

CONSULTANT ROSTER REGISTRATION & INFORMATION

MRSC Rosters Consultant Roster is a system used by multiple Washington State counties, cities and special districts to connect with businesses who would like to provide architectural, engineering, design, or other professional services for small to medium size projects. Per the State Statute, Ch. 39.80 RCW, public agencies may choose to use a consultant roster as an alternative to advertising per project.

Minimum Business Requirements:

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

Join at www.mrscrosters.org

Businesses are contacted about roster project opportunities based on public agency needs and their internal procedures for upholding equitability standards. MRSC is not involved in the business selection process. If you have a question about a specific project, please contact the public agency.

1. Click “Join MRSC Rosters”
2. Click “Consultant Registration” then “Create Account”
3. Select Public Agency Roster(s) and Choose Membership:

Consultant View	
<p>Ellen's Engineering</p> <p>Login Information: User Name: theellen Password: engtheell</p> <p>Account Status: Business is searchable Public Agencies who</p> <p>History Date Account Create: Email Used: ejh@mrsc UBI#: 123156849</p> <p>Membership Inform: Membership Option:</p> <p>SUBMIT APPLIC</p> <p>Consultant Appli</p> <p>Select Public Agency</p> <p>Contact Information</p> <p>Select Services</p> <p>Classification & Licenses NO</p> <p>Insurance Information NO</p> <p>SOQ/Project Summaries/References NO</p> <p>Additional Office Locations OPTIONAL</p> <p>Detail View - What Public Agencies See</p> <p>Questions - Email mrscrosters@mrsc.org including Business Name</p>	
Basic Membership	Enhanced Membership
<ul style="list-style-type: none"> • Individual selection of public agency rosters and services • Free annual membership 	<ul style="list-style-type: none"> • Convenient group selection of public agency rosters by countywide or statewide • New public agencies within those counties will be automatically added to your account • Convenient group selection of service categories • \$200+ annual membership based on number of employees working in WA

Enhanced Option Fee Scale	
Architecture, Engineering, Design, Surveying	
Washington Employees	Annual Fee
1 to 30	\$200
31 to 75	\$400
76 to 150	\$600
151 to 499	\$800
500 to 999	\$1,000
1000+	\$1,200
Financial, Personnel, Real Estate, Other	
Washington Employees	Annual Fee
Small Firms (<75)	\$200
Large Firms (>75)	\$400

4. Complete Application

Select the public agency roster(s) you would like to be listed on and enter your business information. Public agencies search by service category, so make sure to select all of the consulting services you

5. Verification

Within 2 - 3 business days of account completion, MRSC checks that your business is not debarred from working on public works, has a valid WA UBI# and a valid WA Department of Revenue account. You will receive an email confirmation when your business is listed. To remain listed, renew annually.