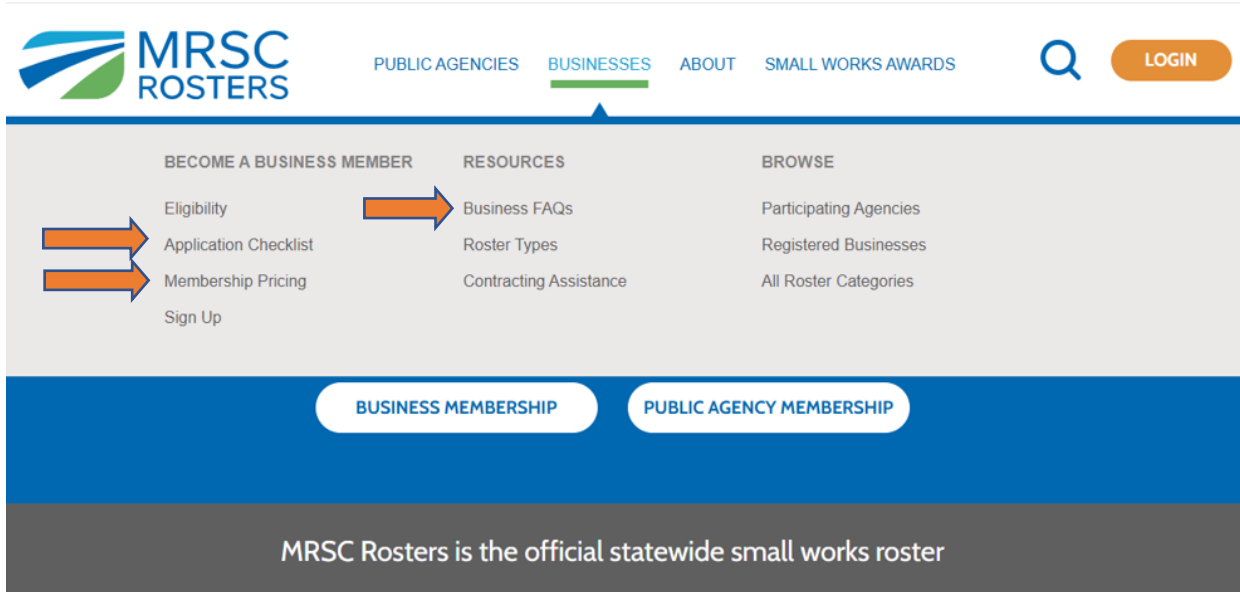


Business membership with MRSC Rosters makes you eligible to receive notifications for small construction projects, consulting opportunities, and/or contracting vendor services from almost 800 Washington State public agencies.

To become a MRSC Rosters business member, visit mrscrosters.org.



There are several areas you may want to review before registering for a business membership:

- [Application Checklist](#) helps you gather the information needed to complete the application
- [Membership Pricing](#) for awareness of the annual costs for each roster
- [Business FAQs](#) to better understand some of the commonly asked questions

Click “Business Membership” to learn more and create your account.



[PUBLIC AGENCIES](#) [BUSINESSES](#) [ABOUT](#) [SMALL WORKS AWARDS](#)



[LOGIN](#)

MRSC Rosters connects businesses with public agencies in Washington State for small works, goods & services, and consulting opportunities.

Learn more about:



[BUSINESS MEMBERSHIP](#)

[PUBLIC AGENCY MEMBERSHIP](#)

MRSC Rosters is the official statewide small works roster

MRSC Rosters is used by 786 Washington Public Agencies

[BROWSE PUBLIC AGENCIES](#)

MRSC Rosters Serves Business and Public Agency Members



BUSINESS MEMBERS

Join MRSC Rosters to grow your public sector business faster! Get contracting opportunities directly from participating Washington State Public Agencies. Have all necessary documentation and meet [eligibility requirements](#) before you register.

[BECOME A BUSINESS MEMBER](#)



PUBLIC AGENCY MEMBERS

Join MRSC Rosters to save your agency money and time! Cities, Counties and special purpose districts use MRSC Rosters to maintain individual Small Works, Consultant, and Vendor rosters to make the roster contracting process easier.

[BECOME A PUBLIC AGENCY MEMBER](#)



ELECTRONIC BIDDING

Public Agencies join MRSC Electronic Bidding to significantly reduce the administrative effort involved in public bidding, increase bidder participation and satisfaction, and provide valuable reporting capabilities.

[BECOME AN ELECTRONIC BIDDING MEMBER](#)

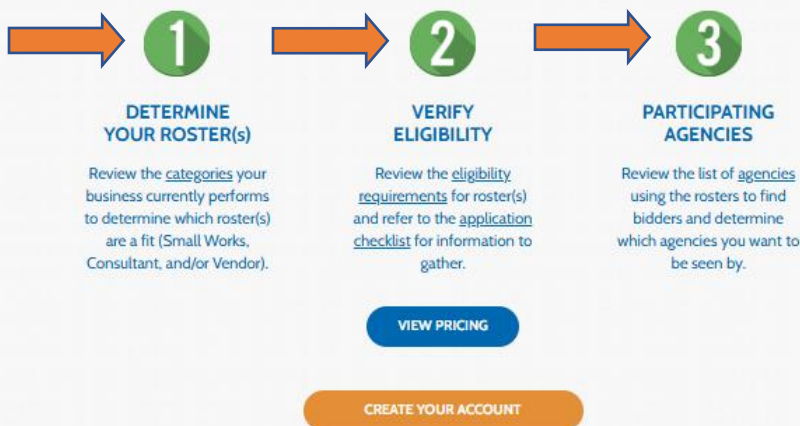
Want to Be Seen By Public Agencies?

MRSC Rosters is an online directory used by [787 public agencies](#) across Washington State to create procurement-specific bidder lists which are called "Rosters."

Businesses select from hundreds of buying and procurement categories within three roster types (Small Works, Consulting, and Vendor) and select the public agencies they want to do business with.

Showcase your expertise through a Capability Statement for the Small Works and Vendor Rosters or a Statement of Qualifications (SOQ) for the Consultant Roster.

Key Steps to Prepare for your Roster Application



1. **Step 1: Determine Your Roster(s).** Review the [Categories](#) to determine your appropriate roster(s)—small works, consultant, and/or vendor—based on the type of work your business performs
2. **Step 2: Verify Eligibility.** Read through the [Eligibility Requirements](#) to ensure you meet the requirements.
3. **Step 3: Participating Agencies.** Evaluate the list of [Participating Public Agencies](#) to determine which agencies you will select in the application process

Click “**Create Your Account**” to start your application.

On the next page, select **Business Sign Up** and click **Create New Account**.

Sign up is easy.
Contract opportunities come to you directly.

MRSC ROSTERS

Join MRSC Rosters

- Business Sign Up**
Are you a business owner/employee? Register for the appropriate roster(s) and categories with your chosen public agencies to increase your chances to be invited to bid on procurement opportunities.
- Public Agency Sign Up**
Are you a government agency in Washington State? Public agency membership allows local governments and state agencies to connect with businesses for small works, goods & services, and consulting.

CREATE NEW ACCOUNT

OR

LOG IN TO EXISTING ACCOUNT

There will be progression bubbles at the top of each page to guide you through the application.



Create New Account

All rosters require a valid Washington UBI Number. UBI numbers are 9 digits long and typically start with 6, though not always. You can find more information on UBI numbers at [Department of Revenue – Business Licensing and Renewals FAQs](#).

All fields with * are required

CREATE YOUR ACCOUNT

UBI # * 

Out-of-state business with no Washington State UBI number

Business Name *

City *

State *

Full Name *

Email *

Your email address serves as your username.

Re-enter Email *

Password *

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

Re-enter Password *

How did you hear about MRSC Rosters? *

I accept the [terms & conditions](#) *

CREATE MY ACCOUNT

Please read the terms and conditions, accept and then click **Create My Account**.

After you click **Create My Account**, the message shown below will appear, notifying you an activation email has been sent to the email address you provided.

If you do not see the activation email, check your spam or junk folders. If you still do not receive the email verification, click **Resend Verification Email**.

THANK YOU!

Please check your inbox.

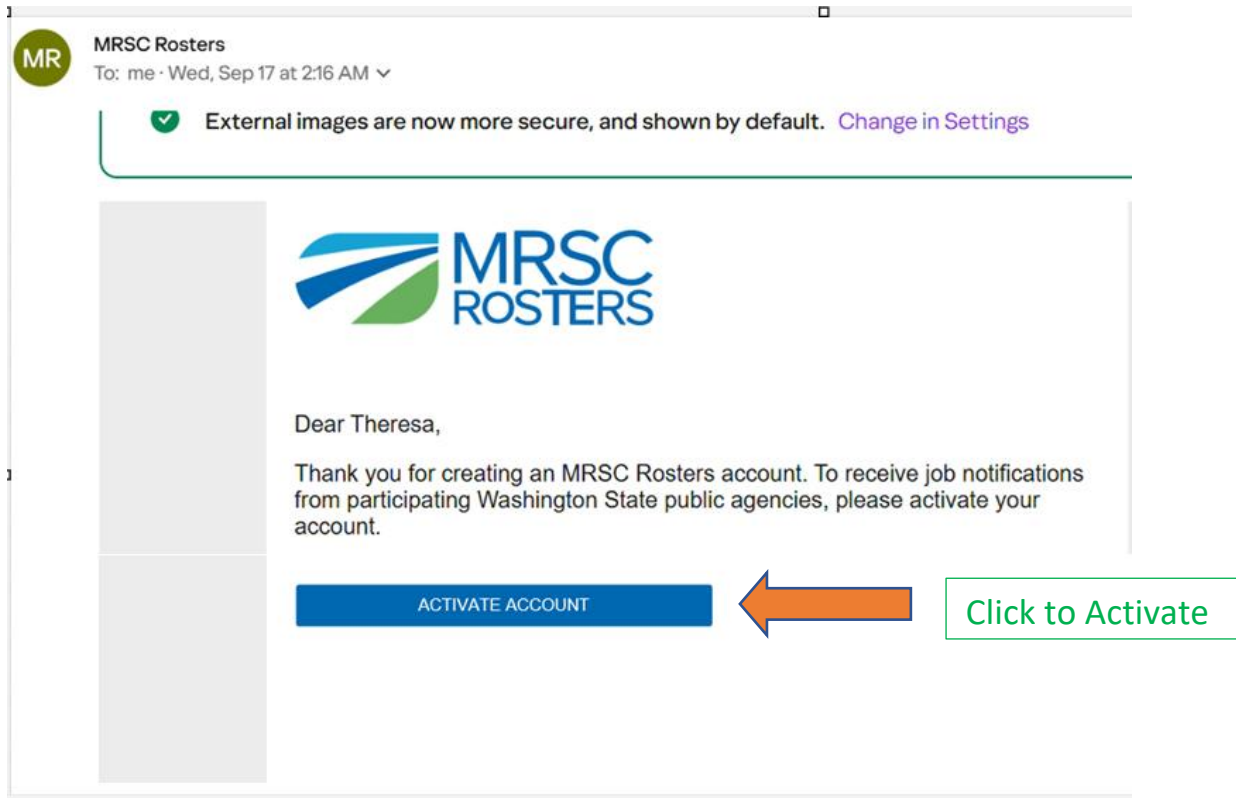
We've sent you an activation email from MRSC Rosters. Please click on the link in the email to confirm your account setup.

You must log in and complete your business application to register with MRSC Rosters and be able to receive bidding and procurement opportunities.

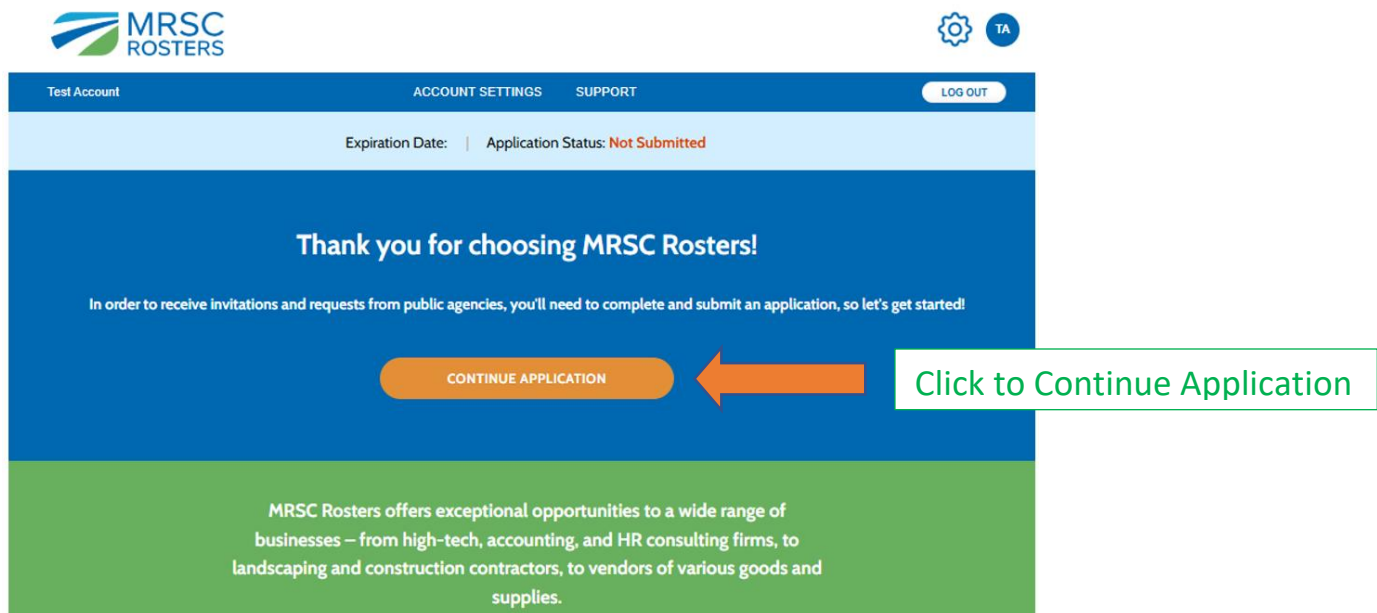
Didn't receive an email? Please check your spam filter, or click the button below.

RESEND VERIFICATION EMAIL

Open your MRSC Business Account Activation email and click **Activate Account** to continue filling out your MRSC Rosters application. Below is an example of the activation email:




Once you click “**Activate Account**,” you will be directed back to the MRSC Rosters website, where you must click **Continue Application**.



Step 1 - Business Information



After you click “**Continue Application,**” you’ll fill in your business information as shown on the next page.

You can click any question mark bubbles  for more information.

Business Information

UBI #

Business Name *

Parent Company/Legal Business Name

Business Type *

Number of Employees * ?

Only count your Washington State employees. Do not count owners or partners. If you work alone and do not have Washington State employees, select 0.

Website URL

Mailing Address *

City *

State *

Zip Code *

You must provide a **primary contact person** who will receive the following information:

- **Rosters Administrative Topics.** This includes notifications from MRSC Rosters regarding incomplete applications or renewals, renewal reminders, or inactive accounts.
- **New Project Opportunities.** This includes direct email notifications from public agencies seeking bids or proposals.

CONTACT INFORMATION

The Primary Contact Name receives all email notifications from MRSC Rosters and public agencies. If you would like another contact to receive bid notifications please add them as an additional contact.

Primary Contact Name *

Title

Phone *

Extension

Email *


Notify this contact about all Roster administrative topics ?

Notify this contact about new project opportunities ?

We also suggest you include at least one **additional contact** for the account.

You can add up to 5 additional contacts. For each contact, you can select which of the following notifications the additional contact will receive:

- **Rosters Administrative Topics.** This includes notifications from MRSC Rosters regarding incomplete applications or renewals, renewal reminders, or inactive accounts.
- **New Project Opportunities.** This includes direct email notifications from public agencies seeking bids or proposals.

ADDITIONAL CONTACT 


Contact Name *


Title

Phone *

Extension

Email *

Notify this contact about all Roster administrative topics 

Notify this contact about new project opportunities 

ADD ADDITIONAL CONTACT

SAVE & CONTINUE

Once you've filled out all the needed information on each page, click **Save & Continue**.

Step 2 – Select Your Roster(s)



There are three different rosters to select (Small Works, Consultant, Vendor). If you are not sure what roster(s) describe what your business does, click [View All Roster Categories](#) to find out which Roster type best suits your business.

You can select more than one roster type if your business does multiple types of work.

Application Edit in process. Please review and "save & continue" each page of the application. Your application is not complete until you "submit application" at the end.

Select Your Roster(s)

Please select the roster(s) which best represent the work your business performs. We suggest you review all roster categories before selecting.

[VIEW ALL ROSTER CATEGORIES](#)

ROSTER TYPE(S) *

Please note: If your business doesn't meet the [eligibility](#) requirements for the Small Works roster you will receive an error which stops the application process.

- Small Works:** For businesses licensed by LNI and can provide **prime** construction, renovation, remodeling, and similar work.
- Consultant:** For businesses providing general consulting such as management and human resource services or licensed professionals providing architectural and engineering services, surveying, legal, environmental, or similar services.
- Vendor:** For businesses selling goods, equipment, materials and supplies as well as for businesses providing recurring maintenance services such as janitorial and landscaping.

Things to know about the Small Works Roster. An error message will pop up if you select the Small Works Roster and your business is not eligible. MRSC receives contractor data from the Washington State Department of Labor and Industries (L&I) through a data feed to validate eligibility. Below are the eligibility requirements to be on the Small Works Roster:

- Valid Washington State UBI
- General Contractor or Specialty License
- Active Workers Compensation Account (if you have employees)
- Not be debarred

Below are the **two messages** you will see if your business is not eligible:

Your UBI is associated with a licensing issue through the L&I contractor verification system.



Select Your Roster(s)

Please select the roster(s) which best represent the work your business performs. We suggest you review all roster categories before selecting.

VIEW ALL ROSTER CATEGORIES

ROSTER TYPE(S) *

Please note: If your business doesn't meet the [eligibility](#) requirements for the Small Works roster you will receive an error which stops the application process.



Your UBI has an issue flagged by the L&I contractor verification system. To be eligible for the Small Works roster, you must meet certain requirements, and this issue needs to be resolved before you can complete your application or renewal with MRSC Rosters. To address this matter, please email support@mrscresters.zendesk.com and include your business name and UBI#.



If you have confirmed your business information with L&I using the [Verify a Contractor](#) tool and think your business is eligible for the Small Works Roster, you can call MRSC Rosters Customer Support at 206-625-1300 ext. 14 or [submit a support ticket](#).

Things to know about the Consultant Roster. Pricing is based on the number of employees. Do *not* count owners or any business partner(s) as employees.

Things to know about the Vendor Roster. On July 1, 2024, several Maintenance Services categories moved from the Small Works Roster to Vendor Roster but may be subject to prevailing wages. Check with L&I to see what [scopes](#) are subject to prevailing wages.

Step 3 – Licenses



The license section of the application is pre-populated with a general contractors and/or specialty license from L&I's verify a contractor website <https://secure.lni.wa.gov/verify/>.

If you'd like to include additional certifications and/or licenses, you can add them to your Capability Statement or Statement of Qualifications.

Application Edit in process. Please review and "save & continue" each page of the application. Your application is not complete until you "submit application" at the end.

Licenses

If your need to change your UBI number, please contact mrscoasters@mrc.org ?

UBI #: 999999914

Specialty Licenses : Electrical Contractor (LIGHTI*83OR7) ?

These are "responsibility criteria" as shown in the L&I Contractor Verification database. If any of the boxes are checked, please contact L&I for assistance as it indicates you are not eligible to be awarded a public works project.

- Debarments have been issued ?
- Strikes have been issued ?
- Workers' Comp status inactive ?
- L&I Contractor Training incomplete ?

BACK

SAVE & CONTINUE

Step 4 – Certifications



MRSC Rosters has a data feed directly from the Office of Minority and Women’s Business Enterprises (OMWBE) to confirm certification status. Any state certification will auto-fill in real-time directly from OMWBE’s certified directory. A YES will appear when an OMWBE certification is detected. Please check the OMWBE Certified Business Directory below:

<https://omwbe.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp>.

Application Edit in process. Please review and "save & continue" each page of the application. Your application is not complete until you "submit application" at the end.

Certifications

While certification is not required for statewide roster registration, this system checks for certifications you hold through the Washington State Office of Minority and Women’s Business Enterprises (OMWBE).

- Public Works Small Business Enterprise (PWSBE) certified businesses are prioritized for direct contracting project solicitations.
- Check your eligibility for OMWBE certification as a small, minority, or women-owned firm <https://omwbe.wa.gov/>.
- Contact OMWBE if any pre-populated certification information is incorrect.
- Veteran owned business may qualify for veteran-owned business status. Contact the Washington Department of Veteran Affairs for more details.

PWSBE - Public Works Small Business Enterprise: ?
YES

MBE - Minority Business Enterprise: ?
N/A

MWBE - Minority Women’s Business Enterprise: ?
N/A

WBE - Women’s Business Enterprise: ?
YES

CBE - Combination Business Enterprise: ?
N/A

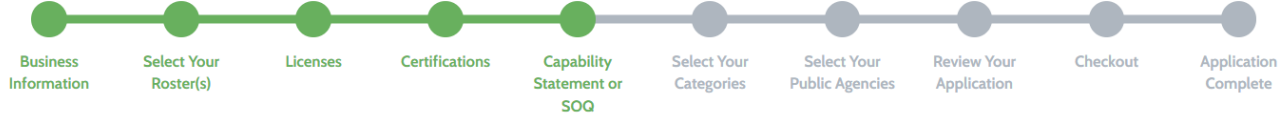
SEDBE - Socially and Economically Disadvantaged Business Enterprise (outside the small works statute): ?
N/A

LGBTQBEE - LGBTQ Business Enterprise: ?
N/A

VOB – Veteran Owned Business: ?

Certification number

Step 5 - Capability Statement or Statement of Qualifications (SOQ)



MRSC Rosters strongly encourages all business members to upload a Capability Statement or Statement of Qualifications (SOQ). This is your best opportunity to communicate your value to public agencies.

Your local APEX Accelerator can help you draft either of these documents as well as assist your business with government contracting related topics. To learn more about how to get connected to an APEX Accelerator Advisor see our [Contracting Assistance webpage](#).

Uploading your Capability Statement or Statement of Qualifications (SOQ) is not required to complete your application, so if you do not want to provide this information immediately, you can log into your account at a later date and add it (or edit a previously submitted Capability Statement/SOQ).

Application Edit in process. Please review and "save & continue" each page of the application. Your application is not complete until you "submit application" at the end.

Upload a Capability Statement or Statement of Qualifications (SOQ)

Upload ONE document describing your services. This document is your marketing piece to the agencies you have selected to see your business on their specific roster list they run to find bidders for their projects.

A **Capability Statement** is a 2-page pdf and is for businesses on the **Small Works and/or Vendor roster**. Your capability statement describes the value you bring to an agency, your core competencies, previous work your business has performed, certifications and industry codes (i.e. Commodity Codes).

A **Statement of Qualifications (SOQ)** is generally more than a 2-page pdf and is for consultants on the **Consultant roster**. Agencies may review your SOQ prior to deciding on who to engage with for a project opportunity. SOQ's typically have details about your business, staff biographies, past performance, and project details to support your team's experience.

To add a new capability statement or SOQ, you must delete the current document and make sure the file name of your new document is different.

Upload a Capabilities Statement or SOQ

UPLOAD A FILE

ALL FILES MUST MEET THESE CRITERIA:

Maximum file size is 10 MB
Allowed file types: .pdf, .doc, .docx
File names should be specific (e.g.
ANB_Architects_SOQ_2021.pdf)

BACK

SAVE & CONTINUE

Step 6 - Select Your Categories



Select all categories which align with your business’s scope of services. As you click on each category, the chosen categories will appear on the top gray box titled “selected categories.” You will only see services correlated with the roster type(s) you selected earlier. If you think you selected the incorrect roster, you can go to the bottom of the page and click BACK until you get to the Select Your Roster(s) page and select a different roster.

Application Edit in process. Please review and “save & continue” each page of the application. Your application is not complete until you “submit application” at the end.

Select Your Categories

You’ve chosen to be listed on the following rosters: Small Works, Vendor. You are required to select at least one project type and category for which you can be awarded as a prime.

- Choose only project types and categories where you’d directly bid to public agencies.
- Select categories that showcase your experience as a prime contractor.
- The categories listed reflect the general contracting needs of public agencies and are intentionally broad.

Selected Categories

Small Works Categories

Facilities

Carpentry

Finish, general Finish, flooring

Concrete

Polishing and Staining General

Interior Improvements

Painting Masonry General Flooring

Vendor Categories

Building Materials and Supplies

Select Your Small Works Categories *

Select a Project Type(s) to see work categories *

ROADS **PARKS** **FACILITIES** **CIVIL**

Search for a service ...

Carpentry

Finish, flooring Finish, general

Casework Finish, millwork

Framing, general General

Concrete

Step 7 - Select Your Public Agencies



Select any MRSC Rosters public agency members within your service area you are interested in doing business with. Use the dropdown arrow to the right of the county name to expand the section and select specific agencies.

If you select the checkbox in front of the county name, it will automatically select all MRSC Rosters member agencies within the county and include any new agencies joining in the future.

Application Edit in process. Please review and "save & continue" each page of the application. Your application is not complete until you "submit application" at the end.

Select Your Public Agencies

- Please select the public agencies within your service area
- Use the dropdown arrow to the right of the county name to expand the section and select specific agencies
- If you select the checkbox in front of the county name, it will automatically select all agencies within the county and include any new agencies joining in the future

Selected Public Agencies (You have selected 14 public agencies)

Adams ✕

City of Ritzville * ✕ City of Othello * ✕ Adams County Fire District 5 Othello Fire * ✕ Adams County * ✕

Othello Community Hospital ✕ East Columbia Basin Irrigation District * ✕ Department of Enterprise Services ✕

Washington Department of Fish and Wildlife ✕ Town of Washtucna * ✕ Ritzville School District ✕ Port of Othello ✕

Washtucna School District #109 ✕ Washington State Parks and Recreation Commission ✕ Washington Military Department ✕

Adams ▼

<input checked="" type="checkbox"/> Adams County *	<input checked="" type="checkbox"/> Ritzville School District
<input checked="" type="checkbox"/> Adams County Fire District 5 Othello Fire *	<input checked="" type="checkbox"/> Town of Washtucna *
<input checked="" type="checkbox"/> City of Othello *	<input checked="" type="checkbox"/> Washington Department of Fish and Wildlife
<input checked="" type="checkbox"/> City of Ritzville *	<input checked="" type="checkbox"/> Washington Military Department
<input checked="" type="checkbox"/> Department of Enterprise Services	<input checked="" type="checkbox"/> Washington State Parks and Recreation Commission
<input checked="" type="checkbox"/> East Columbia Basin Irrigation District *	<input checked="" type="checkbox"/> Washtucna School District #109
<input checked="" type="checkbox"/> Othello Community Hospital	
<input checked="" type="checkbox"/> Port of Othello	

Asotin ▼

Step 8 - Review Your Application



After you've entered all your application information, you have a chance to review your application.

If you need to make changes, click **EDIT** for the page where you want to make the edit. This will take you back to the section you want to edit. When you're ready, click **Save & Checkout**.


Please note: During your membership year, at any time you can make edits to your application. Two of the most common edits are (1) adding or editing contacts to receive notifications, and (2) adding more agencies after doing market research to find out who is buying what the business is selling.

Application Edit in process. Please review and "save & continue" each page of the application. Your application is not complete until you "submit application" at the end.

Review Your Application

Review your application. You may make edits.

Business Information

EDIT 

UBI #: 999999914

Business Name: Test Account

Parent Company/Legal Business Name:

Business Type: Partnership

Number Of Employees: 1 - 30

Website URL:

Mailing Address: 1122 Boogie Boogie Ave Lynnwood, WA 98087

Primary Contact Name: Lisa

Title:

Phone: 206-274-5824

Email: llagerstrom+111125@mrsc.org

Notify this contact about all Roster administrative topics: Yes

Notify this contact about new project opportunities: Yes

Step 9 - Checkout



Things to know about checkout

- Credit card information is never saved in our system.
- A receipt will be automatically sent to the **primary contact** identified on the Business Information page.
- If you enter another email address below, the system will also send a receipt copy.
- To complete your payment, click **Pay & Submit Application**.

Checkout

Please provide your payment details to submit your roster application.

Your Paid Business Membership Fee: \$125 ⓘ

Pricing for your paid business membership benefit is calculated based on the Roster & Business Type you have selected and the number of employees working for your business.

Card Number *



Name on Card *

Expiration Month *

Expiration Year *

CVV# * ⓘ

Step 10 – Application Complete



Once you have submitted your application, your account status is updated to **“Registered”** and your business is visible to agencies in real time.

MRSC Rosters Application Complete

Thank you for submitting your application. Your business is now included in the following MRSC Rosters:



Small Works



Consultant



Vendor

Forget something? No worries. You can edit your information at any time by visiting your [Account Settings](#) and "edit application."

A copy of your invoice has been sent to you via email. You can also find it at the bottom of your Account Settings page.

[VIEW & EDIT ACCOUNT SETTINGS](#)

Additional Information

Account Settings

You can do the following actions from Account Settings

- Edit Application
- Invite New Users
- Review Payment History

Account Users

There are different permissions for each type of user. There is no limit to how many people can be users.

Account Administrators can make edits to the application, add/remove/reset passwords/change user roles, and process annual membership renewal.

Account Users only have read-only access to your account.

Contact Information

Account Contact: Brynn Linville | blinville@mrsc.org

Membership Information

Account Status: Registered

Date Account Created: 06/22/2022 14:39 PM

Expiration Date: 07/18/2026

Primary Contact Name: Brynn Linville

Primary Contact Email: blinville@mrsc.org

Roster Type(s): Consultant/Vendor

Business Type: Limited Liability Company

Number of Employees: 1 - 30

Application Option: Business Membership

Payment History

None Payment History

EDIT APPLICATION

Payment History

Scroll down to view past and current invoices.

Membership Information

Account Status: **Under Review**
Date Account Created: 11/29/2021 13:58 PM
Expiration Date: 11/29/2022
Primary Contact Name: **Tiera Lanier**
Primary Contact Email: **tiera+1129b@upwardstech.com**
Roster Type(s): **Small Works**
Business Type: **Individual**
Number of Employees: 1 - 30
Application Option: **Paid Business Membership**

Payment History

DESCRIPTION	INVOICE NUMBER	PAYMENT DATE	AMOUNT
Membership Registration	Invoice # 59881	11/29/2021	\$ 75

You can find all your invoices here. Click the blue invoice number to print or save a copy of that year's invoice.

Questions?

If you have any questions or need assistance, please [contact MRSC Rosters Customer Service](#).