

What is MRSC Rosters?

MRSC Rosters, www.mrscrosters.org, is an online shared **small public works roster** (construction projects under \$300,000) and a **consultant roster** (architecture, engineering, surveying, and other consulting services) for authorized local Washington State governments to efficiently maintain contractor and consultant information, search for bidders by service category and solicit bids from contractors and consultants.

Who can use the roster system?

Washington local governments that have statutory authorization to use a roster system including counties, cities, fire districts, school districts, ports, water/sewer districts, parks and recreation districts, utility districts, and other special districts. To view all currently participating public agencies see <http://www.mrscrosters.org/PartAgencies.aspx>.

Who operates MRSC Rosters? MRSC Rosters is operated by the nonprofit *Municipal Research and Services Center of Washington* (MRSC) which has served Washington local governments since 1969. The MRSC Rosters service is funded by the public agency fees and those contractors and consultants choosing the Enhanced Membership.



Municipal Research and Services Center
of Washington
www.mrsc.org

Public Agency Membership Scale

Based on Total Capital Expenditures

Less than 5 Million	\$100
5M – 10M	\$200
10M – 15M	\$300
15M – 25M	\$400
25M – 50M	\$500
50M – 250M	\$750
250M – 1 Billion	\$750
1 Billion+	\$750

Shared versus individual roster?

Multiple public agencies share the cost of maintaining the roster and there is a broader pool of contractors and consultants to search. Selection procedures and bidding laws remain the same as an individual roster.

Do contractors have to pay to join?

No. It is **FREE** for contractors and consultants to be searchable by you on MRSC Rosters but they can choose an enhanced option for to efficiently sign up with multiple public agencies.

SAVE TIME & MONEY

- **Staff time savings** MRSC processes contractor applications, maintains the rosters, handles annual renewals and provides customer service.
- **Financial savings** MRSC posts the annual legal notice on your behalf, operates the database website, and develops marketing materials.

Does MRSC Rosters meet the roster statutes?

Yes. MRSC Rosters fulfills the statutory requirements to utilize a Small Public Works Roster (RCW 39.04.155) and a Consultant Roster (Chapter 39.80). MRSC will verify contractor and consultant eligibility, advertise annually in your paper of general circulation, and maintain roster information. **Public Agencies are responsible for compliance with bidding laws and local ordinances.*

Join MRSC Rosters!

1. Go to www.mrscrosters.org
2. Click "Join MRSC Rosters"
3. Click "Public Agency Registration"
4. Print and Sign Contract
5. Send in contract with payment (see chart)
6. MRSC creates your account
7. Announce to current roster that they must join MRSC Rosters for **free** to be contacted for bids
8. Search for contractors and consultants

Common Questions

When and where does MRSC post the legal notice? MRSC posts a legal notice, on behalf of all participating public agencies, each January and June, in publications of general circulation. This meets the statutory requirement of posting annually when using a roster system. If you have a local ordinance requiring you to post in a small local newspaper, it is your obligation to fulfill or amend that ordinance.

Can vendors/product suppliers sign up for the small works roster? No, the small works contractor roster is for construction/maintenance oriented services not product sales. If you currently maintain a vendor roster then you will need to continue doing so because MRSC does not offer a vendor roster at this time.

When we join are my current rosters (contractors and consultants) automatically transferred into MRSC Rosters? When you join it is your responsibility to notify your current rosters of contractors and consultants that they must register on MRSC Rosters to continue being listed with your public agency. It is recommended to mail an announcement, indicating that after a few months you will only be utilizing MRSC Rosters, to encourage them to join quickly because during the transition period it is your responsibility to use both MRSC Rosters and your former roster.

How do contractors and consultants register on MRSC Rosters? Contractors and consultants go to www.mrscrosters.org and click "Join MRSC Rosters", they then create a free account, complete the application (indicating your public agency in "Select Public Agency Roster(s)") and then once MRSC verifies their information, their account is activated and you are able to search for them.

What contractor and consultant information does MRSC verify? For contractors, MRSC verifies UBI# and Department of Revenue status for both contractors and consultants. In addition for contractors, MRSC also verifies Workers Comp and Contractors License. Note that due diligence on the part of your public agency is still required at the time of awarding a bid.

Contractors and Consultants have two membership options. What is the difference between registering with the Basic Option or with the Enhanced Option? Since MRSC Rosters is a shared statewide roster system, contractors and consultants have the ability to register with multiple public agencies in one application process. It is free to register with the Basic Option but there is also an Enhanced Option that makes registration with multiple public agencies easier. Regardless of what option a contractor or consultant chooses, the public agency views member accounts the same.

Basic Option	Enhanced Option
<ul style="list-style-type: none">• <u>Free</u> Annual Renewable Membership• Sign up to be searchable by <u>one public agency</u> or select multiple agencies individually• <u>Repeat selection</u> process for each additional agency you select and each service	<ul style="list-style-type: none">• Fee-based Renewable Membership• <u>Contractors - \$50/annual</u>• <u>Consultants - Fee based on firm size</u>• Sign up to be searchable throughout an <u>entire county</u> or <u>statewide</u>• Select multiple public agencies and services <u>without repeating</u> the process• With countywide or statewide selection you are <u>automatically included</u> with any public agencies joining within your membership year