

Using the Statewide Small Works Roster Platform (August 1, 2024 Webinar)

Questions, Answers and Key Takeaways

This document answers many questions asked at the MRSC Rosters “Using the Statewide Small Works Roster Platform” demonstration webinar on August 1, 2024, as well as additional questions received in advance of the webinar.

We have created a summary of “key takeaways” based on the questions received. We have also included questions received, as well as answers to those questions, that are grouped by topic as follows:

1. *Using the statewide small works roster vs. other rosters*
2. *Starting a solicitation in the statewide small works platform*
3. *Small Works Project Types and (work) Categories*
4. *Contractor Registration & Vetting*
5. *Competitive Roster Solicitations*
6. *Direct Contracting, Rotation and Contracts Under \$150,000*
7. *Agency-Specific Bid Limits and Statutes*
8. *Project Documentation*
9. *Sample Policies & Procedures*
10. *Other Contracting Types & Methods*
11. *Bonfire & E-Bidding Software*
12. *Miscellaneous Questions*

Key Takeaways

- RCW 39.04.155 was replaced by [RCW 39.04.151-154](#) beginning July 1, 2024.
- Public agencies may sign up to use the statewide small works roster hosted by MRSC, **or** they may create their own, **or** they may use a small works roster administered by another authorized local government entity via interlocal agreement. Public agencies **may not use** multiple small works rosters.
- The limited public works process (under \$50,000) is no longer an allowed small works roster process.
- MRSC’s revamped [Small Works Roster Manual](#) provides piece-by-piece guidance, practice tips, and sample documents. From this page you can also view and download the “preparing for the future” slide deck and hand out, questions and answers, as well as link to the [DES webpage](#), for **sample templates** and rules.
- **If you are using the statewide small works roster, you must document bids and awards in the platform.** You no longer need to post a separate list on your own website.
- **There is no need to create “test” projects** in the MRSC Rosters platform. *A list of businesses can be pulled and deleted without creating a project-specific roster.*
- A comprehensive list of businesses registered with a specific public agency can be downloaded in an excel spreadsheet by selecting “download business contacts” before selecting “generate a roster.”

- A complete list of the project types, (work) categories and subcategories can be found at the MRSC Rosters [Service Categories webpage](#).
- The statewide small works roster list of contractors was developed and designed to be used only to solicit and award projects using a small works roster process.
- **Direct contracting for contracts under \$150,000 is only an option and is not required to be used.** Public agencies not wanting to utilize direct contracting can solicit all contractors on a project specific roster at any estimated contract value. *An advantage to direct contracting could be only having to evaluate one bid or deal with one bidder at a time. Direct contracting could drastically reduce the solicit to award time. Direct contracting could help to make sure that each of your agency’s local contractors get “a shot” at work without having to compete.*
- Services that are not construction, building, renovation, alteration, repair, or improvement will need to be procured using the Vendor Roster, although prevailing wages may still be required for some types of work. Contractors may register for both the Vendor Roster and Small Works if they perform both types of work. (e.g., maintain HVAC systems as well as install them.)

For more information or follow-up to any of these questions, please feel free to contact us at MRSCRosters@mrsc.org or pwtraining@mrsc.org.

Q&A 1: Using the statewide small works roster vs. other rosters

#	Question	Answer
1.1	If we have our own small works roster and decide to use the MRSC Statewide Roster. Can we use our Roster for one project and then use the MRSC roster for another one?	No , you need to make a single choice. RCW 39.04.151(1) states “or.” You are only allowed to use one small works roster.
1.2	What are the minimum requirements to start using the Small Works roster.	To start using the statewide small works roster or your own, a public agency must pass a resolution and have established contracting procedures. RCW 39.04.151(4) and 39.04.152(1)
1.3	If we join MRSC Rosters, is there any sort of solicitation to businesses to let them know a new public agency is available to "sign up" for solicitations with us?	Not really. There is communication encouraging businesses to sign up and lists of public agencies participating. We encourage public agencies to notify your regular contractors if you switch. Annual notifications will be posted to your legal newspaper of record.
1.4	If we maintain our own small works Roster, are we able to utilize MRSC's roster too? Or are we only able to use one roster and need to make a choice which roster to use?	No, you need to make a single choice. RCW 39.04.151(1) states “or.” You are only allowed to use one small works roster.
1.5	What about a combination of MWBE and MRSC rosters?	OMWBE does not have a roster. All OMWBE state certified businesses that also have a contractor’s licenses and have requested to be on the statewide small works roster may appear.

Q&A 2: Starting a solicitation in the statewide small works platform

#	Question	Answer
2.1	Has the link between OMWBE and MRSC Rosters been fixed?	The link with OMWBE is live and is flowing accurately now. We will continue to support businesses and any individual level challenges they have with their certifications.
2.2	Is there a way to create a roster without adding a Project Name? I'm trying to see who all is on a roster but each time I have to do that, I have to create a new project name, so I now have a bunch of "non project" rosters	The best way to search without adding a solicitation is to use the Download Business Contacts link right after you log in to the MRSC Rosters page. Also, keep in mind that you now can start a solicitation, search businesses, and then delete the search if you are not ready to lock in your project specific roster.
2.3	Why is MRSC assigning project numbers to our projects? What is this information being used for? Is there a way for us to update our project name after it's been created?	MRSC is not assigning project numbers, the solicitation IDs assigned in the platform are tracking numbers for our system's records. Each solicitation, and subsequent awarded contract, shall have your own agency's project or purchase order. MRSC does not recommend public agencies use our record IDs as project numbers.
2.4	Is there a way to delete a project?	Yes , but only up until you lock in your solicitation list. After that you've created a public record.
2.5	Can you edit the project name after you name it? Can you delete a project if you don't like how you set it up?	No . We don't offer the ability to rename the project at this moment. This is a good suggestion, and we will take this as a feature to add.
2.6	I agree with the earlier request to be able to edit the Project Name. We use the PO number as part of the project/contract name. The PO number isn't available until after bid/contract acceptance. Thank you!	Great note and we'll work to get this implemented.
2.7	How do you delete a small works job that was accidentally created or has a typo?	You can delete a project if you haven't "locked in" your project specific roster. The system prompts when a project specific roster will be created, and your solicitation will move from "open" to "soliciting." Once you move past that you have created a record and the best way to remove them from view is to hide them until we have greater clarification from the Auditors office.
2.8	So once the roster is solicited, the project cannot be deleted from the dashboard?	Correct because a public record has been created.
2.9	Can we filter a project specific list before we use it?	Not sure we are using the term "filter" the same way. After entering your project name your are setting up for solicitation and will choose the project type and

		(work) category that is primary for your project. The first “search” of businesses is the initial list but is NOT the project-specific roster. If that initial search does not look “right” for any reason you may select “back” to look over selected categories or project types before you establish a project specific roster.
2.10	Is there a way to delete projects in the portal that were used for testing purposes?	Yes , if you did not select “solicit businesses” and “lock in” your project specific roster. If you did “lock in” a project specific roster on a “test” project, you may “hide” it from your agency’s dashboard. It will not be publicly available.
2.11	How do you cancel a project?	Projects may be cancelled prior to documenting award. Navigate to the documentation “section” and toggle “cancel project.”
2.12	Is the MRSC roster system rotating the businesses so that businesses that start with “A” aren't always at the top?	No , businesses will always appear in alphabetical order. Each agency will need to develop your own rotation policy to apply if direct contracting.
2.13	Is there a way for us to report emails that get bounced back?	Yes , please forward any bounce-backs to MRSCRosters@mrsc.org . MRSC Rosters does actively try to manage this.
2.14	Do contractors get notified via the system even when emails are sent out?	No , the statewide small works roster does not send any specific emails. It is the agency’s responsibility to notify contractors of the contract opportunity once the agency has generated the list of businesses in the MRSC Rosters platform.
2.15	So, this platform connects you with the contractor to which you can send bids to, but then bidding and awards are managed outside the statewide SWR platform?	Correct . The platform houses a pre-determined list of contractors by Project Types and categories the contractors register for. The platform also provides a central repository for small works roster use data for those public agencies that opt to use the statewide roster. Most public agencies are either using email or private solicitation in their electronic bidding platform such as Bonfire, Opengov, eProcure, PublicPurchase, etc.
2.16	The small works roster platform doesn’t contact the businesses somehow? You still must send out a mass email to a list?	The statewide small works roster is a list of contractors. The platform helps identify which contractors have registered for the project types and work categories you are looking to solicit and documents the small works roster process. You, as public agency, are responsible for soliciting those contractors and managing bidding and awarding through your own policies and procedures.
2.17	Does more than one person within an agency have access to a bid project?	Yes , any user on your agency account can access any agency project. You can add more than one user from our agency to the agency account. Added users can generate their own project-specific roster and manage their own bidding and award of those

		solicitations. All projects can be viewed and managed on your agency dashboard.
2.18	For Brady, how many users are using the MRSC portal? Any recommendations?	Lynnwood currently has 3 account users. We have some agencies that have dozens of account users. MRSC recommends that the account administrator ensure that any account user is appropriately using the statewide roster and documenting as required.

Q&A 3: Project Types and (work) Categories

#	Question	Answer
3.1	We would like to know more about how to check to see what project types are already referenced on the roster, and how best to solicit our project types in a way that gives us an accurate pool of Contractors to choose from.	All Project Types and (work) Categories currently available through MRSC Rosters can be found at the MRSC Rosters webpage on Service Categories . MRSC recommends that when planning your projects/contracts you keep these project types and categories in mind. It is a best practice to post on your agency's website a list of upcoming projects in these project types and (work) categories and remind contractors interested in doing business with you to register at MRSC Rosters under those specific Project Types and (work) Categories.
3.2	Would it be possible to send out the excel list of services?	A full list of all categories roster type can be found at the MRSC Rosters website under Service Categories . You may download it if you wish.
3.3	There used to be a residential category prior to the update with a lot of sub-categories, will that be brought back at some point?	Not brought back, categories should still be there to address your needs under Buildings and Facilities. Residential improvements work for public housing projects should be there under the respective work. (e.g., roofing) Side sewer category is located under "Civil" project type.
3.4	Are there definitions for the various subcategories (i.e. what is control for stormwater?)	Not yet, but there will be soon. These will be deployed as an update in the next few weeks.
3.5	How can we see all businesses for a certain category without creating a project? I know we can search by a business name, but what if I want to see all electricians on the roster for our business/area?	At the time of the presentation, the best way is to download a list of business contacts after you log in. The excel sheet can either be searched or filtered. More search features are coming soon.
3.6	What if you can't find your project type in the drop-down menu. EX. Tree removal?	This link will help you review all of the categories available: https://mrscrosters.org/service-categories/ . We will be adding descriptions to each of the categories in an upcoming enhancement to help

		clarify the scope of work under those categories. If you feel like your project type doesn't fit under any of the available categories, please feel free to reach out to us for assistance at mrscrosters@mrsc.org .
3.7	I attempted to find a roster for debris chipping and couldn't find a match. I called in and we found that the roster previously used (before the updates) is now in the vendor list. Would the project still be considered a small works? How is that recorded?	Small projects that do not involve construction, building, renovation, remodeling, improvement, or repair will not be assigned a project type or work category on the small works roster. Services aimed at maintaining assets in good working order can be procured through an RFP, with the requirement to pay prevailing wages. Records of awards for any public contract, regardless of the procurement method, should be maintained and posted annually in compliance with RCW 39.04.190 .
3.8	Why do the categories (main and sub) not show up on the spreadsheet anymore?	Your agency business contact excel will have all the work categories a contractor registered for. Improvements to the download are coming soon and project types, categories, and subcategories should all be separate.
3.9	Are there plans to improve the categorization under the Vendor Roster of suppliers for the desired specialty?	MRSC Rosters is planning to launch a refresh of the vendor and consultant rosters soon.
3.10	Where is the roster at in reaching out to contractors to update their categories? We have used 'civil'/'fiber optics' as it is the most appropriate for our small fiber projects. With the changes there are now only 5 as of today on this list, in early July there were 109 companies.	Email communications have gone out several times. We will continue to ask contractors to refine their accounts. They will be asked at renewal and various times over the next couple of months. We encourage public agencies to also send out notices to their rosters letting contractors know which projects you have coming up and asking them to make sure they are registered in the Project Types and Categories you will be selecting.
3.11	Do businesses know they should go in now, after a month of learning and updates, and update their listing? Are you communicating with them?	Yes, MRSC Rosters have sent several notices. We will continue to ask businesses to update their categories by the newly launched Project Type and (work) categories. Another one will go out when the descriptions go live. Agencies are also encouraged to contact their regulars and ask them to register in the project types and categories of your upcoming projects.
3.12	Can we get rid of the four categories to start the selection? Why are those necessary?	The Project Types are there to focus bidder pools. Project Types are necessary to ensure that the contractors within work categories understand the main context. For instance, concrete flooring contractors are not going to be able to bid on, or be awarded, concrete sidewalks. They are both masons but perform under different project types.

3.13	How do you create a parks project that needs civil work done? For example, we have a fuel tank in a Park - that needs a concrete containment wall. Even though it is parks project the contractors are listed under Civil - Does that matter?	It doesn't matter. If you are asking whether Park Districts must use the Parks "Project Type," the answer is no. Similarly, if you are asking whether all work within a park is classified as a "park project type," the answer is also no. The Project Types and Categories were created to focus on the contractor and the type of work being procured, not the agency type or the physical location of the project. If there is a category under both a park project type and a civil project type that you believe could have viable contractors, you can generate a list that includes both categories and review which contractors have signed up before finalizing your project-specific roster.
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Q&A 4: Contractor Registration & Vetting

#	Question	Answer
4.1	What is the process for a Contractor to get registered? cost?	The Small Works roster is free to all businesses. The Consultant and Vendor rosters are free to register with up to nine agencies with a small administrative fee for registering for more than that.
4.2	Is there a way to download a list of all the contractors that have registered to do business with us?	Yes , in the Download Business Contacts link you can see all the businesses that are a part of your Roster.
4.3	Do you have a sample of the vendors that are on MRSC Rosters?	Yes , you may view or download a complete list of participating businesses (contractors, consultants and vendors) at the MRSC Rosters Registered Businesses database .
4.4	How do you go about getting my local contractors registered, including those in neighboring Idaho registered to do business in Washington. What happens if I do not have enough contractors on my agency's list?	<p>Please contact those contractors you are familiar with and want registered with MRSC Rosters with your agency. If businesses have a contractor's license in Washington and Idaho they can register. We have several contractors on the statewide roster that hold contractor's licenses in Washington, Oregon, and Idaho. MRSC Rosters might be able to assist and partner with APEX. Please email us at MRSCRosters@mrsc.org.</p> <p>If you pull a list of businesses and the list does not have any contractors registered in that Project Type and Category you can either go back and change your search categories, you can pause and recruit more firms to your project type or category or cancel the solicitation and publicly advertise.</p>

4.5	How can a business register for MRSC without an e-mail? When we have pulled some rosters that field is blank.	Not sure. This may be an error on the report generation side. An email is required by statute and MRSC Rosters. We will investigate it. RCW 39.04.151(1)(e) .
4.6	This appears to be statewide for solicitations. For very small projects, it would be impractical to have a contractor from across the state. Is it "sortable" geographically? Should it be?	MRSC Rosters does advertise statewide for registration to the statewide roster. Contractors are then registering for specific public agencies with whom they would like to bid to. New enhancements to the contractor registration process do require the contractors to individually select public agencies. There is no longer a select "all" function. There are prompts about being able to "prime" work and letting them know the roster is NOT a place to receive upcoming bid information.
4.7	Can the roster be limited by location? We are in Central Washington and at times the roster includes many Contractors outside of our trade area.	The statewide small works roster is set up for contractors to select the location they can do work. In theory, only the contractors that want/can do work in the county you are in are registered to receive solicitations from you.
4.8	Can you search just local or DBE contractors from the list? example: eastern WA.	Search filters are not able to be set up by contractor address. However, once the project-specific list is built you can click on the contractor's name and find out more information about them including their address and certification numbers.
4.9	Is there a way to narrow the number of contractors by requiring them to meet all categories selected?	We are hoping with the deployment of the project type and category structure with descriptions contractors will refine their registrations to just the project types and (work) categories that they can prime and would really bid on. If an agency has a specific requirement for certain work categories (e.g., having an ADA certification before installing curb ramps) that needs to be handled in your bidding documents as supplemental bidder responsibility criteria.
4.10	When Aleanna was doing her first demonstration, she chose "King County," I do not have a county option anywhere on my Roster. Is this a new feature?	It is a new feature, but it is only available to public agencies who do projects in multiple counties.
4.11	Have there been stronger requirements for contractors regarding where they are willing to work? I work on a small island and have generated rosters that have contractors from all over the PNW, but they don't want to do jobs here on the island.	In the registration environment that launched July 1, 2024, contractors are no longer allowed to select "all" public agencies. They are directed by County to individually select the participating agency they wish to receive invitations from.

4.12	What vetting does MRSC do before allowing a business to sign up for a roster?	We verify that businesses are not debarred, that they have a valid business and contractor's license and that they have an active worker's comp account.
4.13	Will the system show if contractors are debarred?	MRSC does not allow a business to join the roster, or renew their registration, if they are debarred. You will need to reconfirm bidder responsibility under RCW 39.04.350 prior to awarding and individual project.
4.14	If a contractor is debarred during the year, will they be removed from the roster mid-year, or is that only an annual review?	MRSC links to L&I data; if a contractor's licenses status changes, that business will be removed from the Roster.
4.15	Are you confirming that a business can do the type of work for the roster they are placed on? Versus a business signing up for "all"?	Like standard public works, there is no way to confirm a business "can actually do" any types of work. We are verifying that they are "bid ready" in that they are not debarred, have an active business and contractor's license. The new registration process does not have a "select all" function. A contractor must individually select each project type and (work) category. At certain numbers selected, the system does send a prompt reminding the contractor that they must be able to "prime" the work and confirming they want to continue to select more.
4.16	What if a contractor on the roster is known for poor quality of work or poor performance on projects? What are we allowed to do to remove them from the roster if they are consistently bad performers?	Public agencies are encouraged to use other tools such as supplemental bidder responsibility criteria and a contractor performance program to manage contractor performance with each bid. <i>Contractors will only be removed from the statewide small works roster if they are debarred.</i>
4.17	Can you exclude contractors with whom you have unfavorable relationships?	No. Each public agency needs to manage this relationship at bid/award. You may opt to develop project-specific supplemental bidders responsibility criteria to include conversations around past performance and experience. Please email pwtraining@mrsc.org if you would like more information.
4.18	Are we allowed to consider experience at all when using the roster or only responsive and responsible? What if the cheapest bid is someone who rarely did the type of work we requested (culvert removal, bridge, reseeding and planting). Some contractors have portions of the experience needed but haven't fully done a similar project.	Responsibility can be enhanced to include some experience factors. As with any public works contracting method, public agencies are afforded the opportunity to use supplemental bidder responsibility criteria (by solicitation) to introduce such bidder responsibility topics as experience. RCW 39.04.350 . Please reach out to pwtraining@mrsc.org if you would like examples or additional information on supplemental bidder responsibility criteria.

4.19	I found contractors who were on prior lists are no longer listed. Is there a way to get them re-added?	No , contractors that were previously registered with MRSC Rosters are removed. If you are not seeing contractors that you are used to seeing there are two likely scenarios 1) they are under a more general category, or 2) they only provided services, don't have a contractor's license and are now under the Vendor Roster. MRSC recommends you search for the specific business; determine what rosters and categories they are on. If the business needs to change rosters or categories, they are encouraged to modify their registration.
4.20	Can we still have open contracts with a company we have used in the past to do maintenance type call out repairs? For instance, with our HVAC controls company or security camera company that knows our systems already?	Not sure we understand the question. Maintenance types of contracts are best suited to procure using a Vendor Roster. Open contracts, and previously awarded contracts, are the public agency's responsibility to manage.

Q&A 5: Competitive Roster Solicitations

#	Question	Answer
5.1	Is it all or nothing on the list? Can we limit the number of vendors we send it to for projects under \$150k?	You must send to all businesses on the list unless you're using direct contracting. If using direct contracting, you must reach out to a certified business if there are more than six. If there are fewer than six you can reach out to any business on your project specific roster.
5.2	The new RCW states you must contact ALL contractors on the list. This is overwhelming, especially for small counties. Who will police whether an entity is following through and contacting all 250+ contractors on the list? This is so much more to manage and to potentially respond to PRR requests.	The publicly available information will be the closest to exposing compliance with the processes outlined in RCW 39.04.152 . The hope is that as contractors reregister under fewer Project Types and (work) Categories, each project specific (applicable) roster is much more manageable. It would help to reinforce with the contractors that you most often contract with are registered in the new category structure.
5.3	Do we need to solicit to all Vendors on the Roster for all Project over \$150,000?	Yes , for the small works roster process all contractors listed on your project specific roster must be solicited.
5.4	When sending out emails to the agencies on the project-specific roster, do you have any recommendations about how best to do this and minimize the potential for responses to all? For example ... BCC	It is up to each public agency to decide and develop your own procedure. MRSC does not have a specific recommendation. There are pros and cons to each. If you don't let each potential bidder see who the other potential bidders are they may request a "bidder's

	everyone vs. pasting To: or CC: ? Is there a best practice for this?	list” during the process creating more steps. If you show the entirety of the project specific roster there may be too many and a potential bidder may be overwhelmed and not bid thinking there is too much competition.
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Q&A 6: Direct Contracting, Rotation, and Contracts Under \$150,000

#	Question	Answer
6.1	Limited Public Works Process - define the changes as of 7/1/2024	Limited public works no longer exists as it did under RCW 39.04.155. There is no separately defined process for contracts/projects estimated to cost \$50,000 or less.
6.2	Does "direct contracting" mean when I'm not soliciting bids?	No , you are soliciting bids only from one rotated contractor at a time. "Direct Contracting" is not the same as "sole source," "non-compete" or similar. It is an option to directly solicit a single contractor from your project specific roster. Direct contracting is only an option for projects estimated to cost less than \$150,000 using the small works roster and process. Additionally, an agency wanting to utilize this option must have a Business Utilization Plan, with policies and procedures for rotation and negation. See the Small Works Roster Manual for more.
6.3	So, we are talking about projects less than 150K and above what minimum?	No minimum exists for using Direct Contracting, so any project is estimated to cost between \$1-\$150,000. Remember to set your policies and procedures for direct contracting including your Business Utilization Plan.
6.4	Is Direct Contracting required?	No , direct contracting is not required.
6.5	Is using the "direct contracting" and rotation procedure required? Could one select all contractors instead even if under \$150,000?	No , it is not required. Direct contracting is an option. A public agency can competitively bid and solicit all contractors on a project-specific roster regardless of estimated cost.
6.6	Is Direct Contracting optional?	Yes , this is optional. It is a faster process but comes with guardrails on its usage. Alternatively, you can choose to competitively bid out your projects under \$150,000
6.7	If your project is under \$150k and you do NOT want to use Direct contracting, how do you create the project and pull all in the category? Do you have to check the below \$150k button?	You can still indicate your project is below \$150,000 and a second prompt will see if you want to competitively bid the project or continue with the direct contracting option. Regardless of if your project is estimated to cost more or less than \$150,000 you will see the entire list of contractors

		registered with your agency in the project type and category you indicate.
6.8	With direct contracting, can you solicit all certified contractors (if there are at least 6) instead of rotating?	If we understand the question correctly, no . If direct contracting and there are 6 or more certified firms on your project specific roster you MUST rotate and contract with one of those firms. You can alternatively <i>not</i> direct contract and choose to competitively bid to <i>all</i> contractors on your project-specific roster. There is no process for soliciting only the certified firms as a group.
6.9	While direct bidding could be useful, we hesitate because it feels like we must keep records of who we have been awarded to in the past. Does or would MRSC be able to keep these vendors lists logged or automatically rotated?	The platform will not be able to rotate, because public agencies are required to establish and enforce their own rotation policies. Rotation can simply mean not using the same contractor twice in a row for similar work. See the Small Works Roster Manual for more ideas. There are other ways to keep track of which businesses you have awarded previously, L&I data for example.
6.10	What is the advantage of Direct Contracting under \$150,000 but there is no statutory requirement for quotes, bids, etc. under that dollar threshold? I do not see the advantage to Direct Contracting	An advantage to direct contracting could be only having to evaluate one bid or deal with one bidder at a time. Direct contracting could drastically reduce the solicit to award time. Direct contracting could help to make sure that each of your agency's local contractors get a shot at work without having to compete for a lower bid.
6.11	Does MRSC have a recommended best practice for a rotation policy/process, and the tracking of it?	We have collected what practices are being used but are still working with the community (including SAO) on defining if there is a recommended practice. See also DES rules for some ideas.
6.12	So do you start at the top, alphabetically, top to bottom when rotating.	When direct contracting you will need to have an agency specific rotation policy. You can start with any contractor you choose but must select a certified business if there are more than six on your project specific roster.
6.13	The rotation process: who tracks that? (MRSC or agency)	The agency must establish their own policies and procedures with their specific rotation policy. RCW 39.04.152(1)
6.14	If there are 5 or less in the list, Aleanna says we can contract with ANY business on the list; does this include only the "certified" portion of the list? Or ANY contractor that shows up on the list?	Any contractor on the project specific roster list, even uncertified ones. Just a reminder that to direct contract the project must be estimated to cost less than \$150,000, you have a direct contracting and rotation policy and have a business utilization plan. (RCW 39.04.152(4)(b)(ii)) .

6.15	Please repeat the meaning of having 6 or less certified businesses on a project specific roster. Is this only in direct contracting?	Yes , it is only for direct contracting. When there are six or more certified small businesses on a project specific roster a public agency must contract with one of the certified firms.
6.16	What is the difference between a certified and uncertified business?	A certified business is a business that has been certified as "small" with the Office of Minority and Women Business enterprises (OMWBE) as now required by statute. RCW 39.04.151(2)
6.17	For direct contracting with a lot of certified businesses, it may take years to get to all of them via direct contracting. Is there a way to break some of these down further to cull the list?	Not currently. Please keep in mind that after about a years' time the only "certified" firms that will show are those that are Public Works Small Business Enterprise. Currently there are so many because all state (OMWBE) certified business categories are being shown.
6.18	How do you handle changes to lists when using direct contracting? Some contractors will join a list and some will drop off.	A new project specific roster is generated and "locked in" with each solicitation and contracting opportunity. Using L&I data the statewide small works roster will show the last date your agency contracted with any contractor on the project specific roster, your agency rotation policy and process will need to take it from there. You will need to do your best to "not favor" a contractor by repeatedly awarding to them for similar work.
6.19	But there is no competitive process required under \$150,000 so we can call/use anyone we want for a project, right? I still don't see the advantage to Direct Contracting from an agency's standpoint if that is the case.	Not really. If your project is estimated to cost less than \$150,000 and you are using the statewide small works roster list, your options are (1) to compete the project among all the contractors on the entirety of the project specific roster OR (2) to direct contract. If you do not want to direct contract because of the other requirements, then you must send the solicitation to everyone on a project-specific roster.
6.20	Can you talk about the notification requirements to other contractors when you use direct contracting?	RCW 39.04.152(4)(b)(iii) discusses the requirement. Each public agency needs to have included in their procedures notification steps when required outside of the publicly available bid and award information that is housed on the MRSC Rosters Data page.

Q&A 7: Agency-Specific Bid Limits and Statutes

#	Question	Answer
7.1	How does RCW 52.14.110 section A interact with small works rosters?	Please contact us at pwtraining@mrsc.org with more questions relating to fire districts bidding thresholds. RCW 52.14.110 was changed by SB 5268 to update section (c) which gives Fire Districts the authority to use a small works roster and process for soliciting and awarding small works under the new RCW 39.04.151-154.

7.2	RCW 43.52.560 states we need to do a sealed bid for Work/purchases over 25K does this prevent us from doing direct contracting? or should we just be tracking direct contracting for all work we're doing under 25K?	RCW 43.52.560 (contracts for operating agencies) references RCW 54.04.070-.080 for public utility districts, which was updated with SB 5286 and includes authorization to use the new small works roster and process. You may use the small works roster and processes, including direct contracting for contracts under \$150,000, in lieu of following 43.52.560 and 54.04.070-.080 .
7.3	What about those of us (i.e. Ports) that have an under \$40k non-compete option? Can we pull a roster for that work?	The statewide small works roster was developed to be used only with the small works roster contracting processes. If your agency has a bid threshold under which you do not have to compete work, it is not recommended to use a small works roster to identify possible target contractors. You can download a blanket list of business contacts by category for general information.
7.4	Could we also do a Board Resolution with 3 quotes using MRSC Roster under \$150,000?	The statewide Small Works Roster (list) is created to be used only with contracts awarded using the allowed small works contracting processes. MRSC does not recommend using the statewide small works contractor list for other contracting methods.
7.5	If our project is below \$75,500, can we still use this system for identifying contractors that may be interested in the work without triggering sealed bid requirements?	It is not recommended. The statewide small works roster is built to be used in conjunction with the small works roster solicitation process. You can download a general list of every contractor that has registered with your agency by selecting “download business contacts” from the roster’s landing page after you log in.
7.6	Since we do not have any requirements for Purchases/Public works for under \$75,500 do we still need to record these within the MRSC Roster if we use the MRSC for these purchases? We do have them recorded in our system.	Only contracts that get awarded using the MRSC statewide small works roster and process need to be documented in the MRSC Rosters documentation page.

Q&A 8: Project Documentation

#	Question	Answer
8.1	In Lynnwood, did you accept the bids back via email?	Lynnwood confirmed that they did receive bids via email. Agencies will want to make sure your bids are “sealed.” This term is used to mean electronically signed and secure. Bidding platforms such as Bonfire have built-in mechanisms to ensure the bid form is filled out and the electronic signature meets the electronic signature requirements of the WAC.

8.2	Can you allow for cents when putting in a bid amount? Currently it is a whole number with no decimals. (i.e., bid award is \$20,956.10 and it will only allow \$20,956)	Yes. Thank you for identifying this. We are aware of the issue and will resolve this shortly.
8.3	I would like to suggest adding the option to sort bid responses by amount once they are entered. Or have the option to export bids received while the project status is still 'evaluate.' We don't always award immediately, and it would be nice to have easier access to that information prior to moving forward without having to scroll through	Thank you for the suggestion. We will add it for enhancement considerations in the future.
8.4	Is the documentation portion mandatory?	Yes, statute requires you to document who you reached out to, bids received and who was awarded and to make that publicly available. The portal is assisting in that function vs. agencies having to track and post this on their own websites.
8.5	Are we required to use the "documentation" area?	Yes, statute requires you to document which contractors were solicited, what bids were received and who was awarded. RCW 39.04.152(6-7) .
8.6	Do we have to document bids and responses if we solicit the whole roster?	Yes, you will be documenting who responds and with what bid amounts. The documentation section of the platform is defaulted to “no response” so you only have to enter the information from contractor’s that responded to your solicitation.
8.7	What statute changed to require the use of the documentation area? We document via internal checklists.	RCW 39.04.152(6-7) discusses the requirement to publicly document. Internal checklists are no longer sufficient to meet the documentation requirements.
8.8	So, we can record the awarded contractors on our own website and skip the MRSC documentation?	No, if using the statewide (MRSC Rosters) small works roster, you must document bidding and award information on the platform. You may also add information to your own website, but that would no longer be required if using the statewide small works roster.
8.9	Just had a bid opening yesterday and a person submit but not on the required forms. They submitted a bid, but they did not respond on our bid forms as we require. Do we consider them as not responsive?	Yes, the bidder is not responsive. Notification should be provided to that bidder separately and then recorded into the platform as non-responsive. It is a best practice to include “instructions to bidders” or “bidder’s checklist” even on roster projects. See DES templates for ideas.
8.10	Does this SWR platform manage bidding questions and answers during the solicitation phase?	No, this is managed by you as the public owner and awarding agency. Bidding and Awarding is not done inside the Small Works Roster. We do offer our

		Electronic Bidding platform which is an option for handling the bidding and award phase.
8.11	How do you deal with addendums? Do they go to all on the active roster?	Follow your normal bidding and awarding processes. Addendums are sent to everyone that received the original solicitation. In a competitive roster process the addendum would go to contractor on that project specific roster.
8.12	Does the database automatically send the required notice when an award is made?	No. This is part of your agency's bid and award processes and procedures for public works. The database will automatically forward your recorded documentation out to the live page. This takes care of your responsibility to make the information publicly available and we encourage you to note on your website that that is where your information is available at.
8.13	I can't really see myself following our internal documentation procedures AND doing it on your website too. Is there any real enforcement mechanism for doing it on your website?	Your agency may lose access to the statewide small works roster if bid and award documentation are not entered into the statewide platform.
8.14	I can't tell, can someone, like the auditors, see historical information after bids close? Is that list of 8 contracts all that have been processed through the new system?	On the MRSC Roster's Data page the public can see the projects that have been awarded since July 1 st , yes. The auditor, or any member of the public, can review these projects.

Q&A 9: Sample Policies & Procedures

#	Question	Answer
9.1	Can you provide a template for setting policy to use MRSC SWR?	Great question, we'll look at sending this out as a post webinar resource. (There is currently one available on the MRSC Rosters website under Transitioning to MRSC Rosters.)
9.2	Is there a boiler plate template for bid packets or documentation that provides minimum requirements to include?	Yes , small works bidding templates are available at the DES website under Forms/Reference Documents (scroll down to small works roster: Bidding templates for public agencies). However, these should be used as a starting point and should be adapted to meet your agency's needs.
9.3	Are there example policies available?	Yes , under MRSC's Small Works Roster Manual there are sample polices procedures. We are building the library. DES also has some templates and rules available to review.
9.4	Can we get the link to DES' Rules and Forms, etc.?	DES Public Agency Templates: https://www.des.wa.gov/services/facilities-and-

Q&A 10: Other Contracting Types and Methods

#	Question	Answer
10.1	Does this process apply to the Consultant and Vendor list?	No , the consultant and vendor rosters are different.
10.2	In the past, we used the MRSC Small Works Roster to notify firms via e-mail of an open IFB opportunity (of a dollar amount greater than a small works project). Can we still do this?	Depends, not if it is the only advertisement sent. For publicly advertised projects, at a minimum, an advertisement must be placed in a news publication of general circulation near the project or the agency where the work is being done. MRSC encourages agencies to also send opportunities to several other places including but not limited to OMWBE, Tabor 100, APEX, etc. If you are also sending information
10.3	Will we touch on the last slide "Public Works vs. Small Works"?	RCW 39.04.152(1) has a slightly different definition for small works projects than what is defined in RCW 39.04.010 . The outcome of which is that contracts for projects that don't fit within the definition found in 39.04.152(1) , such as maintenance contracts, are no longer appropriate to use a small works roster process for.
10.4	Do multi-year maintenance agreements still require quote solicitations regardless of dollar amount? Or has that gone away with this new RCW if it's under the dollar threshold of \$150,000?	Two different conversations. Multi-year maintenance agreements are not connected to the small works \$150,000 threshold. Please see our topic page on purchased services and maintenance contracts.
10.5	Is it appropriate to (or is the roster list intended for), selecting vendors for Purchased Services?	MRSC Rosters Vendor Roster is more appropriate for Purchased Services and recurring maintenance needs, even if paying prevailing wage.
10.6	How does RCW 39.04.190 come into play?	RCW 39.04.190 pertains to the use of a vendor list for materials, equipment, supplies, and/or services and doesn't impact the small works roster, process or documentation.
10.7	Please clarify how to marry these new policies with Federal (funding) requirements?	You can find more information and state auditor guidance in the Small Works Roster Manual under Planning a Small Works Roster Project .
10.8	I manage maintenance contracts that use HUD Non-Routine Maintenance Wage Rates. Do those projects require the use of the small works roster?	Do you mean your projects use HUD funds to pay for maintenance work? A roster is not typically allowed with federal funds; we do not know of any circumstance where HUD would require it. There is some discussion from the State Auditor on this topic in the Small Works Roster Manual under Planning a Small Works Roster Project .

10.9	If I am using the SW roster for janitorial service and weed control, should I add the vendor roster and use that instead?	Yes, janitorial and weed control services are a purchased service that pays prevailing wage and is no longer appropriate to be contracted using a small works roster process, as it does not fall under the small works definition in RCW 39.04.152(1) . You should use a vendor roster instead.
10.10	But services require an RFP/RFQ regardless of the dollar amount. So, you are saying any ongoing maintenance now falls under that requirement?	Projects that are not construction, building, renovation, alteration, repair, or improvement are no longer allowed to contract using the small works roster process. There are several other available methods of contracting for maintenance, purchased services, or similar types of work. You can read more about different options on MRSC’s webpage on Purchased Services Contracts .
10.11	So, services that pay prevailing wage are not required to be bid and the rotation tracking requirements?	Purchased or maintenance services that pay prevailing wage may be procured in different ways. You can read more on MRSC’s webpage on Purchased Service Contracts . Rotation as discussed in this webinar pertains only to requirements if your agency opts to direct contract using the small works roster.
10.12	If this is considered a competitive solicitation, why has it been said the small works roster cannot be used for Unit Price contracts?	Not sure what has been said and by whom. MRSC has posted previous information on this topic concluding that a small works roster and competitive process <i>could</i> be used to solicit unit priced contracts, but direct contracting cannot be used because it would not be “competitively bid.” Please see our page on . If you have more questions, please feel free to contact us pwtraining@mrsc.org .

Q&A 11: Bonfire and E-Bidding Software

#	Question	Answer
11.1	If using Bonfire from MRSC link, does the response data upload automatically or do we still have to enter responses (no response, bid amount, non-responsive, etc.) or is that still one firm at a time?	MRSC Bonfire and the statewide small works roster platform do not connect or “talk to each other.” When documenting responses on the platform you only need to update information from the contractors you received bids from. The documentation section is defaulted to “no response.”
11.2	Will the electronic bidding platform eventually integrate with the new MRSC roster platform to eliminate the need to copy/paste email addresses for solicitation?	Potentially. This is an open development conversation with Bonfire so in the coming year we'll be working to identify if we'll pursue this level of integration.

11.3	Can/should everyone use Bonfire?	Any public agency can use Bonfire for a nominal cost, yes. We encourage agencies to explore using electronic bidding to create more accessibility for bidders. The MRSC Electronic Bidding is a centralized portal and negotiated to be a much cheaper option for municipalities to enter this space.
11.4	Do you have to be registered with an electronic bidding platform or is hard copy bidding still ok?	You can still accept paper copies. (RCW 39.04.152(4)(a)(i)).
11.5	If we did a procurement via MRSC Bonfire to create a work order roster of A&E firms, is this allowable in addition to using MRSC rosters for other types of work we have?	Not sure we understand the question. You can use electronic bidding for any type of solicitation or process. For contracts that must be publicly advertised, you cannot use an electronic bidding system as a substitute for public advertisement, but you can collect responses there.

Q&A 12: Miscellaneous Questions

#	Question	Answer
12.1	Will there be in-person training?	Yes. We have conducted a few in-person trainings in the past fiscal year and will continue to do so this year in different regions.
12.2	Do you have to do a notice of completion through L&I to release retainage held on public works over \$5,000 now? Or do you just hold the retainage for 30 days and then release it if you don't hear from them?	Yes. Any contract (project) over \$5,000 that requires a contractor to pay prevailing wage must hold retainage and follow the L&I process for closing a project and releasing retainage per RCW 60.28.011. You can read more this topic on MRSC's page Guarantees, Bonds, and Retainage .
12.3	I am interested to learn more about the legal notices portion of roster usage.	MRSC Rosters supports participating public agencies by posting an annual "call for registration" to over 40 different legal newspapers and to OMWBE bidding opportunities as required by RCW 39.04.151(1)(c) . You can learn more at the MRSC Rosters webpage on .
12.4	Can you show what the "live" public list looks like now with jobs already posted (hopefully some on there now).	Publicly available information is continuously becoming available and can be viewed at any time at the MRSC Rosters page on Small Works Data .