

CONSULTANT INSTRUCTIONS

MRSC Rosters includes an online consultant roster database where businesses can apply to be listed with one or many of the more than 250 Washington cities, counties, and special districts who use the service to notify businesses about small to medium sized architecture, engineering, surveying and some other professional service projects.

Consultant Information can be found under the Consultant tab at www.mrscrosters.org.

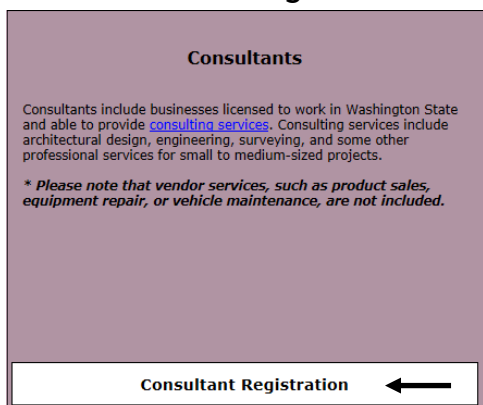
If you have additional questions, call MRSC Rosters at 206-625-1300 or email mrscrosters@mrsc.org.

Account Creation

1. Go to www.mrscrosters.org and click



2. Click “Consultant Registration”.

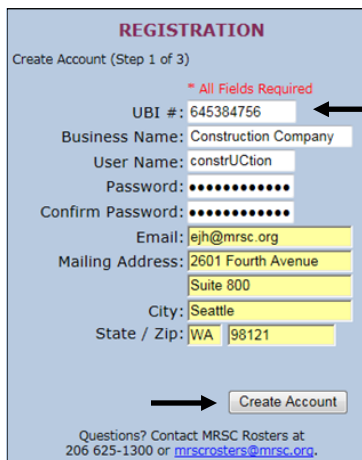


Businesses who meet the requirements may apply at anytime. MRSC reviews complete applications on Tuesdays and Fridays so verified businesses will be listed within 2—3 business days.

Minimum State Business Requirements

- Email Address
- Washington Unified Business Identifier (UBI#)
- Federal Tax ID Number
- Department of Revenue Account
- Statement of Qualifications

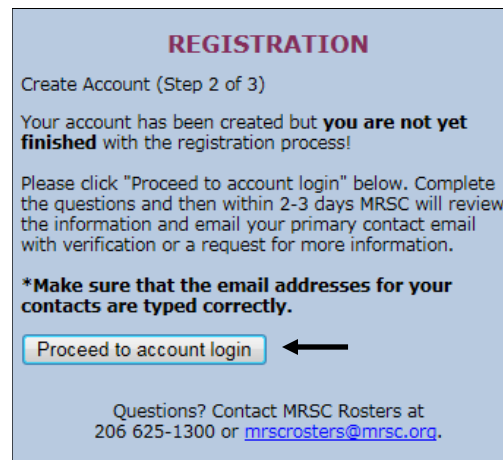
3. Enter information and click “Create Account”.




The UBI# (Unified Business Identifier) is a nine digit number that usually begins with the digit “6”.

Businesses are required to hold a Washington UBI# to work with local governments in the state. Contact the Washington Department of Labor & Industries to learn more about obtaining a UBI#.

4. Click “Proceed to account login”.



Complete the Application



[Consultant View](#)

[Public Agency View](#)

[Common Questions](#)

[Logout](#)

Contact MRSC
mrscresters@mrsc.org
 Phone: 206-625-1300

Consultant View

Consulting Company

Login Information:
 User Name: Consulting Company
 Password: consULTing [Update](#) ←

Account Status:
 Business is searchable by Public Agencies: **No**
 Public Agencies who can search for your business: None

History
 Date Account Created: 12/14/2011
 Email Used: ejh@mrsc.org
 UBI#: 938474653

Membership Information
 Membership Option: Basic

[SUBMIT APPLICATION](#) * Submit application when all sections say "YES".

Consultant Application

Select Public Agency Roster(s)	⊗ NO
Contact Information	⊗ NO
Select Services	⊗ NO
Classification & Licenses	⊗ NO
Insurance Information	⊗ NO
SOQ/Project Summaries/References	⊗ NO
Additional Office Locations	OPTIONAL

[Detail View](#) - What Public Agencies See

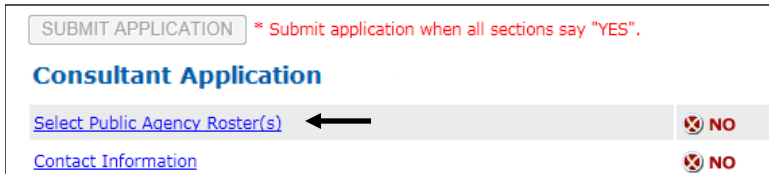
Questions - Email mrscresters@mrsc.org including Business Name

1. The application is divided into sections. Click on each section, such as “Select Public Agency Roster(s)”, and enter information into the required fields.
2. Once all fields in a section are completed and the “Update” button has been clicked, the right column will switch from “NO” to “YES”.
3. When all sections indicate “YES”, the “Submit Application” button will darken. Click the button to notify MRSC that the application is ready to be reviewed.
4. MRSC reviews complete accounts on Tuesday and Friday afternoons. Accounts that meet the minimum qualifications will be listed with the Public Agencies selected, a confirmation email will be sent to account contacts, and the “Business is searchable by Public Agencies:” will toggle to “Yes”. If there are questions about application information, an email requesting clarification will be sent to the account contacts.
5. Applications are listed for one year and must be renewed annually.

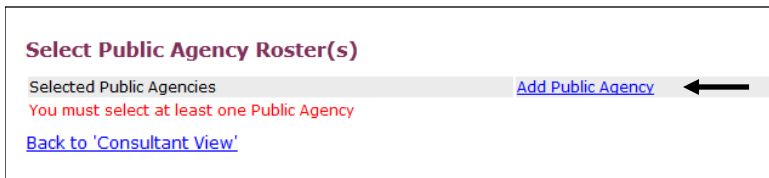
Select Public Agency Roster(s)

Businesses create one application in the MRSC Rosters database and have the opportunity to register with multiple Public Agency rosters. The selection process is defaulted to the free Basic Membership where you select Public Agencies individually.

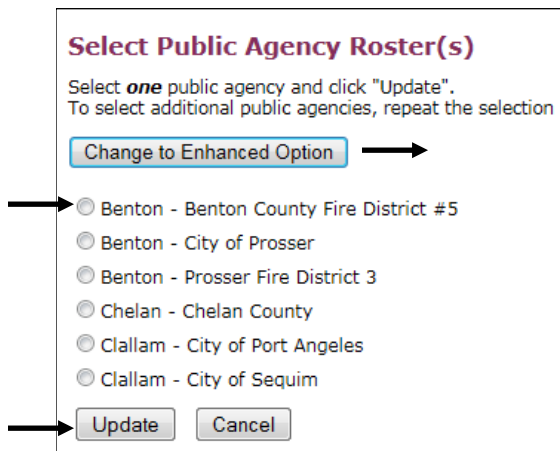
1. Click “Select Public Agency Roster(s)”.



2. Click “Add Public Agency”.



3. Select one Public Agency and scroll down the page to click the “Update” button.



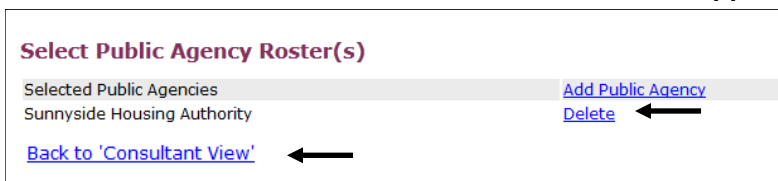
Click the “Change to Enhanced Option” button for more efficient selection of multiple agencies and service categories:

- Select multiple individual agencies on the same screen
- County groupings of agencies
- Statewide grouping of all participating agencies
- Automatic addition of new agencies
- Selection of services by grouping (in services section)
- \$200+/annually based on number of WA employees

More information on the next page. →

4. Repeat steps 2 and 3 to select additional agency rosters individually.

5. Click “Back to ‘Consultant View’” to continue the application.




Click “Delete” to the right of an agency to remove it from your account.

Payment for Enhanced Membership

The Enhanced Membership is offered for convenience in the selection process during registration and renewal of your application. Public agencies search for and view business applications the same regardless of the membership chosen.

1. To proceed with switching to the Enhanced option, click “Change to Enhanced Option” or click “Continue Basic Option (Free) to return to the free Basic Option.

Basic Option	Enhanced Option
<ul style="list-style-type: none"> • For consultants serving one public agency and/or providing limited services • Must repeat selection process for each agency and service (no "countywide" or "statewide" option) • Free Annual Membership 	<ul style="list-style-type: none"> • For consultants serving multiple public agencies and/or providing multiple services • Select "countywide" or "statewide" searchability instead of individual agencies • Select multiple services quickly • Select multiple agencies quickly • Automatically included on joining agencies searches when "countywide" or "statewide" • Efficient and Cost-Effective marketing fee based on firm size in office serving WA
Continue Basic Option (Free)	 Change to Enhanced Option

2. Select fee and click “Continue with Enhanced Option”.

Enhanced Option Fee Scale

Architectural – Building, Structure & Roadway Improvement - Communication & Media, Consulting Services - Design & Planning – Engineering - Environmental Consulting- Municipal Sewer & Water Consulting - Surveying & Mapping	
Firm Size/Employees	Annual Fee
<input type="radio"/> 1-30	\$200
<input type="radio"/> 31-75	\$400
<input type="radio"/> 76-150	\$600
<input type="radio"/> 151-499	\$800
<input type="radio"/> 500-999	\$1,000
<input type="radio"/> 1000+	\$1,200

Financial – Personnel - Real Estate & Property – Miscellaneous	
Firm Size/Employees	Annual Fee
<input type="radio"/> Small Firms (< 75)	\$200
<input type="radio"/> Large Firms (> 75)	\$400

Once you have completed the application, click “View/Pay Invoice” on the “Consultant View” page to make payment.

Payment History

Open: AE21756 - 12/14/2011 [View/Pay Invoice](#)

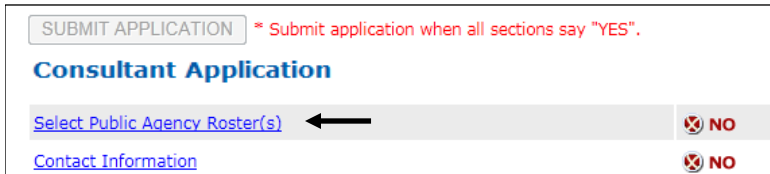
Payment can be made by credit card through the secure website CyberSource or the invoice may be printed to mail in with a check payment.

3. Click “Back to ‘Consultant View’” to continue completing the application.

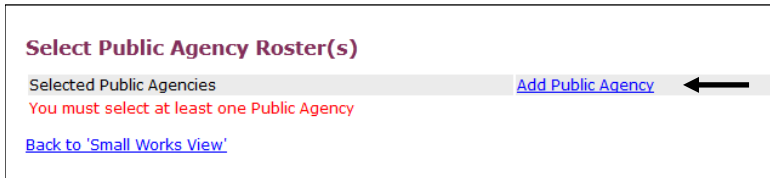
Select Public Agency Roster(s) using the Enhanced Membership

Once you are back on the ‘Consultant View’ page, you will need to re-enter the “Select Public Agency Roster(s)” section to select multiple Public Agencies individually, by county grouping, or select all participating public agencies.

1. Click “Select Public Agency Roster(s)”.



2. Click “Add Public Agency”.

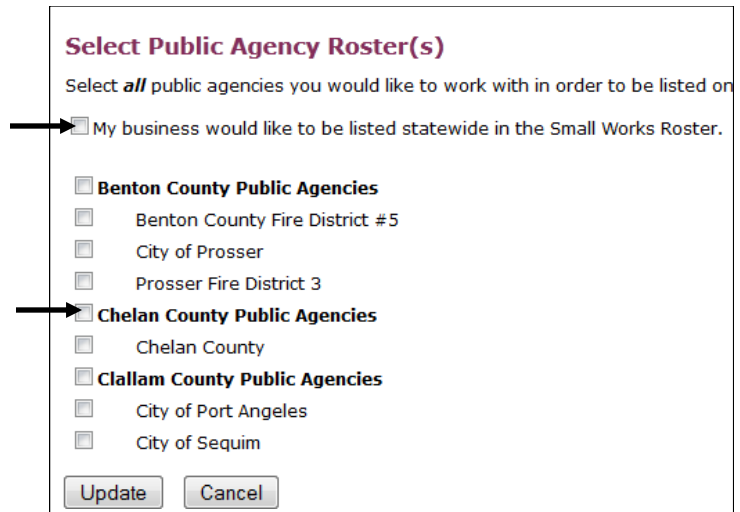


3. Select multiple Public Agencies and click “Update”.

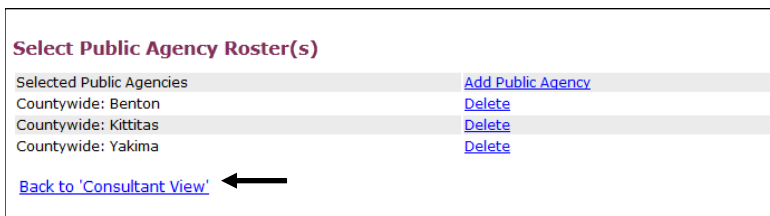
Statewide: Click “My business would like to be listed statewide...”to register with all participating agencies and have any newly joining agencies automatically added to your account.

Countywide: Click the box next to county to register with all participating agencies located in that county and have any newly joining agencies within that county automatically added to your account. You may click multiple county groupings.

Multiple Individual: Select multiple agencies individually on the same screen.



4. Click “Back to ‘Consultant View’” to continue the application.



Contact Information

Contact information is used by the Public Agencies to announce project opportunities and for MRSC to notify you about your account status. Only the Public Agencies you select and MRSC have access to view your application. The website is not open to the public or other businesses.

1. Click on “Contact Information”.

SUBMIT APPLICATION * Submit application when all sections say "YES".

Consultant Application

Select Public Agency Roster(s) YES

Contact Information NO ←

**Required fields must be completed before clicking the “Update” button.*

2. Complete the “Required Fields”.

Contact Information

* Required Fields

Business Name:* Consulting Company

Mailing Address:* 2601 Fourth Avenue

City:* Seattle

State / Zip:* WA 98121

Web site: http://www.mrscrosters.org F: http(s)://(domain)

Rfq / Rfp Email: ejh@mrsc.org ←

Rfq / Rfp Fax: 206-625-1220 F: 000-000-0000 x0000

Primary Contact	Additional Contact
Name:* Ellen Hutchinson	
Title: MRSC Rosters Manag	
Email:* ejh@mrsc.org	
Phone:* 206-625-1300	F: 000-000-0000 x0000 ←
Fax: 206-625-1220	F: 000-000-0000 x0000 ←

Update Cancel

The “Rfq/Rfp Email” field is used by Public Agencies to send out project notifications.

List multiple emails by separating them with semi-colons.

MRSC uses the contact emails to notify you about account status, such as when to renew.

Phone and fax numbers must be entered in this format.

3. Click the “Update” button to continue completing the application.

Select Consultant Service(s)

Public Agencies search by service category to generate a list of businesses in their roster so it is important that you select all of the specific services that you provide. You will not appear in search results if you have not selected the category searched.

1. Click on “Select Consultant Service(s)”.

SUBMIT APPLICATION * Submit application when all sections say "YES".

Consultant Application

Select Public Agency Roster(s)	✓ YES
Contact Information	✓ YES
Select Small Works Service(s)	✗ NO

As with the Public Agency selection process, the Service selection section is defaulted to the Basic free membership option where you make selections individually.

2. Click on “Add Service”.

Select Consultant Service(s)

Services

Selected Services [Add Service](#)

You must select a least one service

[Back to 'Small Works View'](#)

3. Select one service and click “Update”.

Select Service Category

Select **one** service category and click "Update".
To select additional services, repeat the selection p

Architectural Services (Prof. License Required) -

Architectural Services (Prof. License Required) -

Architectural Services (Prof. License Required) -

Click the “Change to Enhanced Option” button for more efficient selection of multiple agencies and service categories:

- Select multiple individual agencies on the same screen
- County groupings of agencies
- Statewide grouping of all participating agencies
- Automatic addition of new agencies
- Selection of services by grouping (in services section)
- \$200+/annually based on number of WA employees

More information on the next page →

4. Repeat steps 2 and 3 to select additional services individually.

5. Click “Back to ‘Consultant View’” to continue completing application.

Select Consultant Service(s)

Services

Selected Services [Add Service](#)
Aquatic Design/Pool Architects [Delete](#)

[Back to 'Consultant View'](#)

Click “Delete” to the right of service if you choose to remove it.

Select Consultant Service(s) using the Enhanced Membership

The Enhanced Membership allows you to select services more efficiently for \$50 annually. Public agencies search by service category so this option is especially convenient if you provide multiple services or all services in a category.

1. If you switched to the Enhanced Membership in the “Select Public Agency” section then proceed to step 2, otherwise complete the invoice process described on page 4.
2. Click on “Select Consultant Service(s)”.

SUBMIT APPLICATION * Submit application when all sections say "YES".

Consultant Application

Select Public Agency Roster(s)	✓ YES
Contact Information	✓ YES
Select Small Works Service(s)	✗ NO

←

3. Click on “Add Service”.

Select Consultant Service(s)

Services

Selected Services [Add Service](#)

You must select a least one service

[Back to 'Consultant View'](#)

4. Select multiple Services individually and scroll click “Update” .

Category Grouping: Click the box next to category grouping to select all services within that heading. You may click multiple service groupings.

Multiple Individual: Select multiple agencies individually on the same screen.

Select Consultant Service(s)

Architectural Services (Prof. License Required)

Aquatic Design/Pool Architects

Architecture

Landscape Architecture

5. Click “Back to ‘Consultant View’” to continue the application.

Select Consultant Service(s)

Services

Selected Services [Add Service](#)

Architectural Services (Prof. License Required) - Entire Service Category [Delete](#)

Building, Structure & Roadway Improvement Services - Entire Service Category [Delete](#)

[Back to 'Consultant View'](#)

Click “Delete” to the right of an agency if you choose to remove it.

Classification & Licenses

Public Agencies require some information about classifications and licenses, but you also have the opportunity to indicate Equal Opportunity Certifications that you hold and relevant licenses. Contact the Washington Department of Transportation’s Office of Equal Opportunity if you are interested in obtaining certifications.

1. Click on “Classification & Licenses”.

* Submit application when all sections say "YES".

Consultant Application

Select Public Agency Roster(s)	✓ YES
Contact Information	✓ YES
Select Small Works Service(s)	✓ YES
Classification & Licenses	✗ NO

2. Complete the “Required Fields”.

Business Classification, Licenses

* Required Fields

Business Classification: * Individual Limited Liability Company
 Sole Proprietor Corporation
 Partnership Non-Profit

Washington License #:

Federal Tax ID #: *

Federal Disadvantaged: Yes No Pending
Certification #:

Minority Business Enterprise(MBE): Yes No Pending
Certification #:

Minority Woman Business Enterprise(MWBE): Yes No Pending
Certification #:

Woman Business Enterprise(WBE): Yes No Pending
Certification #:

Disadvantaged Business Enterprise(DBE): Yes No Pending
Certification #:

Combination Business Enterprise(CBE): Yes No Pending
Certification #:

Other License: (If applicable)

Required fields must be completed before clicking the “Update” button, otherwise the information will not be saved and you will not be able to proceed to the next section.

Your Federal Tax ID# is a nine digit number that usually begins with the digits “91”.

If you are a Sole Proprietor using a Social Security Number as your Federal Tax ID#, you may enter xxxxxxxx and provide the agency directly with the number when contracting with them.

3. Click the “Update” button to continue the application.

Insurance & Bonding

Public Agencies require that businesses hold insurance in order to provide consulting services. If you are unclear as to the type of insurance that may be needed for a particular project, you may enter “Upon Request” in the Insurance Name section.

1. Click on “Insurance & Bonding”.

SUBMIT APPLICATION * Submit application when all sections say "YES".

Consultant Application

Select Public Agency Roster(s)	✓ YES
Contact Information	✓ YES
Select Small Works Service(s)	✓ YES
Classification & Licenses	✓ YES
Insurance & Bonding	✗ NO

2. Complete the “Required Fields”.

Insurance Information

* Required Fields

*Insurance Carrier: ←

Contact Name:

Contact Phone: F: 000-000-0000 x0000

Policy #:

Expiration Date: mm/dd/yyyy

Errors / Omission Insurance: Yes No

Per Claim: Yes No

Per Occurrence: Yes No

Amount: \$

Type “Upon Request” if the type of insurance would be dependent on the project or “Not Applicable” if your services do not require insurance.

3. Click the “Update” button to continue the application.

SOQ/Project Summaries/References

Including references to your application is optional, however it can be helpful for agencies. Projects should be public works related and reflect the service categories you indicated that you provide. References do not need to be related to projects done for participating public agencies.

1. Click on “SOQ/Project Summaries/References”.

Consultant Application	
Select Public Agency Roster(s)	✓ YES
Contact Information	✓ YES
Select Services	✓ YES
Classification & Licenses	✓ YES
Insurance Information	✓ YES
SOQ/Project Summaries/References ←	✗ NO

2. Click “Upload Document” to upload at least a general SOQ document.

SOQ/ Project Summaries/ References

Public Agencies view Statement of Qualifications and other documents electronically so that you do not need to mail them hard copy brochures. **MRSC Rosters does not review documents or provide samples.**

Document	Description	Section Complete
Statement of Qualifications	Brief overview of services, equivalent to marketing brochure. SF254 or SF330 format is acceptable but not required.	REQUIRED
General Cover Letter	Introduction letter addressed to all public agencies describing why you would like to work with them.	OPTIONAL
Project Summaries	Up to 6 project descriptions	OPTIONAL
References	References relevant to work	OPTIONAL

[Upload Document](#) ←

Uploaded Documents

File Name	Title	Update	Delete
You must upload the required documents to be active within the roster.			

You may remove or update documents at anytime, by clicking “Delete Document” . The new document must have a different file name, such as “ConsultantMembershipMRSC Rosters2012.pdf”.

3. Click “Back to ‘Consultant View’” to continue the application.

Uploaded Documents

File Name	Title	Update	Delete
ConsultantMembershipMRSCRosters.pdf	Consultant Company SOQ	Update Title	Delete Document

[Back to ‘Consultant View’](#) ←

Additional Office Locations (OPTIONAL)

Each business should only have one MRSC Rosters account if all office branches provide the same services. List additional offices in this section and make sure to add all email contacts in the “Contact Information” section. Multiple email addresses should be added in the fields: Rfq/Rfp Email, Primary Contact, and Additional Contact by separating them with semi-colons. If your business has multiple offices, which provide different services, then you may create multiple accounts by contacting MRSC.

1. Click on “Additional Office Locations”.

Consultant Application	
Select Public Agency Roster(s)	✓ YES
Contact Information	✓ YES
Select Services	✓ YES
Classification & Licenses	✓ YES
Insurance Information	✓ YES
SOQ/Project Summaries/References	✓ YES
Additional Office Locations ←	OPTIONAL
Detail View - What Public Agencies See	

2. Enter information and click “Update” to complete the application.

Branch Locations

Locations **OPTIONAL** [Add Location](#)

Additional Location

* Required Fields

Location Name: *

Location Address: *

City: *

State: * WA

Zip: *

Phone: F: 000 000-0000 x0000

Fax: F: 000 000-0000 x0000

E-mail:

←

[Back to 'Consultant View'](#)

3. Or click “Add Location” to include another branch. Then click “Update”.

Branch Locations

Locations **OPTIONAL** [Add Location](#) ←

Submit Application

When all sections are completed you will need to submit the application for MRSC to verify that your business meets the minimum qualifications, such as that your UBI# matches your business name. If you do not click the “Submit Application” button, we will not be notified that your account has been completed and this will delay your business being listed.

1. Click on “SUBMIT APPLICATION” button.

SUBMIT APPLICATION * Submit application when all sections say "YES". ←

Consultant Application

Select Public Agency Roster(s)	✓ YES
Contact Information	✓ YES
Select Services	✓ YES
Classification & Licenses	✓ YES
Insurance Information	✓ YES
SOQ/Project Summaries/References	✓ YES
Additional Office Locations	OPTIONAL

[Detail View](#) - What Public Agencies See

2. Click “SUBMIT FOR REVIEW” button.

Submit Application

Thank you for completing the MRSC Rosters Consultant Application.

By clicking "SUBMIT FOR REVIEW" you confirm that your email address is typed correctly in the contact information section and that you understand MRSC Rosters maintains no responsibility for any actions or decisions of a public agency in selecting consultants from this system.

SUBMIT FOR REVIEW ←

You may update account information at anytime in the “Consultant View”. after you click the button “SUBMIT FOR REVIEW” button. Contact MRSC if you need to update the UBI#.

3. Complete account are reviewed on Tuesday and Friday afternoons, so expect an email from MRSC within 2 -3 business days. If you do not receive an email, contact MRSC.

MRSC Rosters
www.mrscrosters.org
Washington State
Shared Small Works / Consultant Rosters

Application Submitted

Your account has now been submitted and will be reviewed within 2-3 business days. Rosters.

[Small Works View](#)
[Public Agency View](#)

4. The “Account Status” will indicate “No” until the account is listed.

Account Status:
Business is searchable by Public Agencies: **No** ←
Public Agencies who can search for your business: Yakima Valley Libraries

Public Agency View

Once your account is listed, the Public Agencies selected will be able to search for and view your compiled application. MRSC does not have any involvement in the contracting process, nor do we accept responsibility or liability for any action or decisions of an agency in selecting businesses from the MRSC Rosters database. Direct questions regarding projects to Public Agencies.

To view what the Public Agencies you selected may view, click on “Public Agency View”.

 <p>Consultant View</p> <p>Public Agency View ←</p> <p>Common Questions</p>	<p>Consultant View</p> <p>Consulting Company</p> <p>Login Information: User Name: Consulting Company Password: consULTing Update</p> <p>Account Status: Business is searchable by Public Agencies: No Public Agencies who can search for your business: Benton</p>
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Once the business is listed and the Account Status is “Yes” then the Public Agencies you selected will be able to search for and view your compiled application.

Compiled Application View

Public Agency View

MRSC Rosters Disclaimer: Consultants, by completing this application, verify that information is accurate and maintain liability for the performance of any consultant used by an agency as a result of using MRSC Rosters. Neither do we accept responsibility or liability for any action or decisions of an agency in selecting businesses from MRSC Rosters.

Business Information
 Consulting Company UBI #: 938474653
 2601 Fourth Avenue
 Seattle, WA 98121
 Web Site: <http://www.mrscrosters.org>

Statement of Qualifications, Project Summaries/References

File Name	Title
ConsultantMembershipMRSCRosters.pdf	Consultant Company SOQ

Selected Services

Architectural Services (Prof. License Required) - Entire Service Category	Building, Structure & Roadway Improvement Category
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Classification & Licenses
 Business Classification: **Individual**
 Washington License Number: **EH38957**
 Federal Tax ID #: **986357765**
 Federal Disadvantaged: **No**
 Minority Business Enterprise(MBE): **No**
 Minority Woman Business Enterprise(MWBE): **Yes** Certification #:
 Woman Business Enterprise(WBE): **No**
 Disadvantaged Business Enterprise(DBE): **No**
 Combination Business Enterprise(CBE): **No**
 Other License: **Architectural License**

Insurance Information
 Insurance Carrier:
Consulting Insurance
 Contact: **Jim Jones**
 Phone: **360-456-8979**
 Policy #: **19287665**
 Expiration Date: **12/13/2014**

Errors & Omissions Insurance: Yes
 Per Claim: **Yes**
 Per Occurrence: **Yes**
 Amount: **\$1,000,000.00**

Contact Information
 Are you able to receive Request for Proposals via email? **Yes** Email: **ejh@mrsc.org**
 Are you able to receive Request for Proposals via fax? **Yes** Fax: **206-625-1220**

Primary Contact:
 Ellen Hutchinson
 MRSC Rosters Manager

Log In and Password Retrieval

You may access and update your active MRSC Rosters account at anytime. Once an account is created, you have 30 days to complete it and then the Login will lock. If you need extra time, simply respond to the Reminder emails or contact MRSC.

Log In Steps

1. Go to www.mrscrosters.org and on the left side of the page click
2. Enter your User Name and Password. Then click “Log In”.

Member
Account Login

Home About Us Public Agency Small Works

Log In

User Name:

Password:

Log In

[Forgot Your User Name or Password?](#)

Password Retrieval Steps

1. Click “Forgot Your User Name or Password?”

Password:

Log In

[Forgot Your User Name or Password?](#)

2. Enter the UBI Number and email address used to create the account. Then click “Send User Information”.

Retrieve Login Information

Retrieve your user name and password

If you have a Small Works or Consultant account, please supply

UBI Number:

Contact Email:

If you have an Public Agency account please type in your Public

Public Agency Name:

Send User Information

If you do not receive a Login or the Login received does not work, there may not be an account for your business. Otherwise there may be an account and it is locked because it was created with another email, locked because information could not be verified, the Enhanced Membership payment was not received, or the account was not renewed.

3. Contact MRSC if the Login sent does not work for you.

Annual Renewal

You may access and update your account at anytime, however you will be required to officially renew your account annually to confirm that the information is accurate and that you would like to remain listed. Renewal reminders are sent to account contacts one month prior to the expiration date.

1. Log-in to your account and click the “RENEW NOW” button

MRSC Rosters
www.mrscrosters.org
Washington State
Shared Small Works / Consultant Rosters

[Consultant View](#)
[Public Agency View](#)
[Common Questions](#)

Consultant View
Consulting Company

Login Information:
User Name: Consulting Company
Password: consULting [Update](#)

Account Status:
Business is searchable by Public Agencies: Yes
Public Agencies who can search for your business: Benton

2. Click on “Select Public Agency Roster(s)” to review information.

Consultant Renewal

To remain listed on MRSC Consultant Rosters please confirm all application information is correct by clicking "Process" inside each section. When all sections are marked "YES" then click on the "SUBMIT RENEWAL" button to renew.

Select Public Agency Roster(s)	NO
Contact Information	NO
Select Services	NO
Classification & Licenses	NO
Insurance Information	NO
SOQ/Project Summaries/References	NO

* Submit renewal when all sections say "YES".

3. When you have confirmed that the information is current, click the “Process” button.

Selected Public Agencies

Selected Agencies [Add Public Agency](#)
Countywide: Benton [Delete](#)

To confirm these public agencies, click 'Process'

4. Repeat step 3 for each section and then click the “SUBMIT RENEWAL” button when all

Consultant Renewal

To remain listed on MRSC Consultant Rosters please confirm all application information is correct by clicking "Process" inside each section. When all sections are marked "YES" then click on the "SUBMIT RENEWAL" button to renew.

Select Public Agency Roster(s)	YES
Contact Information	YES
Select Services	YES
Classification & Licenses	YES
Insurance Information	YES
SOQ/Project Summaries/References	YES

* Submit renewal when all sections say "YES".

Enhanced Membership

If you are utilizing the Enhanced Membership then an invoice will be generated when you click the “SUBMIT RENEWAL” button. Make payment to complete the Renewal process.