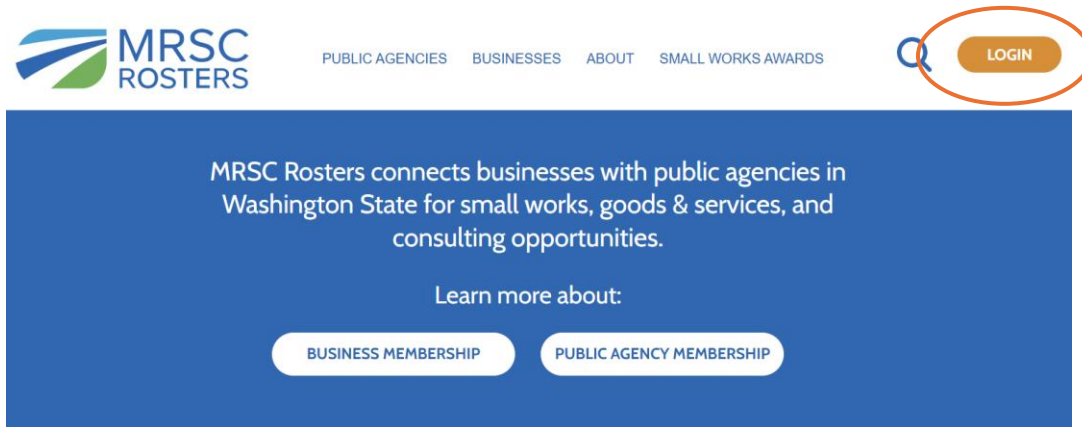
Section 1: Small Works Roster

Step 1: Log in to MRSC Rosters

1. From MRSC.org select Rosters & E-Bidding **or** go directly to www.mrscrosters.org from your browser

2. Click **LOGIN** in the upper right corner.

3. Enter your email and password.

4. Click **LOG IN**

Step 2: Select Your Roster Type

After you **LOG IN** you will be taken to the MRSC Rosters "platform" **landing page**. From this page you can either start a **project-specific roster** or **search for businesses** registered with your agency.

Step 2.A: To start your project-specific roster, click **SMALL WORKS ROSTER**

Generate a Roster

MRSC maintains 3 Roster types 1) small works for small public works projects, 2) consultant for personal services, architectural, and engineering services and 3) vendor for goods and services. These rosters serve as resources for member public agencies to use with their existing policies and procedures, and in compliance with relevant statutes. Learn more at: MRSC Roster Types.

Before utilizing any roster, agency members must formally adopt a resolution. Learn more at: Transitioning to MRSC Rosters.

Agencies that use the statewide Small Works Roster must adhere to the local government requirements outlined in RCW 39.04.151-154. This specific roster was designed to be used for small works roster processes. Learn more at: Small Works Manual.

SMALL WORKS ROSTER	CONSULTANT ROSTER	VENDOR ROSTER
Small works roster includes registered, responsible contractors who can bid to perform public works as defined by RCW 39.04.010 and 39.04.152(1).	The Consultant Roster includes business who are licensed and registered to architecture and engineering services under RCW 39.80 and personal services and general consulting or technical-in-nature services. Typically, these services are procured using qualifications-based selection through an RFQ or RFP.	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.

Practice Tip: If you are **not ready to start a project-specific roster** you can search for businesses who have registered with your agency.

Step 2.B: Search for Businesses

1. To see the list of businesses who have signed up with your agency, select the **"SMALL WORKS LIST"** option. You can then filter the list by project type, category, and subcategory.

Search Business Lists

Search a roster and find businesses within categories, or download a complete listing of all business by roster type.

SMALL WORKS LIST

2. Find out if a specific business has registered to work with *your agency*. You have two choices for searching: Business Name or UBI Number using the dropdown arrow. Enter the information and select the search icon.

Search by key word or UBI

Search for a Business

Need to send out an announcement, or track your registered businesses? Download If you are already working with a business and need to find their application, type in their business name and click the search icon.
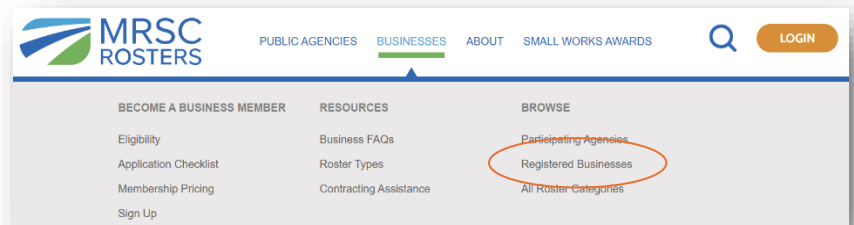
| Business Name ⌄ | Search for a business you are currently working with... 🔍 |

Note: You can access a **comprehensive list of all registered businesses** through the *MRSCRosters.org* website.

MRSC ROSTERS   PUBLIC AGENCIES   BUSINESSES   ABOUT   SMALL WORKS AWARDS   🔍   LOGIN

BECOME A BUSINESS MEMBER
Eligibility
Application Checklist
Membership Pricing
Sign Up

RESOURCES
Business FAQs
Roster Types
Contracting Assistance

BROWSE
Participating Agencies
Registered Businesses
All Roster Categories

Step 2.B.1. Searching for Businesses

To get a sense of your potential bidding pool before starting a specific project, you can review a general listing of businesses registered with your agency on the MRSC Rosters platform. This feature allows you to see all the companies registered for various categories and subcategories on the small works roster.

This general listing is meant for informational purposes only. It's a tool to help you with planning and outreach, not for soliciting bids. It will only show a list of business names without any contact information. To get contact details and create a project-specific roster, you must go through the full process of developing a project-specific roster on the platform.

SEARCH SMALL WORKS BUSINESS LIST

Categories

As you select categories, you can see businesses in those categories on your agency's Roster. Download full list of categories.

DOWNLOAD SMALL WORKS LIST

Vendor | Consultant

SMALL WORKS (1095)

Construction, building, renovation, remodeling, alteration, repair or improvement of real property as referenced in the RCW 39.04.152. NOTE: numbers are the amount of businesses in each category.

Registered businesses on your Small Works Roster by category(ies) selected. To download this specific list you will need to generate a project specific roster.

No Categories Selected!

- Roads (462)
- Parks (422)
- Facilities (816)
- Civil (695)
  - ✓ Ballfields (79)
  - ✓ General (63)
  - ✓ Netting (34)

Total businesses registered with your agency for small works

Total businesses registered by project type

Total businesses registered by category and subcategory

Registered businesses on your Small Works Roster by ... download this specific list you ... project specific roster.

Alphabetical Listing by subcategories

- 4 Gen Contractors LLC
- 4 K Contractors, Inc
- ALL CITY FENCE COMPANY
- Arrow Concrete & Asphalt Specialties, LLC
- Artus Construction Company
- BES Electrical Services
- Big Country Contracting LLC
- C & R Tractor & Landscaping Inc.
- C. Denney Construction
- Chinook Hydroseeding
- Coastline Roofing & Construction INC
- Combined Construction, Inc.
- Contact Electric Systems
- DARREL EMEL'S TREE SERVICE,INC.
- DP Wain Construction, Inc.
- DallumBuildCo, LLC
- Dirt Road Development LLC DBA Big Water

Total businesses: 79

Why just a simple list of businesses?

A key benefit of MRSC Rosters is the ability for public agencies to **proactively manage their bidding pools**. The platform lets you see a list of all registered businesses, organized by project type and category. This isn't just about finding vendors for a current project; it's about strategic planning.

Step 2.B.2. Searching for a single business

Ahead of generating a project-specific roster, it may
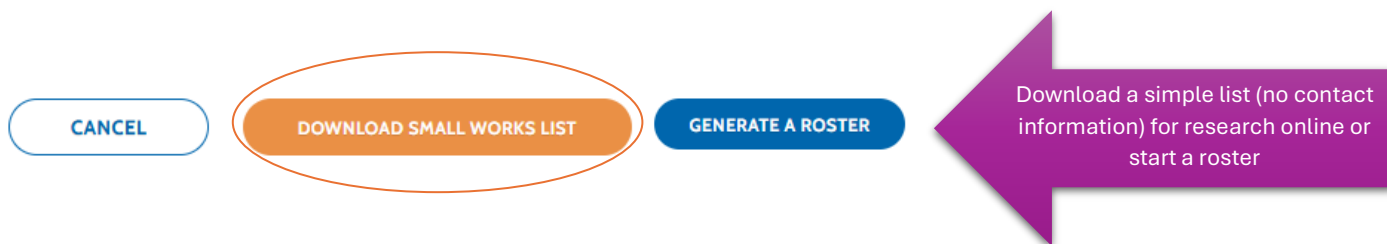
Search for a Business

Need to send out an announcement, or track your registered businesses? Download If you are already working with a business and need to find their application, type in their business name and click the search icon.

| Business Name ⌄ | Search for a business you are currently working with... 🔍 |

Why search for just a business?

Searching for a specific business on MRSC Rosters can be a valuable planning tool. It helps you confirm whether **local businesses or frequent bidders** are registered for the specific categories you plan to use.

You can search for a business by its name, a keyword, or its Unified Business Identifier (UBI). This is a great way to "test the waters" before you start a formal solicitation. For example, if you want to install a prefabricated storage shed and know a local company who does this kind of work, you can check if they're registered on the roster. If they're not, it's the perfect opportunity to reach out and encourage them to register with MRSC before you officially generate your roster. This ensures you have a strong pool of bidders from the very beginning.

CANCEL   DOWNLOAD SMALL WORKS LIST   GENERATE A ROSTER

Download a simple list (no contact information) for research online or start a roster

Frequently Asked Questions

Q. Small Works vs. Vendor Rosters: Which to Use?

A. When procuring services like equipment repair, landscaping, or janitorial work, the correct roster depends on the nature and intent of the service.

- **Small Works Roster:** This roster is intended for one-time, specific construction projects, including isolated repair tasks considered public works.

- **Vendor Roster:** This roster is recommended for ongoing, continuous maintenance services. This includes contracts spanning several years, covering multiple tasks, or are awarded based on a plan or staffing model.

The determination of whether a service falls under the Small Works or Vendor roster is a matter of the procurement's primary purpose. For instance:

- If the sole purpose is to make a single, isolated repair, it is generally considered a public works project, and the Small Works Roster should be used.

- If the primary purpose is to maintain a system or grounds, and a repair is a routine part of keeping the system in good working order, it typically remains a maintenance service under the Vendor Roster.
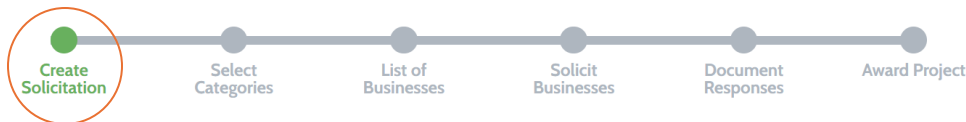
Prevailing Wage Considerations

The requirement to pay prevailing wage is determined by the type of work being performed, not by the type of contract or roster used. RCW 39.12 outlines the types of work subject to prevailing wage requirements. Therefore, regardless of whether you use the Vendor or Small Works Roster, you must ensure compliance with prevailing wage laws if the scope of work is covered by the statute. https://lni.wa.gov/licensing-permits/public-works-projects/scopes-of-work.

Step 3: Provide Details for your project-specific roster

After selecting your Roster Type, the MRSC platform will lead you to the first step in creating a roster and moving through the MRSC roster process.

To start a search for businesses and a project-specific roster, **enter the name of your project** and your estimated dollar amount as over or under $150,000, excluding tax.

Note: Assign a **project name** to be used consistently for all project documents, including those for solicitation and contracting, finance, and closeout. This name should briefly describe the location and scope of work.
Example: *Aberdeen City Hall Hearing Room Remodel. It is also appropriate to place a year and contract number if your agency uses alpha-numeric numbering for records.*

[?] You can find out more about the updated dollar thresholds for small works and direct contracting by clicking on the question mark. The MRSC platform is asking you about the estimate now, so as you move through the roster generation process it can prompt direct contracting specific items.

Once you have entered your agency's project name and dollar estimate, click **SAVE & CONTINUE.** By saving this information the MRSC platform will create a Roster ID easily accessed from your agency's roster **DASHBOARD**.

If you do not want to create a **Roster ID** or would like to return the MRSC Rosters landing page, click **CANCEL.**

Small Works Estimate

The estimate referred to in RCW is used for threshold purposes to determine the small works roster process to used. Public agencies are required to undertake some method of estimating or approximating the cost of the project ahead of receiving bids.

Step 4: Select Your Project Type, Category, and Subcategory

From this point, you will shape your project-specific roster by indicating what the primary project type and category and subcategory are. These selections allow the MRSC Rosters platform to match your selections with the businesses who selected the same category and subcategory.

4.A. Choose one of the following Project Types:

- **Roads**: for projects in the right-of-way, streets, or similar
- **Parks:** for projects in a park or outdoor public space including landscape improvements, trails, beach or similar
- **Facilities:** for projects in buildings, facilities, and their surroundings such as parking lots
- **Civil**: for projects removing or improving underground utilities, or marine projects

4.B. Select Category and Subcategory

The MRSC rosters platform will then display the **categories** and **subcategories** which correlate with the selected Project Type. *Identify* the **CATEGORY** of the primary work and click the ∧ **"carrot"** to reveal the subcategories under the category. Then select the **SUBCATEGORY** representing closest to the project work.
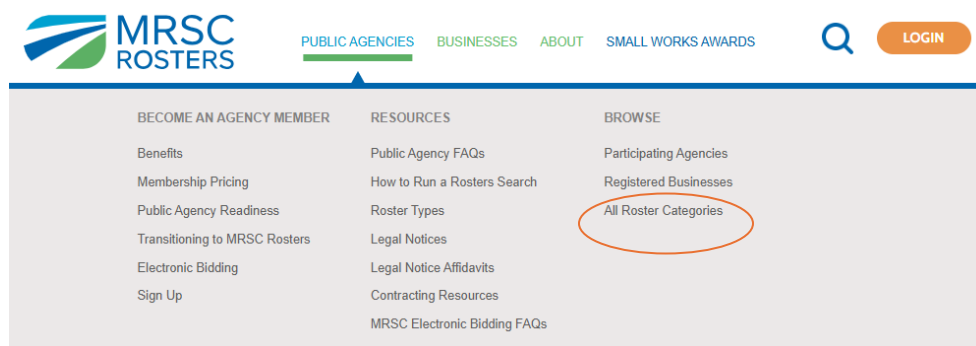
There is no need to select more than one. This project-specific roster selection targets prime or general contractors who can sign a contract with your agency and is not intended to identify subcontractors or list every subcontractor scope.

4.C. Business Search Results

Click **SEARCH BUSINESSES** and the MRSC Roster platform will generate a list of businesses who selected the same parameters in their membership application.

Notes:

- Be as specific as possible without selecting every scope of work you anticipate for the project. For example, if your project is artificial turf installation at a playfield, you might choose:

  - **Project Type: Parks → Category: Turf → Subcategory: Artificial or Synthetic**
  - **NO NEED TO ADD MORE categories.   For example, adding "civil" or "demolition." Typically, "civil" work will be a subcontracted scope and does not need to be added for a bidder's list and prime in a turf project.**

- You can hover or click the **"?"** icon next to a subcategory to view a description.
- A downloadable list of all categories and descriptions is available on the MRSC Rosters Website.

👥 Frequently Asked Questions

Q. Why do we need to select a Project Type?

A. Selecting a **Project Type** helps both public agencies and businesses be more intentional with their choices. For example, a concrete contractor specializing in street projects may not be the same as a cement mason who focuses on concrete floors or countertops within buildings. This step ensures bid invitations are sent to the most relevant and experienced businesses for the specific job.

Q. What if I can't find the specific scope I am trying to procure?

A. Don't overthink it. The small works categories and subcategories are a guide, not a comprehensive list of every possible project scope. They're designed to help you convey the primary scope of a project to attract prime contractors who have experience with the general type of work.

Step 5: Review The List of Businesses

After you click **SEARCH BUSINESSES**, the MRSC platform will take you to a new page which displays your *draft* project-specific roster. This is a list of businesses matching your selected search criteria. It is recommended you review this list for appropriateness and useability.

5.A. Reviewing your search results

We recommend you review the businesses your search criteria pulled from the MRSC Rosters platform. This helps you understand how many viable bids you might get. The platform may return dozens or even hundreds of businesses, but not all of them will be a good fit for your project.

During this review, we suggest you look for the following:

- **Viability:** How many of these businesses are a realistic match for your project's scale, complexity, and location? Some firms may be too large or too small, or too far away.

- **Bid Probability:** Based on your knowledge of the industry and local market, which of these businesses are most likely to submit a bid?

Taking the time to do this quick review can give you a more accurate expectation of your bidding pool.

Why are there so many businesses?

You may find a large number of businesses appear in your search for a couple of reasons:

- **Businesses cast a wide net.** To avoid missing any potential opportunities, many businesses intentionally register for a wide range of categories and with multiple agencies. They want to be aware of every potential project, even if they don't plan to bid on all of them. This allows them to choose which projects align with their current business goals and capacity.

- **It's an effective marketing tool.** The MRSC Rosters platform is a popular resource for businesses. It provides them with a low-cost way to make their services and qualifications visible to hundreds of public agencies across Washington.

MRSC is always working to improve the registration process and help businesses select the most accurate categories for their services. However, a business ultimately decides which categories and agencies they want to work with.

5.A.1 PWSBE (certified) Businesses
The list of businesses is divided into two sections, those certified Public Works Small Business Enterprises (PWSBE) by the Office of Minority and Women Business Enterprises (OMWBE) and those non-PWSBE.

5.A.2 Researching Businesses (optional)
If you are not familiar with the businesses appearing in your business search there are a couple of options to find out more about them.

1) You can expand using the **"+"** or MORE icon on the right side of the business name to reveal their contact information, their L&I licensing, etc.
2) You can click on the **business name** (in green) and the MRSC platform will pull up a separate window with the business' registration information including any capabilities statements (or SOQs) submitted.
3) You can also download a simple business listing (no information other than the business name) and prepare to do some further research outside MRSC platform. (e.g., check the business website, tax information, local licensing, etc.)

5.A.3 Refining your Search (optional)

If the businesses on your roster do not match your expectations, you have the option to refine or revise your search parameters. To do so, simply click the **BACK** button to return to the previous step and adjust your subcategory selections.

Note: We generally recommend against refining your search unless you believe you made an error in your initial project type or work categories selection. To get the best results, only select the single category/subcategory most closely aligned with the **primary work element of your project**, not every scope and subcontract scope.

For example, if you are creating a roster for a trail project and initially selected "Civil," you might want to go back and select the more specific "Trails" subcategory found under the "Parks" project type. This will ensure your results are highly relevant to your project.

Practice Tip: Managing Your Project-Specific Roster

It's natural to be concerned when your search results in a long list of businesses. However, please be assured sending a high number of invitations does not mean you will receive a high number of bids. It is very likely only a small percentage of businesses on your list will submit a bid.

We do not recommend reducing the list yourself or manually picking businesses without following your policies and procedures. This approach is highly recommended for several reasons:

- **Avoiding Unintended Exclusions:** Manually narrowing the list could unintentionally exclude a competitive firm. Using a roster is a way to narrow the bidding pool by targeting registered contractors, there is no need to further cull the list of businesses.

- **Encourages Competition:** A wider invitation pool increases the likelihood of a strong, competitive bidding environment, potentially leading to better value for your project.

- **Meets Compliance Requirements:** Inviting all businesses on the roster ensures you are providing an equal opportunity and adhering to fair business practices.

Simply send the invitation to bid to everyone on your list. Businesses who are genuinely interested will respond.

Practice Tip: Using a Request for Interest

With a large list of businesses, some agencies have found a useful local policy and strategy for managing a large list of potential bidders by sending a preliminary **"Notice of Upcoming Small Works Opportunity."** This practice is not part of statute and must be adopted as a local approach, it can help gauge the level of interest before sending a full invitation package to every business while still sending notice to every business on the project-specific roster.

This notice, *sent to all businesses on your project-specific roster*, serves as a request for interested businesses to respond, indicating they would like to bid.

Your notice could include language like the following:

> *Notice of Upcoming Small Works Opportunity & Request for Interest*
>
> *The [Public Agency Name] is preparing a project-specific roster using the following search parameters:*
>
> *[Insert search parameters here (Project Type, Category, Subcategory)]*
>
> *Regarding the project: [Insert brief project description here]*
>
> *This notice is being sent to all registered businesses on the roster to inform you of this upcoming opportunity. To receive a full invitation package and to be considered for bidding on this project, please reply to this notice and confirm your interest by **[Date]**.*

Public agencies can choose to adopt this streamlined approach, as it is not a mandatory requirement but remains fully compliant with the Revised Code of Washington (RCW). Adopting this process can significantly streamline your administrative effort. By first sending a simple Notice to every eligible business on the project-specific roster, the agency fulfills the required notification under RCW 39.04.152(4)(a)(ii).

This initial Notice serves two key purposes:

1. **Reduces administrative burden** by avoiding the immediate distribution of a full, detailed solicitation package to hundreds of businesses.

2. **Generates clear interest indicators**, as only firms who are genuinely interested will respond to the Notice and request the complete Invitation and scope of work documents.

This method allows your agency to focus its effort and resources on sending the complete solicitation package only to those firms who have expressed a clear, project-specific interest.

Frequently Asked Questions

Q. What if I see an "inappropriate" business on list of businesses?

Don't overthink it. It's common to see businesses on your list who don't appear to be a good fit, such as a carpenter for an excavation project. The requirement in the competitive roster process is to send the invitation to bid to all businesses on your roster. It will not harm your project, and most firms not a good fit will simply not respond.

Q. What if my project requires specialty licensing and I don't want to send invitations to businesses who are not licensed?

While the MRSC Rosters platform verifies businesses are registered with the Washington State Department of Labor & Industries (L&I), we currently are not set up to verify work-specific licenses, certifications, or other specialized registrations. This is because when a business registers with MRSC, there is no way for the platform to know the specific and unique licensing requirements of every future project from every public agency.

As a public agency, you must clarify any project-specific licensing requirements yourself. We highly recommend using **supplemental bidder responsibility criteria** in your invitations to bid. This is the most effective way to ensure all bidders meet the specific licensing and registration requirements for your project. Any project-specific licensing or registration needs should be clearly stated in the bid instructions.

For example, for a project requiring electrical work, you could include the following language in your Invitation to Bid:

> *Invitation to Bid Small Works: City Hall Second Floor Relighting Project. This project requires supplemental bidder responsibility criteria. All bidders will be asked to provide a copy of their current electrical license and any other relevant licensing information with their bid submission.*

5.B. Competitive Bid vs. Direct Contracting

After generating a project-specific business list for a ***project initially estimated at $150,000 or less***, you have two options to consider before moving forward. The MRSC Rosters platform is designed to support both methods.

Confirm your roster process →

Which Small Works Roster Process do you intend to use? *
○ Competitive Bid   ○ Direct Contracting

1. Competitive Bidding

Even if your project is estimated to cost less than $150,000 you may competitively bid this work by sending the invitation to every business on the project-specific roster. This is the MRSC system default.

2. Switching to Direct Contracting

If, after reviewing the list of businesses generated, you decide the **direct contracting** process would be more beneficial, you can easily change your small works process selection. Simply choose the "Direct Contracting" option on the page before proceeding to the next step. This allows you to send an invitation to a single business.

Practice Tip: *Rotation Requirements

Direct contracting is a process exclusive to small works, which permits negotiation of a contract price with a single, selected business from your project-specific roster. To ensure equitable distribution of small works projects, your agency should have a way to document rotating through firms if you plan to award multiple projects of the same type within a 12-month period. This prevents the same firm from repeatedly receiving awards when other qualified businesses are available.

Rotation Rules Based on PWSBE Firms:

- **Six or More PWSBE Firms:** If your project-specific roster contains six or more PWSBE-certified businesses, you must rotate and negotiate with a PWSBE firm.

- **Five or Fewer PWSBE Firms:** If there are five or fewer PWSBE firms on the list, you may rotate and negotiate with any business on the roster.

Procedures for Unique Projects: If your agency does not have any other projects of the same type within a 12-month period, your internal procedures may permit awarding a single business more than one project. This should be permissible only if PWSBE businesses decline the work. See the Small Works Manual for more information.

5.C. Generate your Project-Specific Roster

Once ready, click **SOLICIT BUSINESSES** to "lock-in" the list and advance to the next step in the MRSC Roster process, **DISTRIBUTION OPTIONS.** You will be asked to CONFIRM you want to generate a project-specific roster. If you are not ready to generate your roster, you can cancel and continue to refine or revise your list of businesses.

POP UP: Once locked in, you <u>cannot revise, remove, or add</u> businesses to the roster for this project. You cannot award a small works project to a business who is not on this project-specific roster at the time you "lock it in." (generate a roster)

By selecting "solicit businesses" the project specific roster will change status to "active solicitation" indicating bidding and award is being conducted outside MRSC Rosters.

Agencies/local governments must only invite the businesses on the project specific roster and follow your local procedures for bidding and awarding public works project.

Keep this project specific roster in your procurement file.

CANCEL   CONFIRM

Before you can obtain a full and complete list of your project-specific roster for distribution you must confirm, you understand there can be no revisions or additions from this point on.

Step 6: Contacting Businesses, Distributing your Project-Specific Roster

At this step you will **select the format** you would like your project-specific roster to be generated in. After this step you will *leave* MRSC Rosters platform to conduct your solicitation, bidding, and award using your own policies, processes, and procedures for public works.

The format options are:

- **Go to Euna (Bonfire):** Open Euna (Bonfire) in another window on your desktop
- **Email All:** platform interface into your default email application
- **Copy to clipboard:** copying the email addresses for placement into your preferred email application

6.A. Connecting to Euna (Bonfire)
By selecting **GO TO EUNA (BONFIRE)**, the MRSC Rosters platform will open to the Euna (Bonfire) in a different window on your desktop. You can then log in to Euna (Bonfire) and start the project set up process in Euna (Bonfire).

6.B. Copying Email Addresses
6.B.1. The most popular option for distributing project-specific rosters is **copying the email addresses directly into your preferred email application**. (e.g., outlook) To do this, first **select the appropriate delimiter** and then place your curser in the text box with the email addresses use the keyboard command **"ctrl a"** then **"ctrl c" to** copy the emails. Navigate to your email, select new email, and then in the "to" line, place your curser and then **"ctrl v"** to paste the list of emails.

6.B.1.a. Place the name of the bidding opportunity in the subject line. (e.g., Small Works Opportunity: Main Street Sewer Line Repair). Attach the "Invitation to Bid" including, but not limited to, the detailed scope of work, the

project estimate, a bid form, and a copy of the contract. Be sure to include a bid due date, and any project-specific supplemental bidder responsibility criteria, and send.

OR

Select the correct delimiter and then click **"copy to clipboard."** Open your email application such as Outlook, start a new email and either in the **"To"** line or in the **"Cc" or "Bcc"*** line place your curser, <u>**right click**</u> and click **"paste."** The email addresses should populate.

6.B.2. Another option for distributing the project-specific roster as email addresses, is to use the **EMAIL ALL** function. By selecting the icon, MRSC Rosters platform will open your default email in another window with the emails populated. **(Example below in "gmail" default. Contents developed by MRSC guide writer as a prompt not a template.)**

 Practice Tip: Copying Email Lists to Other Platforms (using a delimiter)

Delimiter

When you copy an email list from the MRSC Rosters platform to an external application like Outlook or an electronic bidding platform, you need to ensure the email addresses are separated correctly. This separator is called a **delimiter.**

- Some email applications often use a ****semicolon (;) **** to separate email addresses

- Some electronic bidding platforms, like Euna (Bonfire), use a ****comma (,) ****

If you select the wrong delimiter, your external application will likely display an error message, stating a "wrong format" or "unable to paste content."

If you encounter this issue, simply go back to the MRSC Rosters platform, **change the delimiter type**, and re-copy the email addresses. This small adjustment will resolve the issue and allow you to proceed with sending your invitation.

The difference using "Cc" and "Bcc" in email notifications

You may choose to use the "Cc" or "To" lines in your emails, making the entire set of contact emails from your project-specific roster visible to all recipients. This may provide an opportunity for businesses to network and for subcontractors to connect to primes. However, using "Cc" or "To" lines means if a potential bidder "Replies All," all recipients will see that response, which can lead to administrative burden and unwanted email volume.

To protect the response volume, you may choose to use the "Bcc" line in your email. This ensures only the agency can see the entire roster list and any responses will be directed solely back to your staff. There is no statutorial direction on this matter.

6.C. Downloading your Project-Specific Roster

For proper record keeping, MRSC recommends you download a copy of your project-specific roster to keep with your procurement files. Use **Download List** to generate an Excel file.   You will have to set up filters and search.

Note: You are responsible for soliciting business including, but not limited to, sending invitations, requesting bids, responding to questions, issuing addenda, receiving bids, conducting bid responsiveness checks and confirming bidder responsibility, and similar.

Proceed to conduct solicitation, bidding, and award. Once you complete the bidding process, you will return to MRSC Rosters to input the bidding and award results **DOCUMENTING RESPONSES**.

6.D. Direct Contracting Distribution Options

If you indicated on the previous step your intent to direct contract, the **DISTRIBUTION OPTIONS** for direct contracting are different from competitive bid in the MRSC Rosters platform.   All the email addresses will be displayed on the screen. This is set up so you can easily copy a single email from the screen. There is no option to copy all the email addresses to the clipboard or connect to Euna (Bonfire).

6.D.1. Download the project-specific roster

The MRSC Rosters platform does not track your rotation or contact approach for direct contracting. Therefore, it's essential you **download and save the project-specific roster** to your procurement file. (Same as 6.C. above)

This document will serve as your official record for public disclosure, audits, and record-keeping. If your project-specific roster contains six or more Public Works Small Business Enterprise (PWSBE) certified firms, the statute states you must contract with one of these PWSBEs. **If all PWSBEs decline to bid**, when there are six or more, your agency policy may include the option to rotate and contract with a non-PWSBE contractor.

6.D.2. Changing to Competitive Bid

If rotation and negotiation prove unsuccessful in Direct Contracting, the MRSC Rosters platform allows a public agency to change and use a small works competitive bid process.

At the bottom of the **"DISTRIBUTION OPTIONS"** page there is a button you can click **"CHANGE TO COMPETITIVE BID"** and then send your invitation to everyone on the project-specific roster.

The platform will provide a prompt, for you to **confirm** you would like to change to **competitive bid**. The platform will adjust DISTRIBUTION OPTIONS as shown in 6.B.

Frequently Asked Questions

Q. What do I do if the PWSBEs on my project-specific roster are "inappropriate" and cannot do the work do I still need to contact them?

A. Yes. While it may be frustrating to see businesses on your roster who appear poor fitting, MRSC has no influence over how businesses register on the platform. We only verify their general registration with the Department of Labor & Industries (L&I). A business's specific fitness and capability for a project is a determination made by the public agency on a case-by-case basis, after submission of evidence.

There may be some simple and effective ways to manage this. As a public agency you can adopt a policy like one of the following, which were described in previous section (See "Step 5"):

1. **Preliminary Notice:** Send a preliminary "Notice of Small Works Opportunity" to all businesses on your list. Only those who respond and express interest will receive the full bid package. This is a simple way to filter businesses which are not a good fit or who don't intend to bid on that project.

2. **Supplemental Bidder Responsibility Criteria:** Include a clear requirement in your bid invitation specifying all bidders must provide proof of any project-specific licensing, certifications, or registration (e.g., an electrical license).

Q. What if there are 5 or fewer PWSBEs on my list I can rotate and contact any business on my project-specific roster, right?

A. Yes. If there are 5 or fewer PWSBEs on your project-specific roster you may contact any business on the project-specific list.

Q. Do I have to negotiate?

A. No, the statute does not require you to "negotiate" in the traditional sense of haggling over prices. In the context of direct contracting, "negotiate" could be interpreted to mean you are soliciting a price or bid from a single business on your project-specific roster.

It is not recommended to haggle with individual businesses during direct contracting. If the quote or bid you receive from the single firm falls within your project's estimated budget, you should proceed with awarding the contract.

Q. Do I have to rotate?

A. Yes, rotation is a key principle of the direct contracting process. In its simplest form, rotation means you should not use the same business multiple times for similar work if there are other licensed businesses on your roster who may be capable of performing the work.

For example, using the same fencing contractor for three separate projects in a single year without giving other registered businesses—particularly PWSBEs—an opportunity to provide a quote would be contrary to the intent of the statute.

The purpose of rotation is to:

- **Promote Equity:** It prevents favoritism and provides a fair distribution of opportunities among a variety of firms.

- **Support Small Business:** It gives a variety of small firms the chance to receive a direct quote without having to compete in a larger, more traditional bidding process.

- **Encourage a Healthy Market:** It helps ensure more businesses are engaged and willing to participate in public works projects.

What about time? Your agency's policies can account for the time between projects. For instance, if your agency only undertakes a fencing project once every five years, your written policy might allow for the same contractor to be used if they were the last firm to do a similar project.

In any case, in direct contracting it is always recommended to provide the greatest practical opportunities for as many small businesses as possible.

Step 7: Project Documentation, Award, Posting Publicly

During this step you will document and record in the MRSC Rosters platform the results of your solicitation and invitation to bid.

7.A. Log Into MRSC Rosters

Procurement and bidding occurred outside and presumably took several weeks to complete. To complete the MRSC Rosters process you will return to your project and populate each response to the invitation. You can access your project by **navigating to your agency dashboard**.

Your project should be in "**Evaluate**" status.

Click the Roster ID, in **green.**

7.B. Documentation Page

This will take you to the **DISTRIBUTION OPTIONS** page where you left off, click **DOCUMENTATION** at the bottom of the page. This will take you to the **Document Reponses** step.

SMALL WORKS ROSTERS

Document Small Works

On the Document Small Works page, your project-specific roster is listed on the screen. You will **select a response** and **enter amounts** of any bids received.

Note: **PWSBE** certified business will appear with an asterisk next to their name.

7.B.1. Selecting a Response

You will need to select a "**response**" and for bids received you will need to enter the bid amount. All the businesses on the project-specific roster should be listed in alphabetical order. For competitive bid, the MRSC Rosters platform defaults all businesses to "**no response**," this is so the only responses you need to change are for the businesses who responded to your invitation.

For small works **competitive bids**, there are 3 response options (not counting "no response"):

- **Bid Received:** Select bid received from companies who submitted a responsive bid and who have no responsibility issues.
- **Not Responsive:** Select not responsive for companies who submitted a bid, but their bid was not responsive and as a result you were unable to consider (e.g., there were material irregularities or their bid was conditioned, etc.)
- **Not Responsible:** Select not responsible if you received a bid from a company not properly licensed, was delinquent on their taxes or otherwise precluded from receiving a public award as determined by L&I.

7.B.2. Enter Bid Amounts (bid tab)

Enter the bid amounts in dollars and cents, as applicable. The documentation page in MRSC Rosters platform should reflect and be the same as your procurement file "bid tab."

Note: Because the Small Works Roster use threshold is for projects estimated to cost $350,000 or less, excluding tax, the platform will not accept bid amounts above $599,999.99. If you receive a bid above this amount and need to record it, please reach out to MRSC Rosters staff for assistance. MRSCRosters@mrsc.org, 206.625.1300 x14

7.B.3. Selecting the Lowest Responsive and Responsible

After you have selected the appropriate response, and entered the bid amount, you will indicate which business was awarded the project by indicating the business **"selected."** **The selected contractor should be a responsible contractor, the submitted the lowest responsive bid.**

BUSINESS NAME	RESPONSE	BID AMOUNT	SELECTED	MORE
Northwest Access Products LLC	Bid received	$60,500.00	⦿	⊕

7.C. Awarding your Small Works Project

Once you have selected responses, entered applicable bid amounts and indicated which business is **"selected"** you will **"award"** the project in the MRSC Rosters platform. To "award," *navigate to the bottom of the page* and click **AWARD PROJECT.**

After you click **AWARD PROJECT**, the MRSC Rosters platform will ask you to confirm you want to award and the date the award occurred. (Often since, bidding and award happens outside the MRSC Rosters' platform the award occurred before you enter the information into MRSC Rosters.) Please list the date you awarded the project, not the date you are entering the information into MRSC Rosters which is the platform default.

7.D. Publicly Available Small Works Awards

Your confirmation will allow the MRSC Rosters platform to publish the entered information to the **SMALL WORKS AWARDS DATA** page as required under RCW 39.04.152(6).

7.E. Documenting projects using Direct Contracting

You selected the direct contracting process option prior to generating a project-specific roster. The MRSC Roster platform will navigate to the direct contracting specific documentation page. On the **Document Small Works** page, your project-specific roster is listed on the screen. You will **select a response** and **enter amounts** of any bids received. When direct contracting there is the potential to have several outcomes, therefore there are more options for documenting outcomes.

- **Not contacted:** Select to indicate when you have rotated away from this business or no contact was made to this business.
- **No response:** Select when a business was rotated to and contacted but did not respond to the invitation to negotiate.
- **Bid Received:** Select for companies who submitted a responsive bid and there were no responsibility issues with the business.
- **Not Responsive:** Select for companies who submitted a bid, but their bid was not responsive and as a result you were unable to consider (e.g., there were material irregularities or their bid was conditioned, etc.)
- **Not Responsible:** Select if you received a bid from a company not properly licensed, was delinquent on their taxes or otherwise precluded from receiving a public award as determined by L&I.
- **Declined to bid:** Select if the contacted business declines to bid.
- **Bid Not Accepted:** Select when negotiations fail or for any reason and your agency decides they cannot accept the bid from this contacted business. Please keep notes in your procurement file documenting the reasons you ultimately couldn't accept the bid and/or attempts made to come to a fair contract price.

Awarding a Direct Contracting small works project is the same as Section 7.C. above.

> **Note: Agencies will receive automated email reminders from the MRSC Rosters platform to complete project documentation. These reminders are sent 30, 60, and 90 days after a project-specific roster is generated.**

Frequently Asked Questions

Q. What if I don't receive any bids?
A. If no bids are received, or there is another reason you cannot award the small works project, then the project-specific roster needs to be **canceled out of the MRSC Roster platform**.

Q. How do I cancel a project?
To cancel a project, there are two options 1) prior to documenting responses and 2) after the project is awarded.

You navigate from your **DASHBOARD** and then select the project-specific roster you wish to cancel. You can cancel a project (1) before you document responses (evaluate) or (2) after you have entered responses and indicated you have awarded (awarded) the project.

1. Once on the **DOCUMENT RESPONSES** page, you will **"toggle"** the **Cancel Project** button. A prompt will appear, asking you to confirm you would like to cancel the project. **Once canceled you cannot reinstate.**

2. From the **AWARDED PROJECT** page, **"toggle"** the **Cancel Project** button. A prompt will appear, asking you to confirm you would like to cancel the project. **Once canceled you cannot reinstate.**

Note: No matter when you cancel a project, once you have confirmed, the project-specific roster will be **"greyed out"** on your dashboard.

💡 **Practice Tip:** *Canceled projects will __no longer__ receive platform generated reminders to enter bid information or award dates.*

Step 8. Small Works Rosters Platform Functions

Once logged into the MRSC Rosters system (platform) the dark blue banner at the top of the page will help you navigate your account and functionality of the MRSC Rosters platform.

8.A. Rosters Home Page (Landing Page)

PA Test Account Rosters

VIEW YOUR DASHBOARD

Welcome. Get connected with businesses in MRSC Rosters.

Generate a Roster ➔   Search Business Lists ➔   Search for a Business ➔

Generate a Roster

MRSC maintains 3 Roster types 1) small works for small public works projects, 2) consultant for personal services, architectural, and engineering services and 3) vendor for goods and services. These rosters serve as resources for member public agencies to use with their existing policies and procedures, and in compliance with relevant statutes. Learn more at: MRSC Roster Types.

Before utilizing any roster, agency members must formally adopt a resolution. Learn more at: Transitioning to MRSC Rosters.

Agencies that use the statewide Small Works Roster must adhere to the local government requirements outlined in RCW 39.04.151-154. This specific roster was designed to be used for small works roster processes. Learn more at: Small Works Manual.

SMALL WORKS ROSTER	CONSULTANT ROSTER	VENDOR ROSTER

Small works roster includes registered, responsible contractors who can bid to perform public works as defined by RCW 39.04.010 and 39.04.152(1).

The Consultant Roster includes business who are licensed and registered to architecture and engineering services under RCW 39.80 and personal services and general consulting or technical-in-nature services. Typically, these services are procured using qualifications-based selection through an RFQ or RFP.

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.

Search Business Lists

Search a roster and find businesses within categories, or download a complete listing of all business by roster type.

SMALL WORKS LIST	CONSULTANT LIST	VENDOR LIST

Search for a Business

Need to send out an announcement, or track your registered businesses? Download If you are already working with a business and need to find their application, type in their business name and click the search icon.

Business Name ⌄	Search for a business you are currently working with... 🔍

💡 **Practice Tip:** Any name or title appearing **"green"** within the MRSC Rosters platform means it can be selected for more information or is a link to another page.

8.B. Small Works Dashboard

For the small works roster, you can manage your project-specific rosters at each stage through the **DASHBOARD.**

SMALL WORKS ROSTERS DASHBOARD

PA Test Account's Projects

Click on "Roster ID#" to document business contacted and outcomes

👁 Show hidden

	STATUS	SOLICITATION METHOD	ROSTER ID#	PROJECT NAME	LAST EDIT DATE	CREATED BY
✎ ☐	Evaluate	Competitive Bid	VQI-25-0029	Direct Contracting Test 090525	09/08/2025	Aleanna, Kondelis
✎ ☐	Complete	Competitive Bid	VQI-25-0020	Park Kisok Test	09/07/2025	Aleanna, Kondelis
✎ ☐	Complete	Competitive Bid	VQI-25-0023	Lisa Lagerstrom 8-26-2025	09/04/2025	Lisa
✎ ☐	Complete	Competitive Bid	VQI-25-0025	TEST 9-4-2024	09/04/2025	Lisa
✎ ☐	Canceled	Competitive Bid	VQI-25-0027	Lisa Lagerstrom 8-28-2025	09/04/2025	Lisa
✎ ☐	Complete	Competitive Bid	VQI-25-0028	test 9-3-2025	09/04/2025	Lisa
🗑 ✎ ☐	Open	Not Selected Yet	VQI-25-0026	Lighting Test 82725	08/27/2025	Brynn, Linville
✎ ☐	Awarded	Competitive Bid	VQI-25-0024	Lisa Lagerstrom - testing 8-26-2025	08/26/2025	Lisa
✎ ☐	Evaluate	Direct Contracting	VQI-25-0022	Lisa Lager 8-19-2025	08/20/2025	Lisa
✎ ☐	Evaluate	Competitive Bid	VQI-25-0021	Lisa Lagerstrom 8-20-2025	08/20/2025	Lisa
✎ ☐	Evaluate	Competitive Bid	VQI-25-0019	Lisa Lag Test 8-12-2025	08/12/2025	Lisa
✎ ☐	Awarded	Competitive Bid	VQI-25-0018	Spokane Schools Test	08/05/2025	Lisa
✎ ☐	Evaluate	Direct Contracting	VQI-25-0017	Lisa Lagerstrom 8-5-2025	08/04/2025	Lisa
✎ ☐	Evaluate	Competitive Bid	VQI-25-0016	Test 8-4-2025	08/04/2025	Lisa
✎ ☐	Evaluate	Competitive Bid	VQI-25-0015	Lisa Lagerstrom 8-4-2025	08/04/2025	Lisa

Within your dashboard you will see several **roster and project statuses**. The status options are:

- **OPEN** - have started the process but have not yet **SOLICITED BUSINESSES** - can delete records using the garbage can icon.
- **EVALUATE** - you have **SOLICITED BUSINESSES** and sent the notifications out to bidders, and you are waiting to evaluate bids.
- **COMPLETE** - you have entered to bid amounts and response outcomes into the platform but have not yet Awarded the project.
- **AWARDED** - you have awarded the project to the lowest responsible bidder with a responsive bid.
- **CANCELED** – you were not able to award the project and need to cancel the record in MRSC Rosters platform. (Note: canceled project-specific rosters will not receive notices reminding the public agency to enter bidding and award information.

💡 **Practice Tip:** You can adjust (hide, delete) your project-specific rosters from the **DASHBOARD.** Hiding your project-specific rosters on the DASHBOARD does not delete the record and records in the EVALUATE stage will receive system generated notifications reminding you agency to document solicitation responses.

		ve Bid	VQI-25-0028	test 9-3-2025	09/04/2025	Lisa
		Not Selected Yet	VQI-25-0026	Lighting Test 82725	08/27/2025	Brynn, Linville
	Awarded	Competitive Bid	VQI-25-0024	Lisa Lagerstrom - testing 8-26-2025	08/26/2025	Lisa
		Contracting	VQI-25-0022	Lisa Lager 8-19-2025	08/20/2025	Lisa

Edit Project Name — Delete Record — Hide Record

8.C. MRSC Roster Account Settings

Account Settings

Account Overview

Official Public Agency Name: PA Test Account
Common Public Agency Name:

Account Users

Manage User Roles

Aleanna Kondelis
a.kondelis@ppp-wa.com — Account Administrator — Reset Password

Brynn Linville
blinville@mrsc.org — Account Administrator

Brynn Linville
blinville+1@mrsc.org — Account Administrator

Account Administrator
Account Administrator
Account User

Lisa
llagerstrom@mrsc.org — Account Administrator

Theresa
tgonzales@mrsc.org — Account Administrator — Reset Password — Delete

INVITE USER — SAVE

User Settings

Name * — Aleanna Kondelis

Email * — a.kondelis@ppp-wa.com

Password

Confirm Password

Save

Membership Information — DOWNLOAD ⬇

Renewal Information

Date Account Created: 06/23/2022 09:19 AM
Current Contract: Small Works/Consultant/Vendor
Renewal Date: 07/15/2026

Electronic Bidding

Email 1

ADD SEAT — SAVE

Add "seats" (users) for Euna (Bonfire)

Payment History

DESCRIPTION	INVOICE NUMBER	PAYMENT DATE	AMOUNT
Open	Invoice #62549	06/23/2022	
Open	Invoice #64082	11/17/2022	
Open	Invoice #75294	07/15/2025	

Review payment history

8.D. Small Works Category Descriptions and All Roster Category Listings

1. Category Descriptions

Knowing every public agency may not describe public works scope the same, MRSC provides general descriptions for each category. This helps both agencies and businesses use consistent terminology and align their projects with the intended use of the MRSC platform. You can find more information by clicking on the **"?"** icon wherever you see it.

2. All Roster Category Listings

Note: Once in excel, you can search by keywords by using **"ctrl f."** The Categories file has all three roster categories and can help identify which roster is a fit.

No	Roster Type	Project Type	Category	Sub-Category	Description
1	Small Works	Civil	Demolition and Deconstruction	Building and Structures Demolition/Removal	Leads work to demolish and/or deconstruct existing in

💡 **Practice Tip:** Category descriptions are not intended to be a scope of work.

Category descriptions on MRSC Rosters are designed to help *both agencies and businesses consistently categorize work*, not to serve as a detailed scope of work for a specific project. When you're creating a roster, select the category/subcategory **best fitting** for your project, even if they aren't an exact match.

8.E. MRSC Small Works Awards Data

As required by **RCW 39.04.152(c)**, after a contract is awarded, the bid results must be recorded and made available to the public. MRSC provides this public-facing data as part of your membership. Once you enter the award results into the platform and confirm the small works project has been awarded, the information will be automatically published on the **Small Works Award Data page**.

Once you log out of the MRSC Rosters platform, you'll see a public-facing page listing all small works awards. We recommend public agencies check this page after awarding a project to ensure the information is displayed correctly.

The publicly facing small works roster data allows the public to search for awards and review the bids submitted for any project or agency using the statewide small works roster.   You can search by DIRECT CONTRACTING or COMPETITIVE BID.

Section 2: Vendor Roster

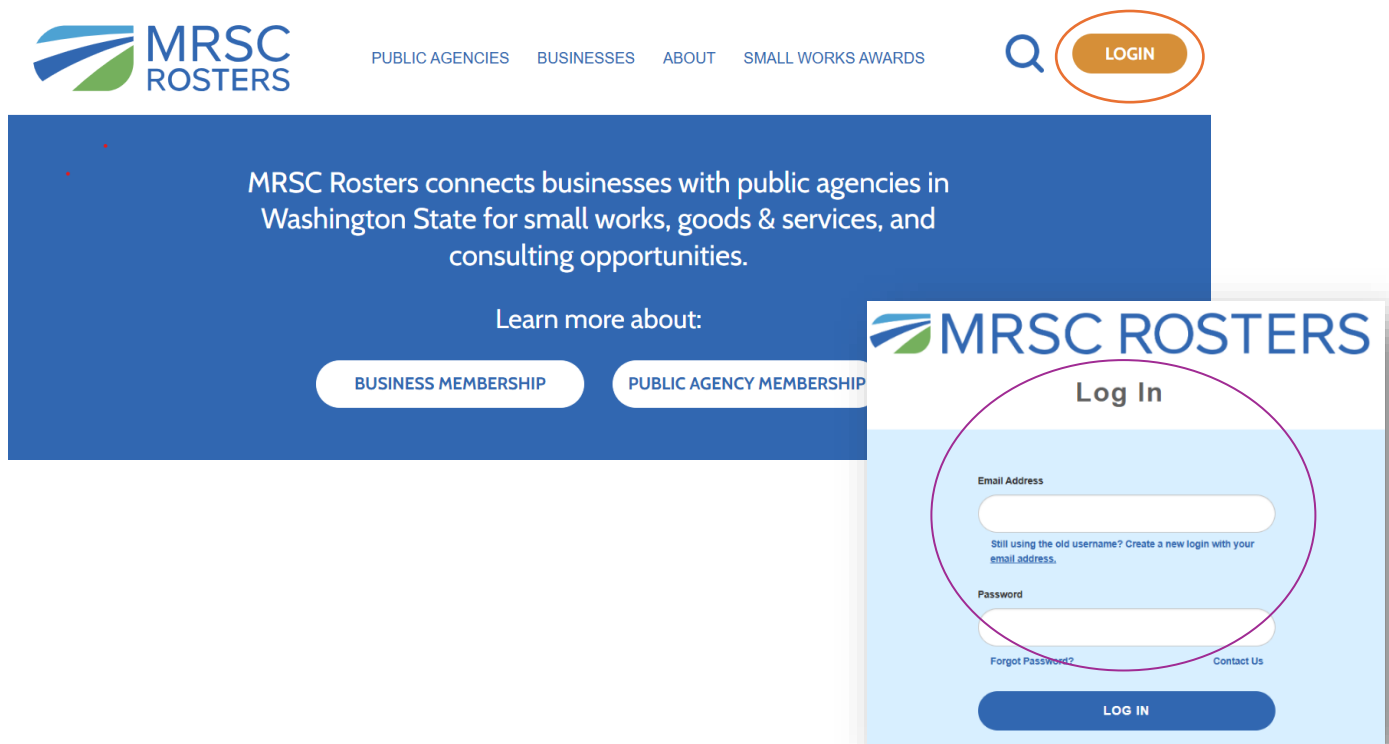Public agency members can select to use the MRSC Rosters **Vendor Roster** type to procure **goods, materials, equipment and maintenance services**.

Step 1: Log in to MRSC Rosters

1. From MRSC.org select Rosters & E-Bidding **or** go directly to www.mrscrosters.org from your browser

2. Click **LOGIN** in the upper right corner.

3. Enter your agency email and password.

4. Click **LOG IN**

Step 2: Select Your Roster Type

After you **LOG IN** you will be taken to the MRSC Rosters "platform" **landing page**. From this page you can either start a **project-specific roster** or **search for businesses** registered with your agency.

Step 2.A: To start your project-specific roster, click VENDOR ROSTER.

Generate a Roster

MRSC maintains 3 Roster types 1) small works for small public works projects, 2) consultant for personal services, architectural, and engineering services and 3) vendor for goods and services. These rosters serve as resources for member public agencies to use with their existing policies and procedures, and in compliance with relevant statutes. Learn more at: MRSC Roster Types.

Before utilizing any roster, agency members must formally adopt a resolution. Learn more at: Transitioning to MRSC Rosters.

Agencies that use the statewide Small Works Roster must adhere to the local government requirements outlined in RCW 39.04.151-154. This specific roster was designed to be used for small works roster processes. Learn more at: Small Works Manual.

| SMALL WORKS ROSTER | CONSULTANT ROSTER | VENDOR ROSTER |

Small works roster includes registered, responsible contractors who can bid to perform public works as defined by RCW 39.04.010 and 39.04.152(1).

The Consultant Roster includes business who are licensed and registered to architecture and engineering services under RCW 39.80 and personal services and general consulting or technical-in-nature services. Typically, these services are procured using qualifications-based selection through an RFQ or RFP.

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.

💡 **Practice Tip:** If you are **not ready to start a project-specific roster** you can search for businesses who have registered with your agency.

Step 2.B: Search for Businesses

1. By selecting **VENDOR LIST**, you can review businesses signed up with your agency by category and subcategory.

Search Business Lists

Search a roster and find businesses within categories, or download a complete listing of all business by roster type.

| SMALL WORKS LIST | CONSULTANT LIST | VENDOR LIST |

2. Find out if a specific business has registered to work with **your agency**. You have two choices for searching: Business Name or UBI Number using the dropdown arrow. Enter the information and select the search icon.

Search for a Business

Need to send out an announcement, or track your registered businesses? Download If you are already working with a business and need to find their application, type in their business name and click the search icon.

| Business Name ⌄ | Search for a business you are currently working with... 🔍 |

Search by key word or UBI

Note: Without being logged into your account, you can access a comprehensive list of all businesses registered business with MRSC through the *MRSCRosters.org* website.

| MRSC ROSTERS | PUBLIC AGENCIES | BUSINESSES | ABOUT | SMALL WORKS AWARDS | 🔍 LOGIN |

BECOME AN AGENCY MEMBER	RESOURCES	BROWSE
Benefits	Public Agency FAQs	Participating Agencies
Membership Pricing	How to Run a Rosters Search	Registered Businesses
Public Agency Readiness	Roster Types	All Roster Categories
Transitioning to MRSC Rosters	Legal Notices	
Electronic Bidding	Legal Notice Affidavits	
Sign Up	Contracting Resources	
	MRSC Electronic Bidding FAQs	

SEARCH VENDOR BUSINESS LIST

Categories

As you select categories, you can see businesses in those categories on your agency's Roster. Download full list of categories.

DOWNLOAD VENDOR LIST

Small Works | Consultant

VENDOR (847) — Total businesses registered with your agency under vendor roster

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. NOTE: numbers are the amount of businesses in each category.

Registered businesses on your Vendor Roster by category(ies) selected. To download this specific list you will need to generate a project specific roster.

Alphabetical Listing by subcategories

- [ ] **Aerial Services and Equipment (40)** ⌄
- [ ] **Building Materials and Supplies (178)** ⌄
- [ ] **Chemicals and Minerals (41)** — Total businesses registered under category
  - [ ] Agricultural Minerals (7)
  - [ ] Chemical Dispensers (12)
  - [ ] Herbicides (12)
  - [x] Ice Melt (19) — Total businesses registered under subcategory
  - [ ] Pesticides (12)
  - [ ] Salt (De-Icing, AG, Food Grade) (10)

- ABATIX CORP
- Advanced Environmental & Safety LLC
- Arrow Construction Supply, LLC
- Ballard Industrial
- Ben's Cleaner Sales, Inc.
- Bla...ent Rental and Sales
- ...rial
- Cintas
- Custom Spray Service
- GMCO Corporation
- HD Fowler Company Inc
- Hollis Supply, Inc.
- Kissler Enterprises Environmental Products, Inc.
- Molecular Inc
- One.7, Inc.
- TXLEY Inc
- Teufel Landscape

Total businesses: 19

Q. Why just a listing of businesses?

A. **Outreach/Bid Pool Management.** A key benefit of MRSC Rosters is the ability for public agencies to proactively manage their bidding pools. The platform lets you see a list of all registered businesses, organized by category and subcategory. This isn't just about finding vendors for a current project; it's about strategic planning.

CANCEL   **DOWNLOAD VENDOR LIST**   **GENERATE A ROSTER** — Start your roster from here

Step 3: Select Your Categories

From this page you will select the categories and subcategories of goods, materials, or services you will be procuring.

3.A. Select a Category and Subcategory

Select the category and subcategory you would like to search for and click **SEARCH BUSINESSES** to generate your project/solicitation list of businesses. The list does not have to be your final roster.

Step 4: Review your List of Businesses

Once you click **SEARCH BUSINESSES** the MRSC Rosters platform will generate a list of businesses. It is recommended to review the list for fitness and applicability.

To learn more about the businesses on your list:

1. Click the **BUSINESS NAME** to open their MRSC membership which includes their Capabilities Statement or Statement of Qualifications (SOQ).

Click "**Save as PDF**" to create a list of businesses for your records and to CONTINUE to the next step.

Step 5: Contacting Businesses

Once you've identified potential vendors, your next step is to choose which business(es) you'll invite to respond to your solicitation. This selection and contact process must be conducted in accordance with your agency's established policies and procedures for procuring goods and services, including personal services.

Frequently Asked Questions

Q. Vendor Rosters vs. Small Works: Which to Use?

When procuring services like equipment repair, landscaping, or janitorial work, the correct roster depends on the nature and intent of the service.

- **Vendor Roster:** This roster is recommended for ongoing, continuous maintenance services. This includes contracts spanning several years, covering multiple tasks, or are awarded based on a plan or staffing model.

- **Small Works Roster:** This roster is intended for one-time, specific construction projects, including isolated repair tasks considered public works.

The determination of whether a service falls under the Small Works or Vendor roster is a matter of the procurement's primary purpose. For instance:

- If the sole purpose is to make a single, isolated repair, it is generally considered a public works project, and the **Small Works Roster** should be used.

- If the primary purpose is to maintain an HVAC system, and repair is a routine part of keeping the system in good working order, it typically remains a maintenance service under the **Vendor Roster**.

Prevailing Wage Considerations

The requirement to pay prevailing wage is determined by the type of work being performed, not by the type of contract or roster used. RCW 39.12 outlines the types of work subject to prevailing wage requirements. Therefore, regardless of whether you use the Vendor or Small Works Roster, you must ensure compliance with prevailing wage laws if the scope of work is covered by the statute. https://lni.wa.gov/licensing-permits/public-works-projects/scopes-of-work

Step 6: Distribution Options

At this step you will **select the format** you would like your project-specific roster to be generated in. After this step you will *leave* MRSC Rosters platform to conduct your solicitation, bidding, and award using your own policies, processes, and procedures for public works.

The format options are:

- **Go to Euna (Bonfire):** Open Euna (Bonfire) in another window on your desktop
- **Email All:** platform interface into your default email application
- **Copy to clipboard:** copying the email addresses for placement into your preferred email application

VENDOR ROSTERS

Select Categories — List of Businesses — Solicit Businesses — Distribution Options

Distribution Options

RETURN TO ROSTER HOME

Start Electronic Bidding

If you are subscribed to our Electronic Bidding platform, you can use the "Go to Bonfire" button below to login and create a solicitation for electronic bidding.

GO TO BONFIRE

Download list   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   EMAIL ALL ✉

To send a solicitation 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.

Note that some email clients, such as Outlook, limit you to 100 recipients per email. If you are reaching out to more than 100 contacts the "Email All" function may not work. In this case, please download contacts above, and send your email in batches.

copy to clipboard

> a.f.lamond@gmail.com; admin@nwconstruction-inc.com; alicia.brazington@pbsusa.com; andy.momberg@monarchlandscape.com; art@evodesigninc.com; artus@comcast.net; beau@dallumbuild.co; Bids@marwoodgc.com; bigcountry.contractingwa@gmail.com; brandon@besolympia.com; brennangray5@gmail.com; bryan@rutherfordsiteworks.com;

Select Delimiter

Semicolon ⌄

6.A. Connecting to Euna (Bonfire)

By clicking **GO TO EUNA (BONFIRE)**, the MRSC Rosters platform will open to the Euna (Bonfire) in a different window on your desktop. You can then log in to Euna (Bonfire) and start the project set up process in Euna (Bonfire).

6.B. Copying Email Addresses

6.B.1. The most popular option for distributing project-specific rosters is through **copying the email addresses directly into your preferred email application**. (e.g., outlook) To do this, first select the appropriate delimiter and then place your curser in the text box with the email addresses use the keyboard command **"ctrl a"** then **"ctrl c" to** copy the emails. Navigate to your email, select new email, and then in the "to" line, place your curser and then **"ctrl v"** to paste the list of emails.

6.B.1.a. Place the name of the bidding opportunity in the subject line. (e.g., appliance maintenance and repair services). Attach the "Invitation to Bid" including, but not limited to, the detailed scope of work, the project
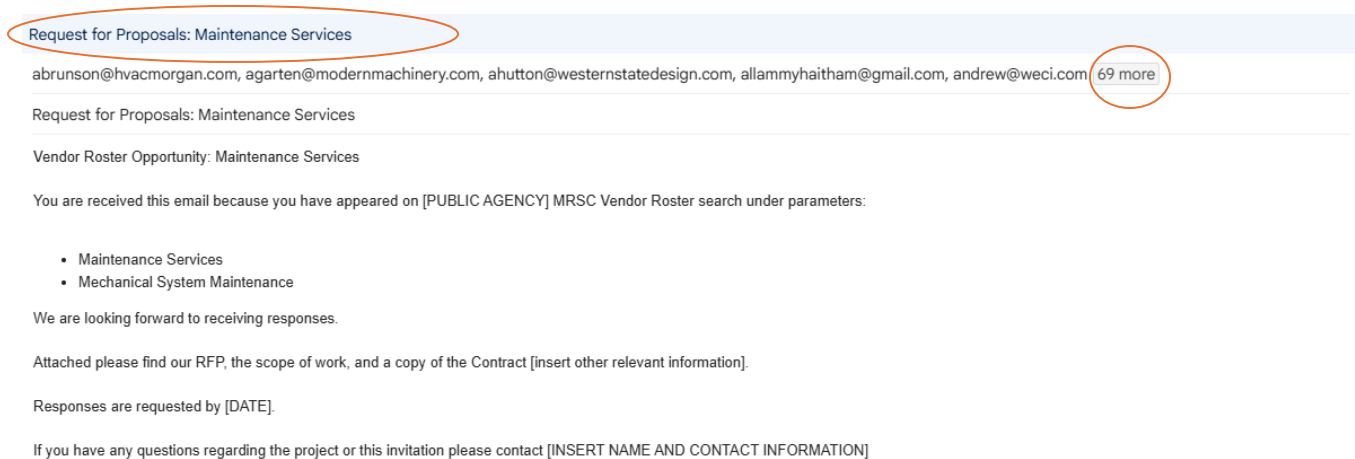
estimate, a bid form, and a copy of the contract. Be sure to include a bid due date, and any project-specific supplemental bidder responsibility criteria. Hit send.

OR

Select the correct delimiter and then click **"copy to clipboard."** Open your email application such as Outlook, start a new email and either in the **"To"** line or in the **"Cc/Bcc"** line place your curser, <u>**right click**</u> and click **"paste."** The email addresses should populate.

6.B.2. Another option for distributing the project-specific roster as email addresses, is to use the **EMAIL ALL** function. By selecting the icon, MRSC Rosters platform will open your default email in another window with the emails populated. **(Example below in "gmail" default. Contents developed by MRSC guide writer as a prompt.)**

💡 **Practice Tip: Copying Email Lists to Other Platforms (using a delimiter)**

When you copy an email list from the MRSC Rosters platform to an external application like Outlook or an electronic bidding platform, you need to ensure the email addresses are separated correctly. This separator is called a **delimiter.**

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- Some electronic bidding platforms, like Euna (Bonfire), use a ****comma (,)****

If you select the wrong delimiter, your external application will likely display an error message, stating a "wrong format" or "unable to paste content."

If you encounter this issue, simply go back to the MRSC Rosters platform, **change the delimiter type**, and re-copy the email addresses. This small adjustment will resolve the issue and allow you to proceed with sending your invitation.

Using "Cc" or "Bcc"

You may choose to use the "Cc" or "To" lines in your emails, making the entire set of contact emails from your project-specific roster visible to all recipients. This may provide an opportunity for businesses to network and for subcontractors to connect to primes. However, using "Cc" or "To" lines means that if a potential bidder "Replies All," all recipients will see that response, which can lead to administrative burden and unwanted email volume.

To protect the response volume, you may choose to use the "Bcc" line in your email. This ensures that only the agency can see the entire roster list and that any responses are directed solely back to your staff. There is no statutorial direction on this matter.

6.C. Downloading your Project-Specific Roster

For proper record keeping, MRSC recommends you download a copy of your project-specific roster to keep with your procurement files. Use **Download List** to generate an Excel file.   You will have to set up filters and search.

Note: You are responsible for soliciting business including, but not limited to, sending invitations, requesting proposals, responding to questions, issuing addenda, receiving responses, conducting responsiveness checks and confirming bidder responsibility, and similar.

6.D. Completing your project-specific roster

To complete the Vendor Roster steps, after downloading the project-specific roster and facilitating contacting businesses on the roster click **RETURN TO ROSTER HOME**.

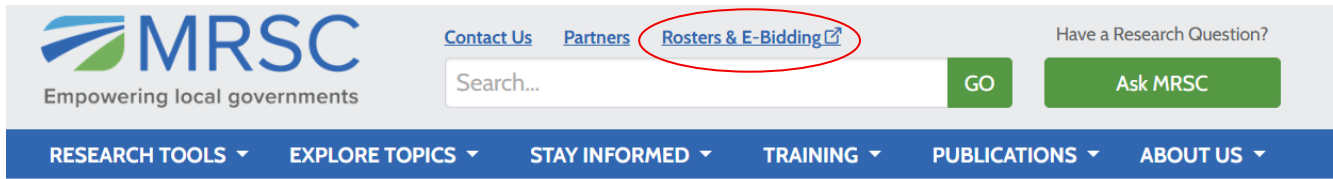## Step 7: Vendor Contract Awards

Regarding the use of a Vendor List (Vendor Roster), RCW 39.04.190(2) requires that immediately after the award is made, the bid quotations obtained shall be, recorded and open to public inspection and available by telephone inquiry.

Public agencies are solely responsible for ensuring the fulfillment of these statutory public disclosure requirements. MRSC Rosters does not provide vendor award data tracking or publishing services. Publishing this information on your public agency's website would meet this requirement.
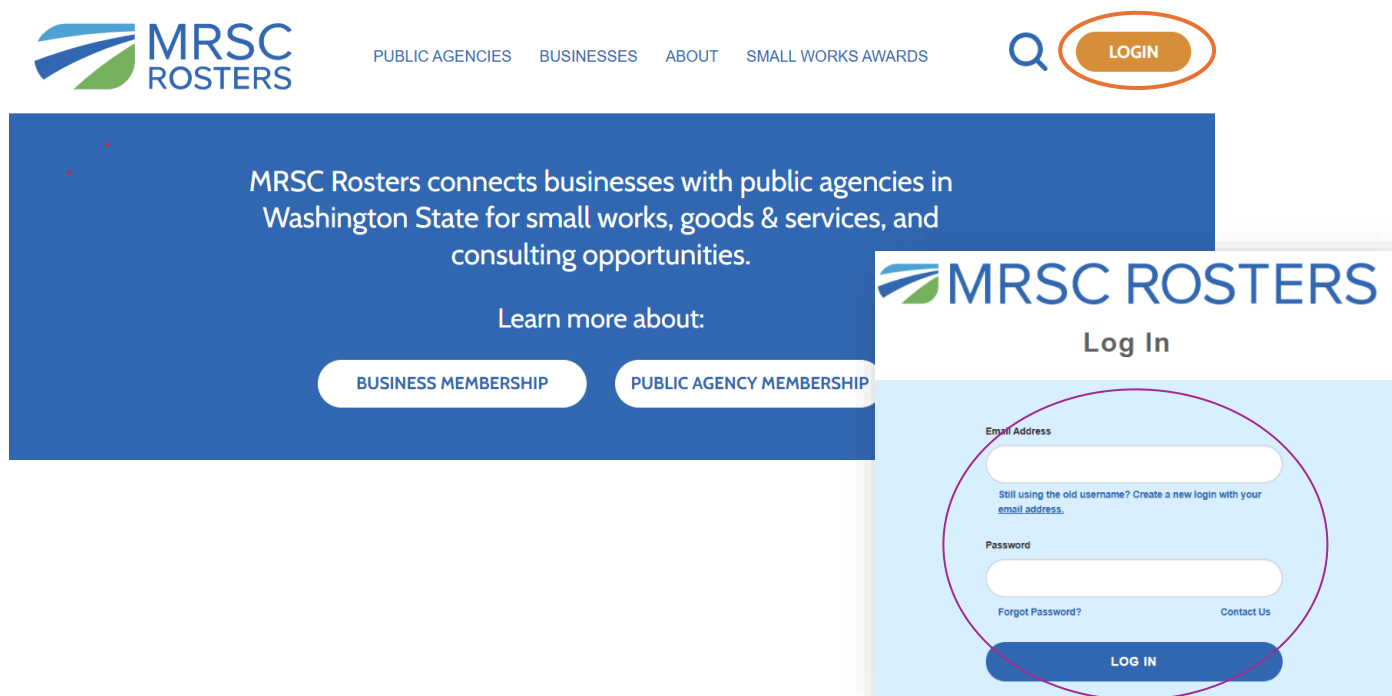
Section 3: Consultant Roster

Public agencies can use the MRSC **Consultant Roster** type to select **general consultants** (e.g., studies, legal, etc.) or **professionals** (e.g., architects and engineers) to compete for consultant services agreements.

Step 1: Log in to MRSC Rosters

1. From MRSC.org select Rosters & E-Bidding **or** go directly to www.mrscrosters.org from your browser
2. Click **LOGIN** in the upper right corner.
3. Enter your agency email and password.
4. Click **LOG IN**

Step 2: Select Your Roster Type

After you **LOG IN** you will be taken to the MRSC Rosters "platform" **landing page**. From this page you can either start a **project-specific roster** or **search for businesses** registered with your agency.

Step 2.A: To start your project-specific roster, **click CONSULTANT ROSTER.**

Generate a Roster

MRSC maintains 3 Roster types 1) small works for small public works projects, 2) consultant for personal services, architectural, and engineering services and 3) vendor for goods and services. These rosters serve as resources for member public agencies to use with their existing policies and procedures, and in compliance with relevant statutes. Learn more at: MRSC Roster Types.

Before utilizing any roster, agency members must formally adopt a resolution. Learn more at: Transitioning to MRSC Rosters.

Agencies that use the statewide Small Works Roster must adhere to the local government requirements outlined in RCW 39.04.151-154. This specific roster was designed to be used for small works roster processes. Learn more at: Small Works Manual.

SMALL WORKS ROSTER	CONSULTANT ROSTER	VENDOR ROSTER
Small works roster includes registered, responsible contractors who can bid to perform public works as defined by RCW 39.04.010 and 39.04.152(1).	The Consultant Roster includes business who are licensed and registered to architecture and engineering services under RCW 39.80 and personal services and general consulting or technical-in-nature services. Typically, these services are procured using qualifications-based selection through an RFQ or RFP.	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.

💡 **Practice Tip:** If you are **not ready to start a project-specific roster** you can search for businesses who have registered with your agency.

Step 2.B: Search for Businesses

1. By selecting **CONSULTANT LIST,** you can review businesses signed up with your agency by category, and subcategory.

2. Find out if a specific business has registered to work with *your agency*. You have two choices for searching: Business Name or UBI Number using the dropdown arrow. Enter the information and select the search icon.

Search Business Lists

Search a roster and find businesses within categories, or download a complete listing of all business by roster type.

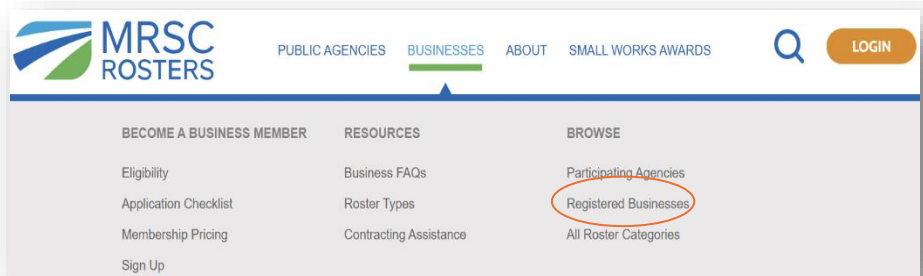| SMALL WORKS LIST	CONSULTANT LIST	VENDOR LIST

Search for a Business

Need to send out an announcement, or track your registered businesses? Download If you are already working with a business and need to find their application, type in their business name and click the search icon.

Search by key word or UBI

Business Name ⌄	Search for a business you are currently working with... 🔍

Note: You can access a **comprehensive list of businesses** (every registered business with MRSC) through the *MRSCRosters.org* website.

MRSC ROSTERS

PUBLIC AGENCIES   BUSINESSES   ABOUT   SMALL WORKS AWARDS   🔍   LOGIN

BECOME A BUSINESS MEMBER	RESOURCES	BROWSE
Eligibility	Business FAQs	Participating Agencies
Application Checklist	Roster Types	Registered Businesses
Membership Pricing	Contracting Assistance	All Roster Categories
Sign Up		

SEARCH CONSULTANT BUSINESS LIST

Categories

As you select categories, you can see businesses in those categories on your agency's Roster. Download full list of categories.

DOWNLOAD CONSULTANT LIST

Small Works | Vendor

CONSULTANT (744)

Total businesses registered with your agency under consultant roster

Product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased services as referenced in RCW 39.04.190.
NOTE: numbers are the amount of businesses in each category.

Registered businesses on your Consultant Roster by category(ies) selected. To download this specific list you will need to generate a project specific roster.

Alphabetical Listing by subcategories

Category	
Architectural Services (216)	⌄
Building Department Services (184)	⌄
Building, Structure and Roadway Improvement Services (205)	⌄
Communication and Media Services (197)	⌄
Construction Management (177)	⌄
Design and Planning (420)	⌄
Engineering Services (340)	⌄
Environmental Consulting (289)	⌄
Financial Services (63)	⌄
Information Technology Services (128)	⌄
Landscape Architecture (120)	⌄
Legal Services (63)	⌄
✅ Arbitration (9)	

- ADCOMM Engineering LLC
- Archbright
- Elite Paralegal Services, LLC
- Foster Garvey PC
- Goodstein Law Group PLLC
- Lane Powell PC
- Miller Nash LLP
- Ogden Murphy Wallace, P.L.L.C.
- Pacifica Law Group LLP

Total businesses: 9

Total businesses registered under category

Total businesses registered under subcategory

Q. Why just a listing of businesses?

A key benefit of MRSC Rosters is the ability for public agencies to proactively manage their bidding pools. The platform lets you see a list of all registered businesses, organized by category. This isn't just about finding vendors for a current project; it's about strategic planning.
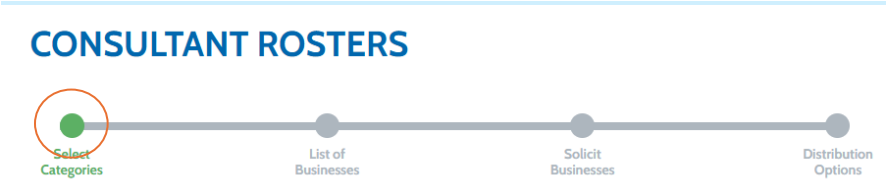
CANCEL   **DOWNLOAD VENDOR LIST**   **GENERATE A ROSTER**

Start your roster from here

Step 3: Select your Categories

In this first step in the consultant roster process, you will select the category and subcategory best describing the services you will be procuring. It does not need to be exact.

Once you have selected the closest category and subcategory you will click **SEARCH BUSINESSES**.

Step 4: Review your List of Businesses

After selecting **SEARCH BUSINESSES,** the MRSC platform will generate a search specific **LIST OF BUSINESSES**. It is recommended to review fitness and applicability.

To learn more about the businesses on your list, you can either review basic information about each business b

1. Select the **BUSINESS NAME** to open their MRSC membership which includes the firm's Statement of Qualifications.

2. To download all the SOQs for each business on our project-specific roster click **download SOQs** and the MRSC platform will prepare a ZIP file of all the SOQs from your **LIST OF BUSINESSES**. (**Note:** you can access downloaded files from the top right corner of your computer's browser.)

After reviewing, if you are ready to generate (lock) your project-specific roster click **Save as a PDF**, download the list to move to the next section.

💡 **Practice Tip:** If you would like, you can pause at this point, take the list of businesses and do research off-line. You can also proceed to the final step and project-specific roster distribution options.

Public Agency Name:	PA Test Account
Roster Type:	Consultant Roster
Category:	Personnel Services
Sub-Category:	Emergency Management and Planning
Date:	09/11/2025
Time:	12:44 pm

ABA Protection Inc
Alex Barrouk Consulting & Development, LLC
Bridgeview Consulting, LLC
Broadview Planning, LLC
Carlson Public Affairs
CoDesign Works, PLLC
Dirt Road Development LLC DBA Big Water Construction
ETHOS PNW | Land Use and Community Consulting LLC
Green IT Consulting, LLC
HDR Engineering, Inc.
Northwest Premier Event Staffing LLC
OAC Services, Inc.
Phoenix Protective Corp.
Red Devil Training & Consulting
SBN Planning LLC
Varius Inc.

Step 5: Contacting Businesses

From this step, you will determine which business(es) you will send a request or invitation for proposal. The way you select and contact businesses should be in accordance with your agency's policies and procedures for consultant services.

On-Call Consulting Rosters, Professional Services and Qualifications Based Selections

 Frequently Asked Questions

Q. Is the MRSC Consultant Roster Considered "on-call?"

A. No, the MRSC Consultant Roster isn't considered an "on-call" roster.

An on-call roster is specifically established by an agency through a formal solicitation process which results in a blanket (often called "master") services agreement. These are best used by agencies with continuous, ongoing needs for professional services, such as for design work or specialized studies. The MRSC roster, conversely, is not a substitute for this type of formal, agency-specific procurement process.

Q. Are professional services different from consultant services?

A. Professional services are a subset of consultant services. In public contracting, the key distinction is professional services are performed by individuals who hold a state-issued specific license to practice their work.

For minimum procurement purposes, RCW 39.80 specifically names architects, engineers, surveyors and landscape architects as professionals. However, it's common practice for public agencies to apply the same procurement rules (such as Qualifications-Based Selection, or QBS) to any licensed professional, regardless of their field. Therefore, while all professional services are consultant services, not all consultant services are considered professional services. You can learn more at https://mrsc.org/explore-topics/procurement/goods-services/architecture-engineering-services and https://dol.wa.gov/professional-licenses/look-status-business-or-professional-license.

Q. What are qualifications-based selections, and do we have to use them with the MRSC Consultant Roster?

A. Simply, qualifications-based selection, or QBS, is a procurement process used most often for professional services and does just what the title suggests; it leads to the selection of a professional based on their qualifications, past performance, capacity or similar and not their pricing or fees. ***You would use RFQ for a QBS with your project-specific consultant roster if RCW or your local policies require you to do so (e.g., hiring an architect or engineer)***. MRSC Rosters does not provide procurement services and does not have a requirement for using a roster generated from the MRSC platform for consultant selection.

Step 6: Distribution Options

At this step you will **select the format** you would like your project-specific roster to be generated in. After this step you will *leave* MRSC Rosters platform to conduct your solicitation, bidding, and award using your own policies, processes, and procedures for public works.

The format options are:

- **Go to Euna (Bonfire):** Open Euna (Bonfire) in another window on your desktop

- **Email All:** platform interface into your default email application

- **Copy to clipboard:** copying the email addresses for placement into your preferred email application

CONSULTANT ROSTERS

Distribution Options

RETURN TO ROSTER HOME

Start Electronic Bidding

If you are subscribed to our Electronic Bidding platform, you can use the "Go to Bonfire" button below to login and create a solicitation for electronic bidding.

GO TO BONFIRE

Download Solicitation List   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   EMAIL ALL ✉

To send a solicitation 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.

Note that some email clients, such as Outlook, limit you to 100 recipients per email. If you are reaching out to more than 100 contacts the "Email All" function may not work. In this case, please download contacts above, and send your email in batches.

copy to clipboard

andrea@broadviewplanning.com; valerie@broadviewplanning.com

Note: only the email addresses of the selected consulting firm are populated.

Select Delimiter

Semicolon

RETURN TO ROSTER HOME

6.A. Connecting to Euna (Bonfire)

By selecting **GO TO EUNA (BONFIRE)**, the MRSC Rosters platform will open to the Euna (Bonfire) in a different window on your desktop. You can then log in to Euna (Bonfire) and start the project set up process in Euna (Bonfire).

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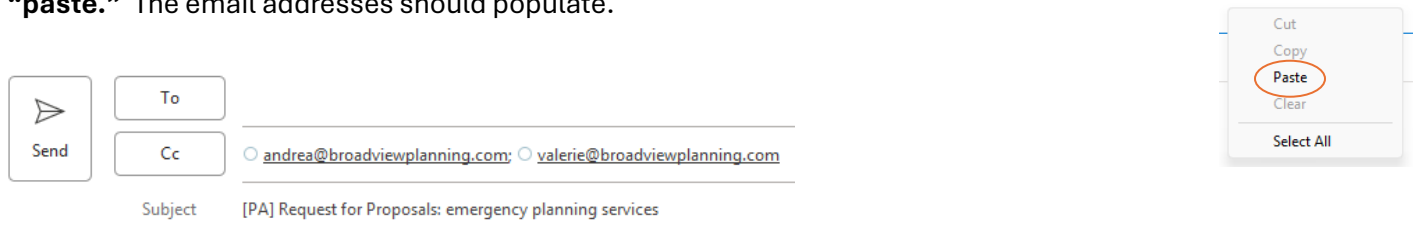
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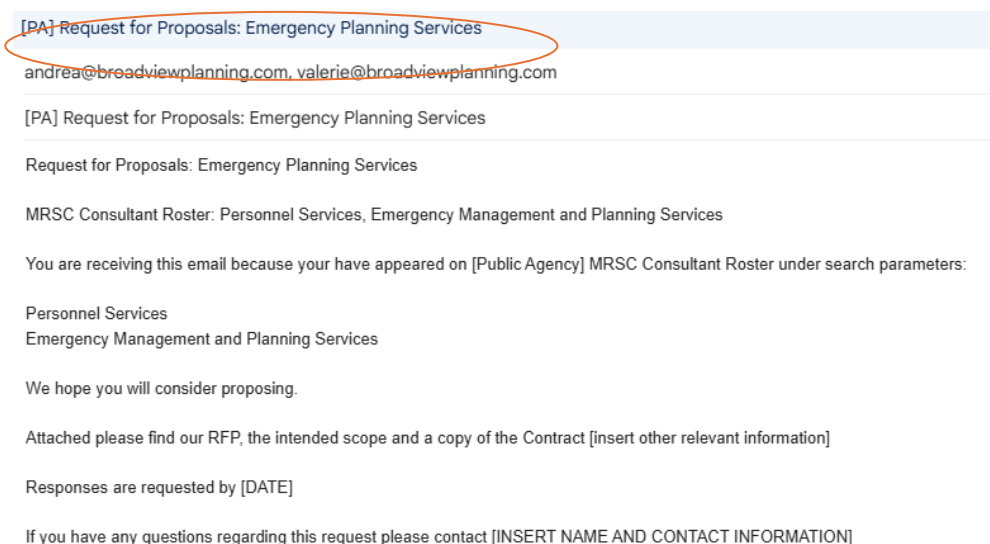
OR

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RETURN TO ROSTER HOME

- END OF GUIDE -

Need More Help?
MRSC Rosters Support
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Phone: 206-625-1300
Website: www.mrscrosters.org