



## Staff Report

September 20, 2021 Council Workshop

Municipal Research and Services Center (MRSC) Rosters

Presenter: Steve Wall, Public Works Director

Time Estimate: 15 min

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**BACKGROUND:** In accordance with RCW 39.04 and RCW 39.80, the City has the ability to procure services from contractors, vendors, consultants and to purchase supplies, materials and equipment through the use of a roster process. Through adoption of Resolutions 596 and 1159, the City has adopted the creation and use of city administered rosters, including a "Small Works Roster" used for public works contracts, and a "Professional Services Roster" used for obtaining consultant services. The City does not currently have a "Vendor Roster" for purchase of materials and supplies.

**SUMMARY:** The Municipal Research and Services Center (MRSC) has created the "MRSC Rosters" that are available for Washington cities, counties, and special purpose districts to procure services using a roster contracting process. For a nominal annual membership fee, public agencies throughout the State save staff time and financial resources by having MRSC provide an efficient and affordable way for managing a statewide Small Public Works, Consultant, and Vendor Roster.

MRSC Rosters currently provides service to over 625 agencies in the State. The MRSC Rosters have significantly more contractors, vendors and consultants identified in their database than the City currently has. Additionally, for the estimated membership fee of between \$425 and \$575, staff will no longer need to administer the roster process or maintain the individual rosters. Using the MRSC Rosters will also remove the need for companies who are already listed with MRSC, to also be listed on the City's rosters. To staff's knowledge, Camas is the last agency in our area to contract with MRSC for these services.

### **EQUITY CONSIDERATIONS:**

What are the desired results and outcomes for this agenda item?

- Provide information to Council and the public regarding the availability and benefits of using the MRSC Rosters.

What's the data? What does the data tell us?

- The MRSC Rosters have more businesses listed on each Roster that would be available for use by the City versus maintaining our own rosters.

- The cost to use MRSC Rosters is significantly less than the amount of staff time and resources needed to maintain our own rosters.

How have communities been engaged? Are there opportunities to expand engagement?

- N/A

Who will benefit from, or be burdened by this agenda item?

- Contractors, consultants and vendors throughout the State are already familiar with the MRSC Rosters and many the City uses are already listed in the MRSC database and will not have to be listed in multiple rosters.
- The City will get the benefit of having MRSC maintain the rosters on our behalf and will benefit by having more contractors and consultants to choose from. Additionally, contracting with MRSC will give the City the ability to use a Vendor Roster for purchase of materials and supplies.

What are the strategies to mitigate any unintended consequences?

- There are over 600 agencies already using this service; the system has been proven to work throughout the State.

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.

- No. All vendors, businesses, etc. can be listed on the MRSC Rosters if they desire.

Will this agenda item improve ADA accessibilities for people with disabilities?

- N/A

What potential hurdles exists in implementing this proposal (include both operational and political)?

- MRSC only accepts agreements from public agencies twice per year. December 1, 2021 is the next cutoff date for acceptance of agreements.

How will you ensure accountabilities, communicate, and evaluate results?

- The City has procedures in place already regarding the use of Rosters as allowed by the Revised Code of Washington.

How does this item support a comprehensive plan goal, policy or other adopted resolution?

- N/A

**BUDGET IMPACT:** Staff will need to confirm the 5-year average Total Capital Expenditures as identified in the attached agreement, but it is anticipated the City's annual membership fee will be between \$425-\$575.

**RECOMMENDATION:** Staff recommends placing a Resolution on the October 4, 2021 Regular Meeting Agenda for Council's consideration for the use of the MRSC Rosters.