

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					
Ellen's Engineering					
Login Information: User Name: theellen Password: engtheel					
Account Status: Business is Searchable Public Agencies who					
History Date Account Create Email Used: ejh@mrsc UBI#: 123156849					
Membership Inform. Membership Option:					
Consultant Appli					
Select Public Agency					
Contact Information					
Select Services					
<table border="1"> <thead> <tr> <th>Basic Membership</th> <th>Enhanced Membership</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Individual selection of public agency rosters and services • Free annual membership </td> <td> <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 </td> </tr> </tbody> </table>	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 	<input type="radio"/> NO <input type="radio"/> NO <input type="radio"/> NO <input type="checkbox"/> OPTIONAL
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Classification & Licenses Insurance Information SOO/Project Summaries/References Additional Office Locations Detail View - What Public Agencies See					
Questions - Email mrscrosters@mrsc.org including Business Name					

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.