



# Consultant Membership Information

**What is MRSC Rosters?** MRSC Rosters is an online shared small public works contractor roster and consultant roster for local Washington State governments - public agencies (counties, cities, fire districts, school districts and other special districts) to maintain contractor and consultant information, search for bidders by service category and solicit bids from contractors and consultants. [www.mrscrosters.org](http://www.mrscrosters.org)

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



Municipal Research and Services Center  
of Washington  
[www.mrsc.org](http://www.mrsc.org)

### Minimum Qualifications

- Email Address (correctly typed)
- WA Unified Business Identifier #
- Federal Tax ID#
- Professional Insurance
- Active Department of Revenue account
- Applicable Licenses (e.g. engineering)
- Statement of Qualifications (general)

**What is a Consultant Roster?** A consultant roster is an alternative to advertising for each project, which saves public agencies money. Consulting services on MRSC Rosters include architectural, engineering, planning, surveying and other consulting services. View the full category list at [http://www.mrscrosters.org/AandE\\_Services.aspx](http://www.mrscrosters.org/AandE_Services.aspx).

**THIS IS NOT A VENDOR ROSTER FOR PRODUCT SALES.**

**Can I search for jobs on MRSC Rosters?** Just like any roster, jobs are not posted. Agencies search by service category and directly contact consultants with requests for bids on projects.

### How does MRSC Rosters work?

Public Agencies join to share roster maintenance costs among all participating agencies instead of operating their own individual roster. View all participating public agencies at [www.mrscrosters.org/PartAgencies.aspx](http://www.mrscrosters.org/PartAgencies.aspx).

Consultants join FREE at anytime and are listed for a year. At the end of your membership year, you renew in order to remain on the roster, but do not need to reapply. *\*Enhanced Option is available (see back side of page)*

Public Agencies search by service category and then directly contact consultants to request bids using the Consulting Roster Process.

### Join MRSC Rosters!

1. Go to [www.mrscrosters.org](http://www.mrscrosters.org)
2. Click "Join MRSC Rosters"
3. Click "Consultant Registration"
4. Create Account (SPELLCHECK)
5. Click "Select Public Agency Roster(s)" and choose Basic or Enhanced Option (see backside of page for details)
6. MRSC Reviews and Activates Account
7. Consultant searchable by selected agencies

# CONSULTANT MEMBERSHIP OPTIONS

*\*Membership choice determined when selecting agencies and/or selecting services.*

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

Contact MRSC Rosters Manager  
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