## What all businesses need to know about the MRSC Rosters



# Commonly Asked Questions

- Why register for a MRSC Roster membership?
- How many different rosters lists does MRSC host?
- How do I get started with MRSC Rosters?
- Can I upload your Capability Statement or SOQ?
- Why doesn't an agency see me on their list?

## Why MRSC Rosters?



## **OVER 780 PUBLIC AGENCIES**

MRSC Rosters connects public agencies with businesses across Washington State



## **40,000 PROJECTS ANNUALLY AWARDED**

40% of all PW projects in Washington are conducted through the small works process

## MRSC Rosters host 3 Lists

### Rosters are pre-established List of Bidders

#### **Statewide Small Works (Under \$350,000)**

- Public works
- Construction projects (one-time jobs)
- RCW 39.04.152(1)

#### Consultant

- Professional Services licensed architects & engineers
- Consultants technical studies and planning

#### **Vendor (Goods & Services)**

- Products
- Equipment
- Materials
- Maintenance Services



## DETERMINE YOUR ROSTER(s)

Review the <u>categories</u> your business currently performs to determine which roster(s) are a fit (Small Works, Consultant, and/or Vendor). 2

## VERIFY ELIGIBILITY

Review the <u>eligibility</u>
<u>requirements</u> for roster(s)
and refer to the <u>application</u>
<u>checklist</u> for information to
gather.



## PARTICIPATING AGENCIES

Review the list of <u>agencies</u> using the rosters to find bidders and determine which agencies you want to be seen by.

## Getting started with MRSC Rosters

## **Determine your Roster(s)**

## https://mrscrosters.org/



**PUBLIC AGENCIES** 

**BUSINESSES** 

**ABOUT** 

**ROSTER DATA** 

Q

LOGIN

**BECOME A BUSINESS MEMBER** 

Eligibility

**Application Checklist** 

Membership Pricing

Sign Up

RESOURCES

**Business FAQ** 

Roster Types

**Contracting Assistance** 

**BROWSE** 

**Participating Agencies** 

Registered Businesses

All Roster Categories

## Statewide Small Works Roster (jobs estimated under \$350,000)

For businesses licensed to construct, build, renovate, remodel, alter, or improve real property as defined in RCW 39.04.152

State and local agencies find bidders in specific project types – the theory is to have a list of bidders to prime work.

There are **2** options for agencies to use public works as a procurement method from the MRSC Small Works roster

- Competitive Bid
- Direct Contracting \*

## Small Works Procurement Methods

### Competitive Bid

 Every business on the project specific roster gets an invitation to bid

### 2. Direct Contracting (optional)

- Under \$150,000 estimated bid amount
- OMWBE State Certified businesses are eligible if there are 6 or more businesses in the project specific roster list

### **Consultant Roster**

For businesses providing general consulting or professional, architectural and engineering services as defined in RCW 39.80.020. Consulting services can include services such as, but not limited to, management, legal, planning, communication, environmental, human resources, or similar services.

### **Consultant Category Examples**

**Architectural Services** 

Communication and Media Services

**Construction Management** 

**Engineering Services** 

Information Technology Services

Landscape Architecture

Legal Services

Personnel Services

## **Vendor Roster**

For businesses selling goods, products, materials, equipment as well as business who provide purchased services as described in RCW 39.04.190

### Category

Maintenance Services

### **Sub-Category**

Brush and Vegetation Removal

Landscape Maintenance

Stump Grinding and Removal

Tree Transplanting

Tree Trimming and Removal (Line Clearance Required)

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## What agencies see about your business

**Contact Name** 

Phone Numbers

**Last Contract Date** 

Email

UBI#

Licenses

**OMWBE** Certification



Membership Expiration Date **Business Type** Number of Employees Address **Additional Contact Information** Licenses Certifications Capability Statement or SOQ Rosters Project Type Categories and Sub-Categories

# Want to be seen by Public Agencies?

Renew membership each year

Confirm you are represented in the correct rosters based on your categories

**Small Works** 

Consultant

Vendor

Ensure you have updated contact information in your MRSC profile so agencies can make contact about opportunities

Attend networking events to meet government buyers – find out how they buy what you are selling

## Getting Noticed by Agencies

Upload your Capability
Statement
(Small Works & Vendor)

Upload your Statement of Qualifications (Consultant)

Public Works Small
Business Enterprise
Certification **PWSBE**(race & gender
neutral)



A capability statement is a primary marketing tool used in government contracting.

This is tailored to government buyers and prime contractors and typically provided to small business specialists, contracting officers & end users. Length is 1 page front and back.

#### **Elements of a Capability Statement:**

- Contact Information
- Core Competencies
- Differentiators Why you?
- Past Performance
- Trade Codes (Commodity Codes)
- Licenses (if applicable)
- Certifications (if applicable)

## When to use a Capability Statement?

- Upload to your MRSC Roster account
- Outreach Events

- Agency/Prime Hosted Industry Days
- Tradeshows
- Site Visits

## Statement of Qualifications **(SOO)**

For Consultants, Professional and Personnel Services. Length is more than 1 page like a capability statement, could be up to 25 pages.

- Contains company history
- Key personnel qualifications
- Features your unique abilities
- Approach to the work you do

#### Geosyntec • consultants

Rebecca Daprato, Ph.D., P.E.



ng, Rice University, Houston, 2001; B.S., Chemistry and Engineering, Florida State University, 1999

Rebecca Daprato is a Senior Principal Environmental Engineer based in Colorado with more than 14 years of professional experience focused on groundwater and soil site assessments, remedial system technology evaluations, cost estimating and design, remedial system optimization, remedial system construction and operation, vapor intrusion and the design, installation, optimization, and operation of leachate treatment systems

chnology evaluations; cost estimating and design; remedial system optimization; remedial system construction operation, and optimization; subsurface vapor intrusion assessment; and subsurface vapor intrusion mitigation design and implementation. She also assists clients with the evaluation and implementation of bioremediation applications for the remediation of chlorinated solvent impacted groundwater, including the application of molecular techniques to clients under state-mandated and voluntary programs, and the U.S. EPA RCRA program.

In addition to site investigation and remediation, Rebecca helps her clients manage and treat leachate generated at landfills. Her experience includes the design, implementation, and operation of advanced oxidation treatment syst moving bed biofilm reactors, and the use of hydrogen peroxide for sulfide treatment.

#### Geosyntec<sup>D</sup>

#### About Us





# Capability Statement or SOQ Assistance



#### Find your local APEX Accelerator Advisor:

https://washingtonapex.org/about-apex/locations/

## MRSC Roster Tidbits

## If an agency says they use MRSC Rosters to find bidders Your question needs to be, which:

- Roster?
- Project type? (if Small Works)
- Category?
- Sub-Category?

### An agency will see your business on their list IF:

- Your categories are the SAME as the agency selected when they run their list
- 2. You selected their agency in your profile

## **Roster Support Team**



LISA LAGERSTROM ROSTERS PROGRAM LEAD



THERESA GONZALES ROSTERS COORDINATOR



**BRYNN LINVILLE** PROGRAM SUPPORT COORDINATOR

Email Us: support@mrscrosters.zendesk.com

#### **Customer Service**

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.

Thank you!

Subject *	Access/Login	~
Name *		
Organization *		
Organization Type	Business	~
Unified Business Identifi	er (UBI)	
Email *		
Phone Number		
Question or Comments	*	
	? *	

SUBMIT

#### **MRSC Rosters** Contact Info

#### Office

225 Tacoma Ave S. Tacoma, WA 98405

#### **Mailing Address**

MRSC Rosters 1712 6th Ave, Suite 100 PMB 1330, Tacoma, WA 98405

#### Email

support@mrscrosters.zendesk.com

#### Telephone

206.625.1300 X14

\*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

## Key Takeaways

- Select categories you can prime (not sub)
- Select public agencies in your service area
- MRSC Rosters do not post notifications on the website
- Your relationship is with the agencies not MRSC
- Upload a Capability Statement or Statement of Qualifications
- **Small Works** = Construction, one-time, renovations and repairs
- Consultant = Professional and Personal Services
- Vendor = Goods & Services, including Maintenance Services

If your profile does not have the category and subcategory the agency is choosing when they run their list, and you did not choose the agency in your profile then you will not be seen.



## **Upcoming Networking Events**









Contracting Coffee Hour

**Prime Connect** 

Meet the Agencies

Understanding Capability Statements







What is Market Research?

Networking Know How

7 seconds to Impact
– Elevator Pitch

#### **APEX Calendar**

https://washingtonapex.ecenterdirect.com/events?cal=0

Questions

