

Joining the MRSC Roster

August 21, 2024



AGENDA

- **Public Works Overview** – Tiffany Scroggs, Washington APEX Accelerator
- **Rosters Platform Overview** – MRSC
- **Q & A**



PUBLIC WORKS – DEFINITIONS

“Public Works” – means... [a project for] construction, alteration, repair, or improvement...

State law requires agencies to award public works contracts to a *responsible* bidder with the *lowest responsive bid*.



LITTLE BIT ABOUT SMALL WORKS ROSTERS

A Small Works Roster Is

- a list of eligible contractors
- frequently used by agencies to compete public works project estimated to cost \$350,000 or less
- one of three Rosters at MRSC or
- a separate Roster created and maintained by an agency

A Small Works Roster Is Not

Not a procurement portal with a list of bid leads

Not used by prime contractors seeking subcontractors

Not a place to bid work estimated over \$350,000

HOW DO STATE & LOCAL GOVERNMENTS BUY PUBLIC WORKS?

- 1. Design Bid Build
- 2. General Contractor/Construction Manager (GC/CM)
- 3. Design Build
- 4. Small Works Roster ←
- 5. Job Order Contracting (JOC)

Half the projects (\$306m)

47,000 Projects (\$10b in Spend)

Less common:

- 6. Energy Performance
- 7. Unit Price (IDIQ)
- 8. Public Private Partnerships (P3)

Of the small works contracts, half were under the new Direct Contracting Threshold which totaled \$215m last year.



ROSTERS OVERVIEW FOR SMALL BUSINESSES



YOUR MRSC ROSTERS TEAM

- Lisa Lagerstrom – Rosters Lead
- Theresa Gonzales – Rosters Coordinator
- Brynn Linville – Program Support



AGENDA

- What are MRSC Rosters?
- Overview of the statewide small works roster
 - State agencies now have an option to use the small works roster
 - Categories (reclassified)
 - Application automation
 - Direct Contracting option for OMWBE certified businesses
 - Bid results are public record
- Registration – new categories
- How to upload your capabilities statements
- Electronic Bidding awareness
- Support

WHAT ARE MRSC ROSTERS?

MRSC rosters are the bridge to connect local public agencies and businesses. Public agencies select businesses for small works projects, consulting and goods or services.

MRSC
OFFERS 3
ROSTERS

Vendor

Consultant

Small Works

VENDOR ROSTER

Product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased services as referenced in [RCW 39.04.190](#).

FREE when you choose up to 9 agencies

CONSULTANT ROSTER

Architecture, engineering, and surveying services as referenced in the [Ch. 39.80 RCW](#), as well as other professional services such as design, planning, management, real estate, financial, legal, communications, environmental, IT, and personnel, consulting.

FREE when you choose up to 9 agencies

STATEWIDE SMALL WORKS ROSTER

UNDER
\$350,000

The **statewide small works roster** for construction, building, renovation, improvement, alteration, or repair of real property (ONE TIME JOBS)

Effective July 1, 2024, MRSC is the official statewide small works roster for all state agencies and authorized local governments under [RCW 39.04.151-.152](#)

Public agencies are *not required* to use the statewide small works roster and may still use their own roster if desired

FREE – can chose an unlimited amount of agencies

SMALL WORKS (RCW'S)

*Small Works are small public works,
small works projects have a slightly
different definition now*

RCW 39.04.010(5)	RCW 39.04.152(1)
All work	Construction
Construction	Building
Alteration	Renovation
Repair	Remodeling
Improvement	Alteration
Not ordinary maintenance (WAC 296-127-010)	Repair
	Improvement

SMALL WORKS ROSTER

EFFECTIVE
JULY 1, 2024

- State agencies now can utilize the Small Works Roster
- Updated Categories
- Automated application process with LNI & OMWBE
- Direct Contracting for under \$150,000
- OMWBE state certified businesses appear at the top of the list when agencies do a search
- Centralized data collection which is publicly available to see award results

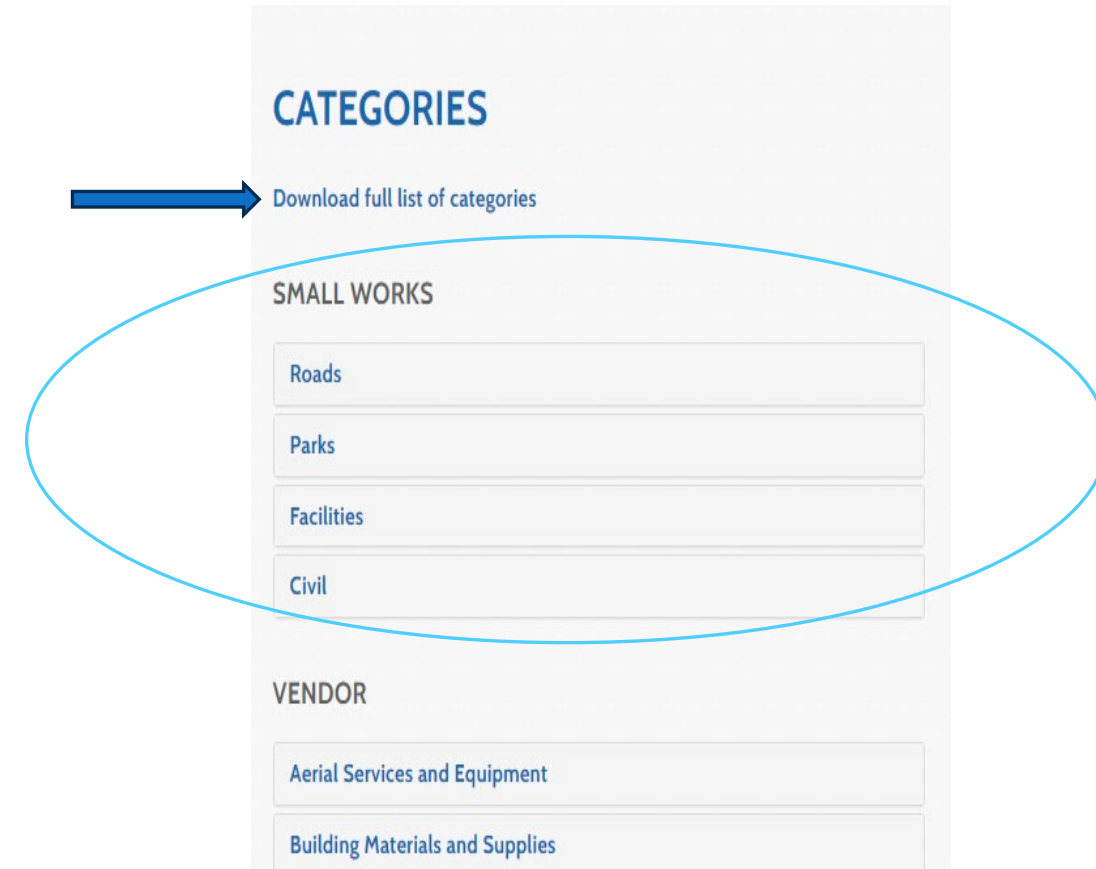
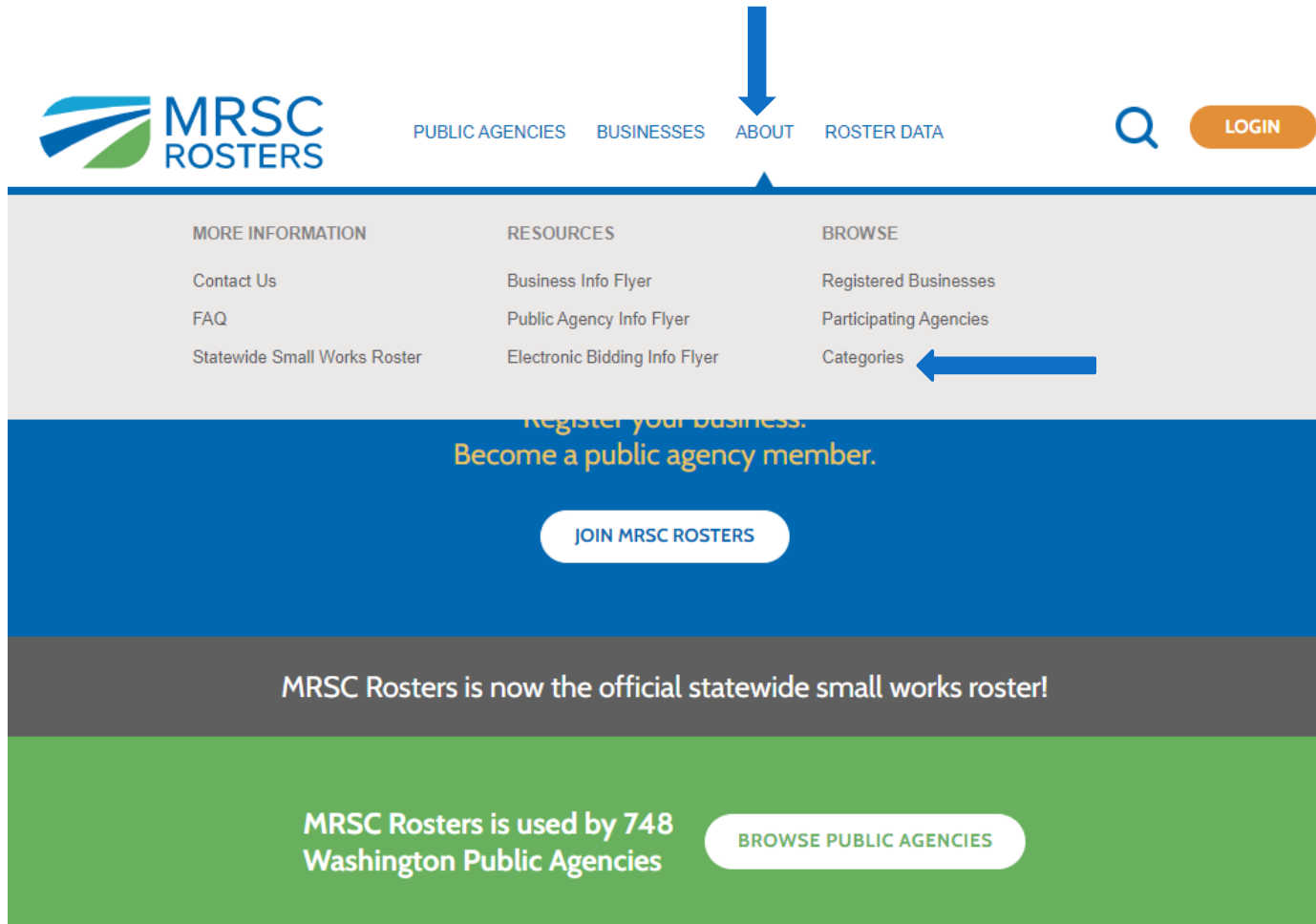
Department of Enterprise Services (DES)

Washington State Convention Center Public Facilities District *

Washington State Parks and Recreation Commission



THE FIRST 3 STATE
AGENCIES ON THE
STATEWIDE SMALL WORKS
ROSTER

FINDING CATEGORIES



Here's the link to download a complete list of categories: <https://mrscrosters.org/categories/>

CATEGORIES

Rosters Name	Project Type	Category	Service Name
Small Works	Civil	Demolition and Deconstruction	Building and Structures Demolition/Removal
Small Works	Civil	Demolition and Deconstruction	General
Small Works	Civil	Drilling	Drilled Shafts
Small Works	Civil	Drilling	General
Small Works	Civil	Earthwork	Excavation
Small Works	Civil	Earthwork	Excavation below 4ft
Small Works	Civil	Earthwork	General
Small Works	Civil	Earthwork	Grading
Small Works	Civil	Earthwork	Slope stabilization
Small Works	Civil	Electrical	Systems and equipment
Small Works	Civil	Foundations	General
Small Works	Civil	Infrastructure	Power Production
Small Works	Civil	Infrastructure	SCADA
Small Works	Civil	Irrigation, non park	General
Small Works	Civil	Marine Construction	Dredging
Small Works	Civil	Marine Construction	General
Small Works	Civil	Marine Construction	Piers, Docks, and Overwater Structures.
Small Works	Civil	Marine Construction	Pile Driving
Small Works	Civil	Marine Construction	Seawall, break wall, etc.
Small Works	Civil	Pipes and Underground Utility Infrastructure	Cured-in-place pipe
Small Works	Civil	Pipes and Underground Utility Infrastructure	General
Small Works	Civil	Pipes and Underground Utility Infrastructure	Manhole and Surface Cover Repair

Searching Tip: Highlight the Service Name column, then select CTRL + F to find **keywords** for the work you do.

You may find you were previously in Small Works and now you are in the Vendor Roster.

MRSC & LNI have data feeds to verify the following for the Small Works roster registration:

- Licensing (General Contractors and or Specialty)
- Workers Compensation
- Debarment

Suggestion: Before applying for the Small Works roster review your LNI account with this link:

[Verify a Contractor, Tradesperson or Business \(wa.gov\)](#)

MRSC & OMWBE have data feeds to confirm the 6 state certifications



ACCOUNT
AUTOMATION

RECOGNIZED CERTIFICATIONS (YEAR 1)

7-1-2024 THRU 7-1-2025

OMWBE state business certifications

(as referenced by the statutes in RCW 39.04.151)

MBE - Minority Business Enterprise

MWBE - Minority Women's Business Enterprise

WBE - Women's Business Enterprise

CBE - Combination Business Enterprise

SEDBE - Socially & Economically Disadvantaged Business Enterprise

PWSBE - Public Works Small Business Enterprise

DIRECT CONTRACTING - UNDER \$150,000

➔	● LKE CORPORATION	+
➔	● M2 Industrial, Inc.	+
➔	● MBI Construction Services, Inc	+
➔	● M City Street Sweepers	+
➔	● Perimeter Security Group	+
➔	● Reign City Services LLC	+
➔	● RJS Construction, Inc.	+
➔	● roots landscaping and reastoration llc	x

CONTACT: John Doe
PHONE:
LAST CONTRACT DATE:
EMAIL: john@test.com
UBI #: 604059418
CERTIFICATION: ROOTSLL791PH



Steps for Direct Contracting

1. Interest email is sent to the next **rotated business** on the project-specific roster, asking if they you interested in bidding? No other bidders will be contacted unless the contractor declines, or an agreement is not reached on the price.
2. Email will contain the solicitation/bidding package: Invitation, Scope, Bid/Negotiation Form, etc.
3. Reach agreement
4. Award

● = Certified Businesses



DIRECT CONTRACTING (RULE OF SIX)

SMALL WORKS ROSTERS



List of Businesses

Below is the Roster Business List for your records.
Click "Solicit Businesses" to solicit businesses for your project.

SOLICIT BUSINESSES

Which Small Works Roster Process do you intend to use? * ?

Competitive Bid
 Direct Contracting

Open Project ID# PL-24-0001 : Levana Test 718

Public Agency Name: Public Agency Levana
 Roster Type: Small Works
 Search Date and Time: July 18, 2024 14:36:54
 Main Category: Fencing
 Sub-Category: General

Download Solicitation List

If Direct Contracting: An agency must have a Business Utilization Plan. When six or more certified businesses appear on the list an agency/local government must rotate and direct contract with one of those businesses.

Sort By: Last Contract Date

CERTIFIED BUSINESS NAME	LAST CONTRACT DATE	MORE
Accurate Impressions Landscaping LLC		+
Adekoya Business Consulting LLC		+
Woodland Industries		+
Belarde Company		+
Black Hills Excavating Inc.		+
Custom & Mobile Welding LLC dba JB Welding		+
Esquadra NW INC		+
Express Iron Works, Inc		+
LKE CORPORATION		+
M2 Industrial, Inc.		+
MBI Construction Services, Inc		+
M City Street Sweepers		+
Perimeter Security Group		+
Reign City Services LLC		+
RJS Construction, Inc.		+
roots landscaping and reastoration llc		+


* = Certified Businesses

DOCUMENTATION CHANGE TO COMPETITIVE BID

DIRECT CONTRACTING (FIVE OR FEWER)









Open Project ID# MA-24-0010 : Webinar 3 - Main park play equipment


Public Agency Name: MRSC Test Account
Roster Type: Small Works
Search Date and Time: July 25, 2024 08:41:23
Main Category: Playground and Site Furnishing Renovation
Sub-Category: Playground Equipment




[Download Solicitation List](#) 

If Direct Contracting: An agency must have a Business Utilization Plan. When six or more certified businesses appear on the list an agency/local government must rotate and direct contract with one of those businesses.

Sort By: Last Contract Date

CERTIFIED BUSINESS NAME	LAST CONTRACT DATE	MORE
 JAMESCO PRO INC.		
 MATY GLOBAL SERVICES LLC		
 Orca Pacific, Inc.		
 Powers Power		

 = Certified Businesses

UNCERTIFIED BUSINESS NAME	LAST CONTRACT DATE	MORE
Allplay Systems		
American Ramp Company		
Beisley Enterprises LLC		

- An agency can direct contract with any business on the list
- Rotate through any contractor
- Public Agencies are responsible for writing their own Rotation Policy

PUBLICLY AVAILABLE INFORMATION

MRSC SMALL WORKS DATA

The following lists the awarded small works roster projects as documented in MRSC Rosters. MRSC only records those projects and rosters generated using MRSC Rosters. Agencies/local governments may use their own roster and post their own data separately. As required by RCW 39.04.152(6) after an award is made the information shall be recorded and publicly available. MRSC does not keep any physical bidding or award documentation. To request copies of documents please contact the Awarding Agency directly.

Last updated: August 12, 2024 11:43 AM | Data provided by: MRSC

EXPORT DATASET

Search Dataset 

Filter:

Awarding Agency













- PUD No. 1 of Clallam County
- Public Utility District No. 1 of Lewis County
- City of Camas
- MRSC Test Account
- Kitsap PUD (Public Utility District No. 1 of Kitsap County)
- City of Sedro-Woolley

Show More

Small Works Roster Process

- Competitive Bid
- Direct Contracting



Solicitation date	Project ID #	Project Name	Process	Awarding Agency	Business Name	Award Amount	More
2024-07-01	CL-24-0001	188th St SW As...	Competitive Bid	City of Lynnwood	Olympic Paving...	\$16,000	
2024-07-01	KC-24-0004	TEL-260665 De...	Competitive Bid	Kitsap PUD (Pu...	Tercorn Constru...	\$4,696	
2024-07-02	CC-24-0002	Summa Street ...	Competitive Bid	City of Centralia	Puget Paving & ...	\$9,177	
2024-07-05	CS-24-0001	Sedro-Woolley ...	Competitive Bid	City of Sedro-W...	5 Star Services L...	\$19,982	
2024-07-02	PC-24-0001	Culvert and La...	Competitive Bid	Public Utility Di...	NW Utility Servi...	\$82,642	
2024-07-09	CC-24-0001	2024 Skate Par...	Competitive Bid	City of Camas	Hero Fence	\$2,368	
2024-07-09	KC-24-0005	TEL-260660 Ki...	Competitive Bid	Kitsap PUD (Pu...	Tercorn Constru...	\$3,658	
2024-07-09	KC-24-0006	TEL-260661 Pai...	Competitive Bid	Kitsap PUD (Pu...	Tercorn Constru...	\$22,520	
2024-07-11	KC-24-0007	TEL-260663 M...	Competitive Bid	Kitsap PUD (Pu...	MLS Enterprise, ...	\$4,232	
2024-07-11	UD-24-0003	CAC Pool Const...	Competitive Bid	University Place...	Cascade Industr...	\$14,478	
2024-07-15	GC-24-0005	Monte Colo HV...	Competitive Bid	Grays Harbor P...	Advanced Heati...	\$11,716	
2024-07-15	PD-24-0001	PenMet Parks M...	Competitive Bid	Peninsula Metro...	Soundview Lan...	\$126,536	

SMALL WORKS AWARD DATA



[PUBLIC AGENCIES](#) [BUSINESSES](#) [ABOUT](#) [ROSTER DATA](#)



LOGIN

MRSC SMALL WORKS DATA

The following lists the awarded small works roster projects as documented in MRSC Rosters. MRSC only records those projects and rosters generated using MRSC Rosters. Agencies/local governments may use their own roster and post their own data separately. As required by RCW 39.04.152(6) after an award is made the information shall be recorded and publicly available. MRSC does not keep any physical bidding or award documentation. To request copies of documents please contact the Awarding Agency directly.

Last updated: August 12, 2024 11:43 AM | Data provided by: MRSC

EXPORT DATASET

Search Dataset

Filter:

Awarding Agency

- Port of Bellingham
- PUD No. 1 of Clallam County
- Public Utility District No. 1 of Lewis County
- City of Camas
- MRSC Test Account
- Kitsap PUD (Public Utility District No. 1 of Kitsap County)

Show More

Small Works Roster Process

- Competitive Bid
- Direct Contracting

Solicitation date	Project ID #	Project Name	Process	Awarding Agency	Business Name	Award Amount	More
2024-07-01	CC-24-0001	Influent Pump S...	Direct Contracti...	City of Centralia	WCCL SYSTEM...	\$118,791	+
2024-07-01	CL-24-0001	188th St SW As...	Competitive Bid	City of Lynnwood	Olympic Paving...	\$16,000	+
2024-07-01	KC-24-0004	TEL-260665 De...	Competitive Bid	Kitsap PUD (Pu...	Tercom Constru...	\$4,696	+
2024-07-02	CC-24-0002	Summa Street ...	Competitive Bid	City of Centralia	Puget Paving & ...	\$9,177	+
2024-07-05	CS-24-0001	Sedro-Woolley Facilities Painting Project 2024	Competitive Bid	City of Sedro-Woolley	5 Star Services inc	\$19,982	-
					Long Painting Company	\$41,764	
					Pacific Facility Solutions, Inc	\$22,827	
					Sultini LLC	\$22,824	
					Super bros painting llc	Not responsive	
					Surface by design	Not responsive	



STATEWIDE SMALL WORKS REGISTRATION

MRSCROSTERS.ORG

https://mrscrosters.org/businesses/business-membership/



PUBLIC AGENCIES **BUSINESSES** ABOUT ROSTER DATA



LOGIN

Grow Your Business Faster

Tap into business opportunities with 743 public agencies across Washington State.

MRSC Rosters is the only contracting directory that connects businesses directly with public agencies. Register with any or all participating agencies and grow your public sector business. How? Once your business is listed, agencies contact you directly with contract opportunities.

Interested in joining and want to learn more? [Watch this on-demand webinar!](#)

Before you sign up, click here to make sure you have all necessary documentation and meet eligibility requirements.

CREATE YOUR ACCOUNT

Create Your Business Account



REGISTER NOW

Registering online is easy, and approval is fast — it only takes 2-3



MAKE SELECTIONS

Select the [categories](#) for your products and services. Choose the



GET OPPORTUNITIES

Agencies contact you directly with contract opportunities

CHOOSE BUSINESS

https://members.mrscrosters.org/register

MRSC ROSTERS

Join MRSC Rosters

- Business Sign Up**
Grow your business by tapping into business opportunities with public agencies across Washington State.
- Public Agency Sign Up**
An efficient and affordable way for Washington cities, counties, and special purpose districts to procure services.

NEXT

or

LOG IN

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

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[HOME](#) [CONTACT US](#) [SITEMAP](#) [TERMS & CONDITION](#)

BH

ACCOUNT INFORMATION

https://members.mscrosters.org/register/form?type=business



[PUBLIC AGENCIES](#) [BUSINESSES](#) [ABOUT MRSC ROSTERS](#)



LOGIN

GET STARTED FAST

Create Your Account

UBI #  *

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

Business Name *

City *

State *

Name *

Email *

Your email address serves as your username.

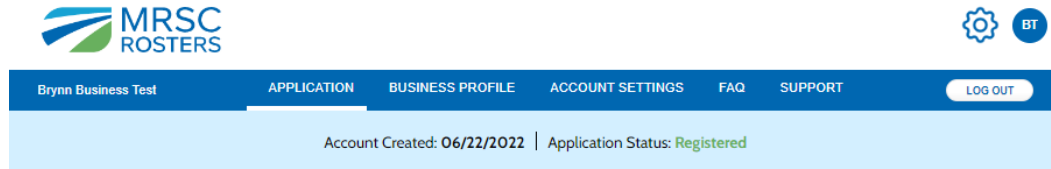
Re-enter Email *

Password *

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

Re-enter Password *

CHOOSING A ROSTER



Roster & Business Type

Public agencies use specific contracting procedures based on the rosters statutes, so all business service categories are differentiated by type of roster. Please choose the roster type(s) under which you would like to be notified of procurement opportunities.

Business Type *

Limited Liability Company

Number of Employees in Washington State * ?

1 - 30

Roster Type(s) *

Small Works

The small works roster will be used by public agencies to generate a project-specific bidders list to solicit for construction, building, renovation, remodeling, alteration, repair or improvement of real property as allowed under RCW 39.04.151-154. It is not used to network or learn of upcoming bidding opportunities. Licensed contractors that can be directly awarded or "prime" a project should apply.

Note: There will be no fees for Small Works Business Membership, starting July 1, 2024

Consultant

The consultant roster may be used by public agencies to solicit/procure a wide range of services like general consulting, project management, planning, finance, legal, communications, survey, environmental, and possibly professional services such as architecture, engineering and construction design services. referenced in [Ch. 39.80 RCW](#)

Vendor

The vendor roster may be used by public agencies to solicit/procure a wide range of goods, products, materials, construction supplies, and purchased services such as janitorial services, printing services, alarm testing, and other recurring physical tasks or maintenance.

[VIEW ALL ROSTER CATEGORIES](#)

[BACK](#)

[SAVE & CONTINUE](#)

CHOOSING CATEGORIES

The screenshot shows the MRSC ROSTERS application interface. At the top, there is a navigation bar with links for 'APPLICATION', 'ACCOUNT SETTINGS', 'FAQ', and 'SUPPORT', along with a 'LOG OUT' button. Below the navigation bar, a progress indicator shows the current step is 'Select Your Categories'. The main content area is titled 'Select Your Categories' and includes instructions and a list of project types and categories. A blue arrow points from the text 'Project Type' to the 'ROADS' button in the 'Select a Project Type(s) to see work categories' section.

Project Type →

Select Your Small Works Categories

Select a Project Type(s) to see work categories

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

Search for a service ...

Asphalt

- General

Demolition and Deconstruction

- Building and Structures Demolition/Removal
- General

Earthwork

- Excavation
- Excavation below 4ft
- General
- Grading
- Slope stabilization

ADA Improvements

Bridges

Channelization

Concrete and Masonry

Here's the link to download a complete list of categories: <https://mrscrosters.org/categories/>

SELECTED CATEGORIES

Select Your Categories

You've chosen to be listed on the following rosters: Small Works. 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

Roads

ADA Improvements

General

Bridges

General

Channelization

General

Concrete and Masonry

Repair Flatwork Decorative Concrete Cutting



Select Your Small Works Categories *

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

ROADS PARKS FACILITIES CIVIL

Search for a service ...

ADA Improvements

General

Bridges

General

Carpentry

Casework Finish, general

PARTICIPATING AGENCIES

The image shows a screenshot of the MRSC Rosters website. At the top left is the MRSC ROSTERS logo. The navigation menu includes PUBLIC AGENCIES, BUSINESSES, ABOUT, and ROSTER DATA. A search icon and a LOGIN button are on the right. A large blue arrow points from the title 'PARTICIPATING AGENCIES' to the 'ABOUT' menu item. Below the navigation, a dropdown menu is open, showing three columns: MORE INFORMATION (Contact Us, FAQ, Statewide Small Works Roster), RESOURCES (Business Info Flyer, Public Agency Info Flyer, Electronic Bidding Info Flyer), and BROWSE (Registered Businesses, Participating Agencies, Categories). A blue arrow points to 'Participating Agencies'. Below this is a blue banner with the text 'Register your business. Become a public agency member.' and a 'JOIN MRSC ROSTERS' button. Underneath is a grey banner with the text 'MRSC Rosters is now the official statewide small works roster!'. At the bottom is a green banner with the text 'MRSC Rosters is used by 748 Washington Public Agencies' and a 'BROWSE PUBLIC AGENCIES' button. A blue arrow points to this button.

HOW TO FIND AGENCIES

PARTICIPATING WASHINGTON PUBLIC AGENCIES

SHOW: ALL 748 AGENCIES

FILTER BY:

All Participating Agencies

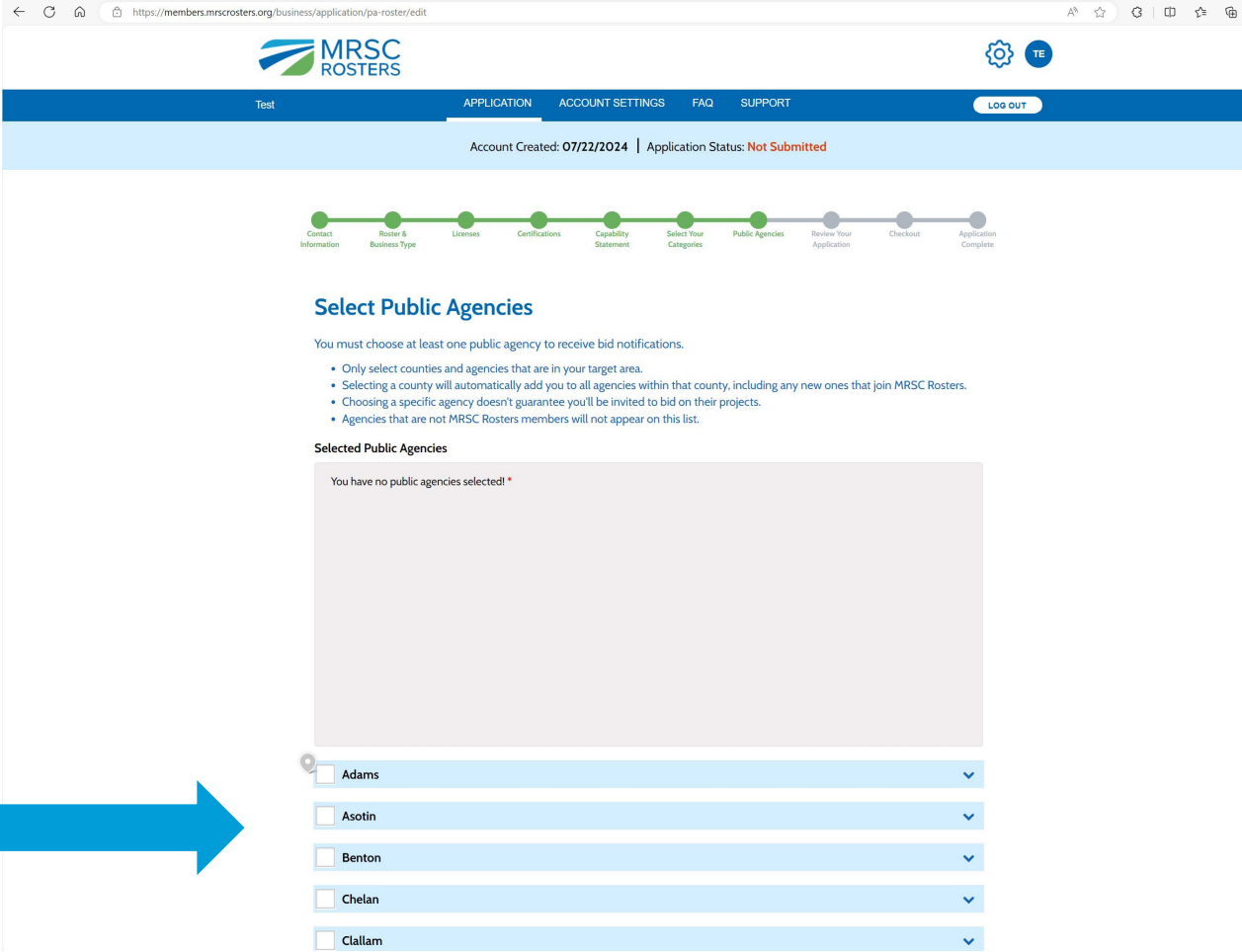
* Agencies marked with an asterisk use the Vendor Roster in addition to the Small Works and Consultant Rosters.



The map displays the following counties and their agency names:

- San Juan Islands
- Whatcom
- Skagit
- Okanogan
- Ferry
- Stevens
- Pend Oreille
- Clallam
- Snohomish
- Chelan
- Douglas
- Lincoln
- Spokane
- Jefferson
- Kitsap
- King
- Grant
- Adams
- Whitman
- Grays Harbor
- Mason
- Pierce
- Kittitas
- Franklin
- Garfield
- Thurston
- Pacific
- Lewis
- Yakima
- Benton
- Wahkiakum
- Cowlitz
- Skamania
- Walla Walla
- Columbia
- Asotin
- Clark
- Klickitat

SELECTING PUBLIC AGENCIES



The screenshot shows the MRSC ROSTERS application interface. At the top, there is a navigation bar with the MRSC ROSTERS logo, a user profile icon (TE), and menu items: Test, APPLICATION, ACCOUNT SETTINGS, FAQ, SUPPORT, and LOG OUT. Below the navigation bar, a status bar indicates "Account Created: 07/22/2024" and "Application Status: Not Submitted".

The main content area features a progress bar with 10 steps: Contact Information, Roster & Business Type, Licenses, Certifications, Capability Statement, Select Your Categories, Public Agencies, Review Your Application, Checkout, and Application Complete. The "Public Agencies" step is currently active.

Select Public Agencies

You must choose at least one public agency to receive bid notifications.

- Only select counties and agencies that are in your target area.
- Selecting a county will automatically add you to all agencies within that county, including any new ones that join MRSC Rosters.
- Choosing a specific agency doesn't guarantee you'll be invited to bid on their projects.
- Agencies that are not MRSC Rosters members will not appear on this list.

Selected Public Agencies

You have no public agencies selected! *

- Adams
- Asotin
- Benton
- Chelan
- Clallam

Choosing up to 9 total agencies are free for the vendor and consultant rosters

CAPABILITY STATEMENTS

The screenshot displays the MRSC Rosters application interface. At the top, the MRSC Rosters logo is visible on the left, and a user profile icon labeled 'TE' is on the right. A navigation bar contains links for 'Test', 'APPLICATION', 'ACCOUNT SETTINGS', 'FAQ', and 'SUPPORT', along with a 'LOG OUT' button. Below the navigation bar, a status bar indicates 'Account Created: 07/22/2024 | Application Status: Not Submitted'. A progress bar shows the current step, 'Capability Statement', highlighted in green, with other steps including 'Contact Information', 'Roster & Business Type', 'Licenses', 'Certifications', 'Select Your Categories', 'Public Agencies', 'Review Your Application', 'Checkout', and 'Application Complete'. The main content area is titled 'Upload a Capability Statement' and provides instructions: 'Upload ONE brief overview document describing your services, which can include a cover letter, a description of your business and services, resumes, and/or staff biographies. To add a new capability statement, you must delete the current document and make sure that the file name of your new document is different.' Below this, there is a section for 'Upload a Capabilities Statement' with a blue 'UPLOAD A FILE' button. To the right of the button, the criteria are listed: '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)'. At the bottom of the main content area, there are two buttons: 'BACK' and 'SAVE & CONTINUE'. The footer contains the copyright notice '© MRSC 2024' and links for 'HOME', 'CONTACT US', 'SITEMAP', and 'TERMS & CONDITION'.

Click here to become an APEX client for 1:1 assistance with Capability Statements

<https://washingtonapex.ecenterdirect.com/signup>

ELECTRONIC BIDDING AWARENESS



Public | Purchase™



- Agencies use a variety of electronic bidding software
- MRSC does not send bid notifications to businesses
- All bid notifications come directly from Public Agencies

MRSC SUPPORT

Go to MRSCRosters.org and navigate to the bottom of the page. Select “**Contact Us**” to create a request for help.

Tip: The more information you provide in the “Questions or Comments” section the better we can prepare properly to assist.

Email: support@mrscresters.zendesk.com

Phone:
206-625-1300 ext.14

The screenshot shows the MRSC Rosters website's customer service page. At the top, there is a navigation bar with the MRSC Rosters logo, links for PUBLIC AGENCIES, BUSINESSES, ABOUT, and ROSTER DATA, a search icon, and a LOGIN button. The main content area is titled "Customer Service" and includes a brief instruction: "If you have any questions or require assistance, please complete the form below and an MRSC customer service representative will get back to you shortly." Below this is a "Thank you!" message and a "Contact Us" form. The form fields are: Subject (dropdown menu with "Access/Login" selected), Name, Organization, Organization Type (dropdown menu with "Business" selected), Unified Business Identifier (UBI), Email, Phone Number, Question or Comments (text area), and a CAPTCHA question "What is thirteen minus 6?". A "SUBMIT" button is located at the bottom of the form. To the right of the form is a "MRSC Rosters Contact Info" section with the following details: Office (225 Tacoma Ave S, Tacoma, WA 98405), Mailing Address (MRSC Rosters, 1712 6th Ave, Suite 100, PMB 1330, Tacoma, WA 98405), Email (support@mrscresters.zendesk.com), and Telephone (206.625.1300 X14). A disclaimer at the bottom of the contact info states: "*This phone number is only for MRSC Rosters inquiries. We have no involvement in business selection and do not accept sales calls. If you have questions about a project, please contact the Public Agency directly."

1. Why can't an agency find me?
2. How do I find out what agencies are buying what I'm selling? See APEX for a market research session
3. How do I add or delete a roster from my account?
4. Can I update my category selection on my own?
5. Can I update which agencies see my profile?
6. How do I get access to an existing account if the administrator is no longer with the company?

[Business FAQs](#)

FREQUENTLY ASKED QUESTIONS

Contractor Resources

Tiffany Scroggs
Washington APEX Accelerator



APEX ACCELERATOR EVENT CALENDAR

www.washingtonapex.org Calendar of Events, Training, and Match Making Opportunities

Government Networking Season is here:

- [North Puget Sound Business Builder Expo](#) on September 10 in Everett
- [Regional Contracting Forum](#) on September 12 in Seattle
- [2024 Washington State Business Fair \(Biz Fair\)](#) -September 14 in Spokane
- [2024 Washington State Business Fair \(Biz Fair\)](#) -September 21 in Puyallup
- [GovCon Central Washington](#) October 2 in Ellensburg
- [La Feria de Pequeñas Empresas de Washington 2024](#) - October 5 in Pasco
- [Washington Procurement Connect: Strengthening Business](#) on October 8 in Tacoma
- [2024 Pierce County Thriving Together Resource Event](#) October 10 in Tacoma
- [2024 Sound Transit Contracting Expo: Partnering for Progress](#) on October 17 virtual
- [Contractor Meet & Greet](#) October 22 in Vancouver area
- [Seattle Reverse Vendor Tradeshow 2024](#) on November 13 in Seattle
- [North Puget Sound Regional Contracting Conference](#) on November 7 in Lynnwood
- [Meet the Bigs](#) on November 20 in Airway Heights
- [Advanced PortGen 2024 - Celebration of Small Business](#) December 11 in Seattle

Watch the [calendar](#) for more

LABOR & INDUSTRY CONTRACTOR DAYS

Labor & Industry Contractor Days

Upcoming Event		
SEP 13 FRI	Contractor Training Day 8am Edmonds Community College	Sign Up
SEP 13 FRI	Awarding Agency Training 8:30am Edmonds Community College	Sign Up
OCT 11 FRI	Contractor Training Day 8am Spokane Community College	
OCT 11 FRI	Awarding Agency Training 8:30am Spokane Community College	Sign Up
DEC 13 FRI	Contractor Training Day 8am Olympic College (Bremerton)	

RESOURCES – CLASSES, MATERIALS, SUPPORT PROGRAMS

APEX Accelerator - Government Contracting

<https://washingtonapex.org/>

Municipal Resource and Services Center (MRSC)

<https://mrscrosters.org/>

Office of Minority and Women's Business Enterprise (OMWBE)

<https://omwbe.wa.gov/>

Labor and Industries (LNI)

<https://www.lni.wa.gov/workshops-training/>

RESOURCES – Labor & Industries

Links to L&I resource material

<https://lni.wa.gov/licensing-permits/contractors/register-as-a-contractor/>

<https://apps-public.lni.wa.gov/training/contractor-overview/>

<https://lni.wa.gov/licensing-permits/public-works-projects/contractors-employers/>

<https://lni.wa.gov/licensing-permits/docs/PWIA%20Step-by-Step%20Instructions.pdf>

<https://lni.wa.gov/licensing-permits/contractors/training-workshops>

<https://lni.wa.gov/licensing-permits/apprenticeship/apprenticeship-registration-and-tracking-system>

<https://lni.wa.gov/licensing-permits/apprenticeship/offer-a-registered-apprenticeship>

<https://lni.wa.gov/licensing-permits/apprenticeship/wsac>

Questions?

Washington APEX Accelerator: info@washingtonapex.org

MRSC: support@mrscrosters.zendesk.com

