

Small Works Roster Registration Process

1. **Create a MRSC Rosters business account.**
2. Select **Small Works Roster** as the roster you would like to join.
3. Provide your **Washington State UBI number**.
4. MRSC verifies you have:
 - An active Washington L&I contractor registration/license
 - An active workers' compensation account, if you have employees
 - No L&I debarment
5. Select the **types/categories of work** you perform.
6. **Most importantly for the QCBID contractor list:** you select **Quincy-Columbia Basin Irrigation District** from the list of participating public agencies.
7. Provide your contact information to be able to receive solicitations.
8. Once approved, you are eligible to appear on the applicable QCBID project-specific roster list as solicitations are created by the District.

One important thing for contractors to know:

Simply being registered with MRSC doesn't necessarily mean a contractor will receive QCBID's invitations.

You must select:

Small Works Roster → appropriate work category → Quincy-Columbia Basin Irrigation District

As QCBID creates projects in MRSC, the system generates a project-specific list of businesses based on the project type and work category. The Invitation to Bid is then sent to the contractors listed on the applicable roster.

For example, the District creates a canal repair project. A contractor needs to be registered under the appropriate Civil/Construction category and have QCBID selected as an agency in order to receive an invitation to bid.