

Small Works Roster Process Checklist

This checklist outlines the procedural steps required for public agencies in Washington State to use a small works roster process (either competitive bidding or direct contracting) under [RCW 39.04.151-152](#).

It is designed primarily for public agencies that use the MRSC Rosters statewide small works roster platform, but agencies that maintain their own rosters can still use this checklist for general guidance.

Use this checklist in conjunction with MRSC's [Small Works Roster Manual](#), and always consult your agency's specific procurement policies and procedures.

Preparing Your Small Works Project	
<p>Confirm Policies and Procedures. Even public agencies that use MRSC Rosters must have adopted a resolution or ordinance authorizing the use of a small works roster as well as policies and procedures for use. If you intend to use direct contracting, make sure your local policies authorize the use of direct contracting and address business utilization and rotation as discussed later.</p>	
<p>Define Project Scope. Clearly define the project scope, nature of the work, any deliverables, and performance requirements. Full plans and specifications are not required, but it is important to fully discuss the scope so that any bidder can understand the project needs and requirements. For more information, See our webpage Planning a Small Works Roster Project, including our Scope Development Worksheet.</p>	
<p>Develop Project Estimate. Using your allocated budget, professionally developed estimate, or your own staff estimates, develop a project estimate to indicate how much you anticipate spending on the project. The statute requires an estimate, and the best practice is to vet your budget and make sure it reflects a relevant scope of work and potential effort. Obtain necessary budget approvals before proceeding.</p>	
<p>Select Procurement Process. Determine whether you will be using competitive bidding or (if applicable) direct contracting. Enter your project information and intended procurement process in the MRSC Rosters portal.</p>	
<p>Prepare Invitation/Solicitation Document. Prepare a clear and comprehensive solicitation document – Invitation to Bid, Invitation to Quote, or Invitation to Direct Contract, as applicable. Make sure the solicitation includes:</p> <ul style="list-style-type: none"> • Scope of work (specifications, descriptions, drawings, or similar information necessary to describe the work) • Submission requirements, including use of a bid form if applicable • Applicable procurement dates (questions, addenda, due dates, etc.) • Contract terms and conditions (contract form) 	
<p>Generate Project-Specific Roster. Using the MRSC Rosters platform, log in and generate a project-specific roster (list of businesses), selecting the project type and work category that most closely relate to the primary scope of your project. If the generated list appears to be viable, select “solicit businesses.” This indicates that you are taking the project-specific roster to your bidding environment outside the MRSC Rosters platform to conduct the solicitation and bidding process.</p>	
<p>For Competitive Bids: All small works roster projects with an estimated cost of \$150,000 or more, excluding sales tax, must follow the competitive bid process. Projects with an estimated cost of less than \$150,000 may also (optionally) use the competitive bid process, depending on local policy. For more information, see our webpage Competitive Bidding for Small Works Contracts.</p>	
<p>Send Invitation to Bid. Send the invitation to bid to ALL those businesses listed on the project-specific roster through an “invite only” process in accordance with local policies and procedures. Small Works invitations are NOT publicly advertised. <i>Actual solicitation, bid submittal/receipt, and award happen outside of MRSC Rosters.</i></p>	
<p>Issue Addenda. Issue any necessary addenda to address changes, questions, or clarifications. Distribute addenda to all businesses on your project-specific roster or to all “plan holders” depending on your procedures.</p>	
<p>Receive Bids. Receive bids in accordance with your agency’s established processes, including submission deadline, format, and delivery method. If your agency uses electronic bidding, this is typically facilitated through your electronic bidding application.</p>	
<p>Open Bids. Open the bids in accordance with local policy and document all bids by developing a bid tabulation. Public bid openings are not required by statute for small works projects, so public agencies have some flexibility.</p>	
<p>Determine Lowest Responsive Bid from Responsible Bidder. Determine the lowest responsive bid from a responsible bidder (see RCW 39.04.350). To be listed on MRSC Rosters, a business must be properly licensed by LNI, but no other bidder responsibility requirements are checked. Public agencies need to perform a bidder responsibility check before awarding any public works project, including small works.</p>	

<p>Award Contract. The process of awarding and executing a small works roster contract should follow the same processes and procedures your agency has in place for any public works contract.</p>	
<p>Document Award. Once awarded, return to MRSC Rosters, select your project from the project dashboard, and choose “documentation.” Enter the bids received from your bid tab. The documentation page lists the businesses on your project-specific roster in alphabetical order. You only need to insert the bids received. Once done, select the contractor you awarded and then toggle “Award Project” and enter the award date.</p>	
<p>For Direct Contracting: For a small works roster project estimated to cost less than \$150,000, excluding sales tax, public agencies may choose to use direct contracting. For more information, see our webpage on Direct Contracting for Small Works.</p>	
<p>Confirm Business Utilization Plan. Make sure your agency has adopted a business utilization plan for awarding contracts to small businesses and businesses owned by minorities, women, and veterans. This is required by law to use direct contracting. See our sample business utilization plan.</p>	
<p>Confirm Rotation Policy. When direct contracting, you must rotate between different contractors, or document your efforts to rotate, so that you do not repeatedly award contracts to the same contractor. Make sure you have a rotation policy in place before inviting businesses to direct contract.</p>	
<p>Send Invitation to Direct Contract/Negotiate. Send the invitation to direct contract ONLY to the next “rotated” contractor on the project-specific roster through an “invite only” process in accordance with local policies and procedures. Small Works invitations are NOT publicly advertised. <i>Actual solicitation, bid submittal/receipt, and award happen outside of MRSC Rosters.</i></p>	
<p>Negotiate (Recommended, but Optional). State law suggests, but does not require, that a public agency can negotiate with the directly selected contractor to establish an award amount. Having a negotiation process allows the rotated business to understand options for determining award amounts should their bid be over the agency’s estimate. At a minimum, public agencies should have a conversation with any bidder who submits a bid over the project estimate to determine why before rejecting the bid. If the first bid is rejected, move on to the next rotated contractor and attempt to reach an agreement with that bidder.</p>	
<p>Award Contract. The process of awarding and executing a small works roster contract should follow the same processes and procedures your agency has in place for any public works contract.</p>	
<p>Document Award. Once awarded, return to MRSC Rosters, select your project from the project dashboard, and choose “documentation.” Enter the bid(s) received from your bid tab. The documentation page lists the businesses on your project-specific roster in alphabetical order. Only insert the information for the bids received. Once done, select the contractor you awarded and then toggle “Award Project” and enter the award date.</p>	
<p>Post-Award</p>	
<p>Confirm Award Information & Reporting. MRSC Rosters maintains a database where entered awards and bidder information is publicly available without request. Public agencies are encouraged to confirm that the award information is accurately displayed.</p>	
<p>Administer Contract. Small works contracts are public works projects and should be treated as such through the course of the project. Your agency will need to manage the contract effectively, including monitoring performance, approving payments, checking prevailing wage and certified payroll, and approving changes.</p>	
<p>Conduct Project Closeout. Upon completion of the contract, conduct a project closeout process, including final payment, submitting a Notice of Completion through LNI, and releasing retainage (if held).</p>	
<p>Retain Records. Maintain all procurement records in accordance with legal requirements. It is best practice to maintain your own copies of all procurement records regardless of any information being stored by MRSC Rosters.</p>	