

Purchasing Department

2023-2024

How to Register on MRSC Roster

Cheri Estrada, CPPO,
CPPB, NIGP-CPP
Director of Purchasing

Debra Folsom, Buyer
Public Works

Why would you want to register on MRSC?

- ▶ MRSC Rosters is a Small Works, Consultant, and Vendor roster service of MRSC, a nonprofit organization that supports Washington local governments in efficiently procuring services and goods from businesses when using a roster contracting process. Businesses conveniently register with any or all of the participating public agencies with one, renewable application.
- ▶ MRSC offers Exceptional opportunities to a wide range of businesses, from high-tech, accounting, and HR Consulting firms, to landscaping and construction contractors, to suppliers of various goods and products.
- ▶ To get started, visit our Tacoma Public Schools Website

TPS Web Site



Tacoma Public Schools Web Site

Under "Departments & Programs" tab click on "Purchasing"



<https://www.tacomaschools.org/departments/purchasing>

Purchasing

Tacoma Public Schools encourages suppliers to become familiar with the contents of these documents. The Purchasing Department is responsible for ensuring that district purchases represent the best value possible, both in terms of price and in terms of non-price considerations such as service, timeliness, quality and supplier performance. **Suppliers should never provide services or materials to the District without a Purchase Order unless the purchase is made with a District credit card (Visa).** Suppliers wishing to do business with the District must agree to certain terms and conditions. The documents on this page will be updated as changes occur. These are provided below:

Doing Business with TPS

- + Contracts
- + Standard Bid Terms
- + Purchase Order Terms & Conditions
- + Terms & Conditions

Bid & Quote Opportunities

- + B2400F Hunt Round Building Remodel & Site Improvements | Due by 2pm on 12/5/23
- + RFQ24002C Lowell Elementary School Replacement Design Build Project | Due by 2pm on 11/16/23

Contact Purchasing

Printing

Stock Warehouse

Suppliers FAQs

Vendors



VENDORS

Registration and resources for doing business with TPS.

PRINTING SERVICES

Printing services available to PTA's and local not-for-profit businesses.

Vendors

Doing Business with Tacoma Public Schools requires registration on these sites:

[Bonfire](#) is the Districts Electronic Bid Management System, registration will allow you to receive automatic email notifications on bid proposals, this is for any and all companies to register on.

[Small Works Roster](#) is for Contractors and Consultants who wish to participate in bidding and quoting. Additional Community Resources have been added to assist you in your quest for growing your business within the local Puget Sound area.

MRSC Rosters

Tacoma Public Schools utilizes the Municipal Research and Services Center (MRSC) Small Works, Vendor, and Consulting Services Rosters.

+ MRSC Info

+ Consultant Roster

+ Small Works Roster

[Bonfire](#)

[Small Works Roster](#)

Contact Purchasing

Printing

Stock Warehouse

Suppliers FAQs

Vendors

Additional Questions?

Phone (253) 571-3380

To Become an MRSC Rosters Business Member, visit mrscrosters.org

MRSC Rosters is the only directory that connects businesses with [637 public agencies](#) in Washington State for small public works projects, consulting opportunities, and goods and services.

On the MRSC Page Select
Or click on this link



Register your business.

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

Small Works Roster Requirements

- ▶ Business Name
- ▶ Valid Email Address
- ▶ Contact Information
- ▶ Washington Unified Business Identifier (UBI#)
- ▶ Federal Tax ID#
- ▶ Current W9
- ▶ Active Dept of Revenue Account
- ▶ City of Tacoma Business License
- ▶ Washington State Contractors License
- ▶ Additional Licenses (e.g. Electrical, Plumbing)
- ▶ Liability Insurance Certificate (Listing Tacoma Public Schools as additional insured)
- ▶ Surety Bond
- ▶ References
- ▶ L & I Account Set up for Prevailing Wages
- ▶ L&I Industrial Account Number
- ▶ List of Services Offered
- ▶ Certification (e.g. MWBE-DBE)
- ▶ List of Project Summaries to include Contracts-Project Detail-Dollar Amount-Prime Contractor
- ▶ Cannot be Debarred from working on public works projects
- ▶ Make sure to place your company under Tacoma Public Schools
- ▶ MUST update yearly to stay active

Now its
time to
create
your
account on
MRSC

On the MRSC Rosters Page Click on



Or click on the link below

[Create Your Account](#)



On the next page, select **Business Sign Up** and then click **Next**.



There are 3 steps to the business registration process:

1. Create an MRSC Rosters account
2. Complete the online application
3. Submit your application for verification

Let's get started.

Step 1: Create an MRSC Rosters Account

To create your MRSC Rosters account, fill in all fields on this page.

If you are certain you **do not** need a Washington State UBI number, please enter your Tax ID number in the UBI # box. Note: using a Tax ID will delay your verification process as we will reach out to confirm your out-of-state status.

UBI numbers are 9 digits long and typically start with 6 (though not always).

UBI #  *

000000789



Business Name *

Business Test

City *

Seattle

State *

Washington

Name *

Maggie Dalzell

Email *

mrsrosters@mrsc.org

Your email address serves as your username.

Re-enter Email *

mrsrosters@mrsc.org

Password *

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

Re-enter Password *

☒ I accept the terms and conditions



CREATE MY ACCOUNT



When you've filled out all information, hit **Create My Account**.

After you click **Create My Account**, this message will appear, notifying you that an activation email has been sent to the email address you've provided. You'll want to be sure to check your spam and junk folders if you do not see the activation email.

THANK YOU!

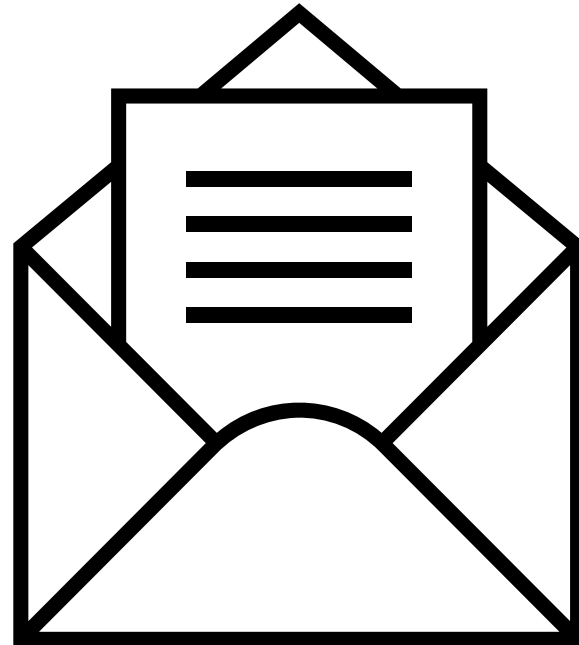
Please check your inbox.

We've sent you a verification email from MRSC Rosters. Please click on the link in the email to confirm your account setup.

You must log in and complete your business application to register with MRSC Rosters and be seen by public agencies.

Didn't receive an email? Please check your spam filter, or click button below.

RESEND VERIFICATION EMAIL



Open your MRSC Business Account Activation email and click **Activate Account** to complete your MRSC Rosters application.

This is what the email looks like.

Dear Maggie Dalzell,

Thank you for creating an MRSC Rosters account. To complete the roster application and register to receive job notifications from participating Washington State Public Agencies, please activate your account.

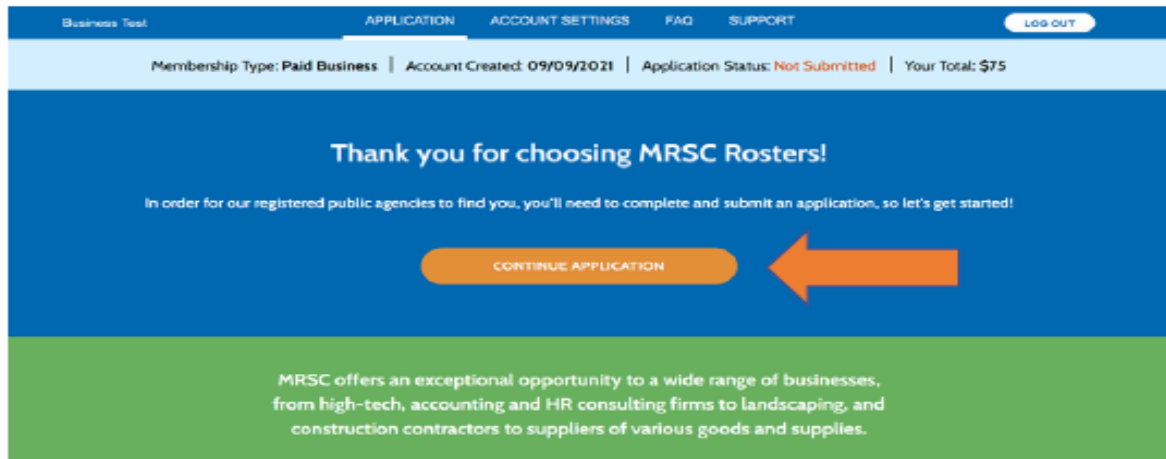
ACTIVATE ACCOUNT



After you activate your account, you must complete the application to become registered with participating Public Agencies.

Thank you,

MRSC Rosters



Contact Information

After you hit Continue Application, you'll start by filling in your contact information. Here's part of what that page looks like.



Contact Information

The Account Contact receives all email notifications from MRSC Rosters and public agencies. At the end of the application process, there will be an opportunity in "Settings" to designate Account Administrators and invite additional Account Users.

Name *

Title

It's important who you put down for your contact information as this person will be the one **by default** to receive emails from both **MRSC Rosters AND public agencies** who reach out about projects. However, you can always update, remove, and add contacts under **Settings** in your account as needed.

In fact, we encourage you to check who your contacts are regularly because this is how public agencies will reach out to you about projects!

Once you've filled out all required information on the Contact Information page, hit **Save & Continue**.



The membership type and total on the top ribbon is our default. You will have the option to select a free version and your payment will update automatically.

Using the consultant roster? We don't want cost to be a hinderance to anyone. Please reach out to us at mrscrosters@mrsc.org if the consultant roster price does not work for you and we will find a solution!

Roster & Business Type

Select the roster type(s) that describe your business. If you are unsure, click View All Roster Service Categories to review the specific services you will select from later in the application or the RCW links.



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 type(s) of rosters you would like your business to be listed in.



Roster Type(s):*

☐ Small Works

Construction, building, renovation, remodeling, alteration, repair or improvement of real property as referenced in [RCW 29.04.055](#).

☐ Consultant

Architecture, engineering, surveying as referenced in the [Ch. 39.80 RCW](#), and consulting for management, finance, legal, communications, and environmental consulting.

☐ Vendor

Product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased services as referenced in [RCW 29.04.090](#).

[VIEW ALL ROSTER SERVICE CATEGORIES](#)




You may select more than one roster type if your business does multiple types of work. **Your roster type selection is one of the things that determines your annual fee.**


Select your business type and your number of **Washington State employees**. **Do not count yourself or any business partners** as employees.


If you have employees listed on your MRSC Rosters account, **we verify you have an open workers' comp account with L&I**.


If you have chosen the **consultant roster**, this impacts your annual fee, as it is based on the number of **Washington State employees** you have.

Business Type:*

Number of Employees: * 

Does your business qualify as a small business? 

☐ Yes ☐ No

At this point, you have an opportunity to switch to the free version. You will have the option of switching later if you aren't sure OR switching back to the paid version.

Hit **Save & Continue** when you've completed all required fields.

Classifications & Licenses

Some of the fields in this section are determined by selections you made in previous steps. The UBI# can only be changed by MRSC, but you can change the number of employees by going back to the previous section.

Classifications & Licenses

If you need to update your UBI number, please contact mrscodens@mrsc.org

UBI # *

000000789

Number of WA Employees *

1 - 20

Employment Security # ⓘ

XXXXXXXX

Federal Tax ID # *

XXXXXXXX

Contractor's License # *

Number

☐ Not required to have a Contractor's License? Check this box. ⓘ

Contractor's License # Expiration Date *

MM/DD/YYYY

Professional / Specialty License Name

License #

Expiration Date

MM/DD/YYYY

ADD ADDITIONAL LICENSE

BACK

SAVE & CONTINUE

If you need more information or whether or not you need a **contractor's license**, [you can find information from L&J](#).

You can add additional licenses if you need to here, but it's not required.

When you've completed all required information, hit **Save & Continue**.

Certifications

This section is optional. If you do not have any certifications, you can simply click **Save & Continue** to move to the next section. Otherwise, enter your certification number(s) or SelfCertified before moving on to the next section.

If you have questions about obtaining Equal Opportunity certifications, please contact the [Washington State Office of Minority and Woman's Business Enterprise](#).

Certifications

Public Agencies can obtain your business's certifications, so make sure you provide accurate information. Contact the Washington State Office of Minority and Woman's Business Enterprise to inquire about obtaining Equal Opportunity Certifications. NOTE: If you are Self-Certified, please enter "Self-Certified" in the Certification number field.

Federally Disadvantaged Business Enterprise

Certification number

LGBT-Owned Business Enterprise

Certification number

Small Business Enterprise (SBE)

Certification number

WA Disadvantaged Business Enterprise (DBE)

Certification number

WA Minority Business Enterprise (MBE)

Certification number

WA Minority Woman Business Enterprise (WMBE)

Certification number

WA Woman Business Enterprise (WBE)

Certification number

WA Combination Business Enterprise (CBE)

Certification number

Woman-Owned Small Business (WOSB)

Certification number

Service Disabled Veteran-Owned Small Business (SDVOSB)

Certification number

☐ HUBZone (Historically Underutilized Business Zone) ⓘ

☐ Self-Certified Firm by SBE ⓘ

BACK

SAVE & CONTINUE

Statement of Qualifications (SOQ)

Your SOQ is one document that offers a general overview of the services your business provides and may include a cover letter, service descriptions, and resumes. Provide information that gives agencies a good idea of your business and the work you do.

This page is only required for the consultant roster, but you may upload something for your small works or vendor business if you'd like.

This can be a brief one-pager or something more built out (though it cannot exceed 10MB). [PTAC can help you put one together if you need help.](#)



Upload a Statement of Qualifications

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 statement of qualifications, you must delete the current document and make sure that the file name of your new document is different.

Upload a statement of qualifications file: *

UPLOAD A FILE

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)

BACK

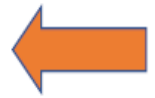
SAVE & CONTINUE

Click **Upload a File** to find the SOQ on your computer to upload. It sometimes takes a minute to process. Be patient! This is what it will look like when it's done uploading:

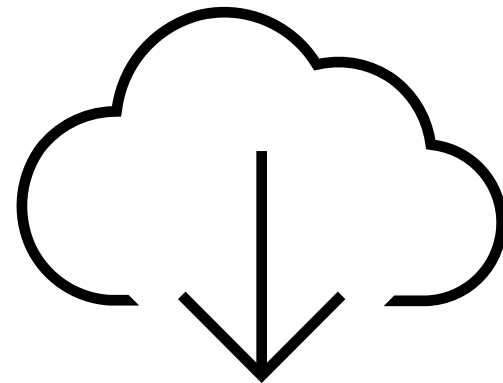
Upload a statement of qualifications file: *

%Business Application 1...docx

view



Hit **Save & Continue** when you're done.



Select Your Services

Select all the service categories that apply to the work your business does. These are the same categories public agencies use to search for businesses for projects, so think about which services they would select for the types of work you do.

Click the small arrow on the right of each category to expand a category list. You will only see services that correlate with the roster type(s) you selected earlier. There are links to change your roster type or to select a service category.*

At the top of the page, you'll be able to review the list of service selections you've made and deselect any you by clicking the small "x" to the right of the selected service. Click **Save & Continue** when you're ready.



Select Your Services

You have selected to be listed on the following roster(s): Small Works, Consultant. You are required to select at least one service from each roster type. Make sure agencies can find you by your specialties!

Don't see the service listing you're looking for? [Update your Rosters Types](#) or [suggest a service category](#).

Selected Services

Small Works

Agricultural and Conservation Improvement, Repair, and Maintenance

Agricultural Irrigation Systems

*Please note, service category suggestions take time to be added.

Small Works

Agricultural and Conservation Improvement, Repair, and Maintenance

☒ Agricultural Irrigation Systems

☐ Stock Watering Pump Systems

☐ Stream Pump Intake Screens

☐ Stream Restoration

Concrete and Masonry

Demolition/Deconstruction

Earthwork

Electrical and Communication

Facility Construction, Repair, and Maintenance

Select Your Public Agencies

Select all of the public agencies you wish to work with. It is important that you select every public agency that you would like to work with because public agencies can only find your information if you have selected them. However, if you'd like to make any changes to your public agency select throughout the year, you are free to do so.

If you choose **nine or fewer public agencies**, you may opt for the free membership.

Click the small arrow on the right of each county to see all public agencies in that county.

At the top of the page, you'll be able to review the list of agencies you've selected and deselect any you by clicking the small "x" to the right of the selected agency.

Public Agencies

You are required to make at least 1 public agency selection.

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

Selected Public Agency Rosters

Adams

City of Bothell *

Cowlitz

Fisherman Bay Sewer District

Adams

☒ City of Bothell *

☐ Evergreen School District #114

☐ Fisherman Bay Sewer District

☐ Highland Water District *

Tiera Public Agency

Cowlitz

☐ City of Bothell *

☒ Fisherman Bay Sewer District

☐ Evergreen School District #114

☐ Highland Water District *

Whatcom

If you work across a span of counties or statewide and would like to expedite the selection process, you can **select by county** grouping with the paid membership option. You will then see the entire counties in the Selected Public Agency Rosters box at the top.

When you select entire counties, you will be added *automatically* to the rosters for any new agencies that join within the counties you select.

Public Agencies

You are required to make at least 1 public agency selection.

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

Selected Public Agency Rosters

Adams

Cowlitz

Adams

☒ City of Bothell *

☒ Evergreen School District #114

☒ Fisherman Bay Sewer District

☒ Highland Water District *

☒ Tiera Public Agency

Cowlitz

☒ City of Bothell *

☒ Evergreen School District #114

☒ Fisherman Bay Sewer District

☒ Highland Water District *

Click **Save & Continue** when you're ready.

Review Your Application

After you've completed all sections of the application, have the opportunity to review your application.

To edit any section, click on the **green edit icons** for the section. This will take you back to that section. You can use the **green dotted line** at the top of the page to also quickly navigate through your application.

When you're ready, click **Save & Checkout**.



Review Your Application

Review your application and make any necessary edits.

Contact Information

EDIT 

Business Name: Business Test
Website URL: mscrosters.org
Accept emergency work: No
Name: Maggie Dalzell
Title: Program Coordinator
Address: 2601 4th Avenue Suite 800 Seattle, WA 98121
Phone: 206-867-5309
Email: mscrosters@msc.org
MRSC Administrative Contact: Yes
Notify this contact about project new opportunities: Yes

Roster & Business Type

EDIT 

Roster Type(s): Small Works, Consultant
Business Type: Individual
Number Of Employees: 1 - 30
Does your business qualify as a small business? Yes
Is your business's gross revenue under two hundred fifty thousand dollars annually as reported on your federal tax return? No
Is your business's gross revenue under one million dollars annually as reported on your federal tax return? No

Classifications & Licenses

EDIT 

UBI #: 000000789

Checkout & Submit for Verification

If you have chosen the paid membership, enter your credit card information. When you're ready, hit **Pay & Submit Application**.

Checkout
Please provide your payment details and submit your membership application.

Your Paid Business Membership Fee: \$75 ⓘ
Pricing for your paid business membership benefit is calculated based on the Roster & Business Type(s) you have selected and the number of employees working for your business.

Name on Card *

Card Number *

Card is not valid from another business.

Expiration Month *

Expiration Year *

CVV * ⓘ

Billing Address *

City *

State *

Zip Code *

The receipt will be automatically sent to the primary contact. If you'd like a copy, please enter your email address below:

Email Address

If you would like to switch to the free option at this point, you may do so by click the **Switch to Free Option** button. However, you will need to go back and reselect nine or fewer public agencies. Click Yes on the pop-up will take you back to the public agency selection page. The free option is only available for small works and vendor rosters.

If you switch to the free option, your current public agency selections will be lost. You will need to re-complete public agency selection. Do you still wish to switch to the free option?



If you have selected the free option, when you get to the checkout page, just hit **Submit Application**.

Checkout

Please submit your free membership application.

Once you submit your application MRSC will review your application **within 2 – 3 business days (Tuesday or Friday)**. Your business is not registered until you receive a conformation email from MRSC Rosters that says we've verified your account. If there are any questions during the verification process, MRSC will reach out to you via your primary contact on your application.

Until your business has been verified, you will not be able to make any further changes to your account. As soon as the verification process is complete, you will automatically be visible to the public agencies you selected.

Membership Type: Free | Account Created: 09/09/2021 | Application Status: Under Review |



MRSC Rosters Application Complete

How do participating public agencies use MRSC Rosters?

- ▶ When a participating public agency has a project, and they choose to use a roster process. They log in to their account, search by service category, and then generate a list of businesses who have registered with their agency and selected the category they are searching. From there, the agency follows their contracting procedures to select businesses, and, in most cases, they contact businesses about the project opportunity via email.

Small Works Roster

Small works roster
contract
procedures defined
in RCW 39.04.155

Must be on the TPS
roster to
participate

Electronic or
written quotes

Under \$100,000 -
minimum 1 quotes
(TPS Policy)

Up to \$250,000 -
minimum 5 quotes

\$250,000 -
\$350,000 -
minimum 5 quotes
& notify all

Goods and Services

(not using Small Works Roster method, standard process, per TPS policy)



Quotations
(required over
\$40,000-\$74,999)



Formal Bids
(required over
\$75,000)

Questions...

Contact Information:

Cheri Estrada

Director of Purchasing

253-571-3385

cestrad@tacoma.k12.wa.us

Debra Folsom

Buyer

253-571-3392

dfolsom@tacoma.k12.wa.us