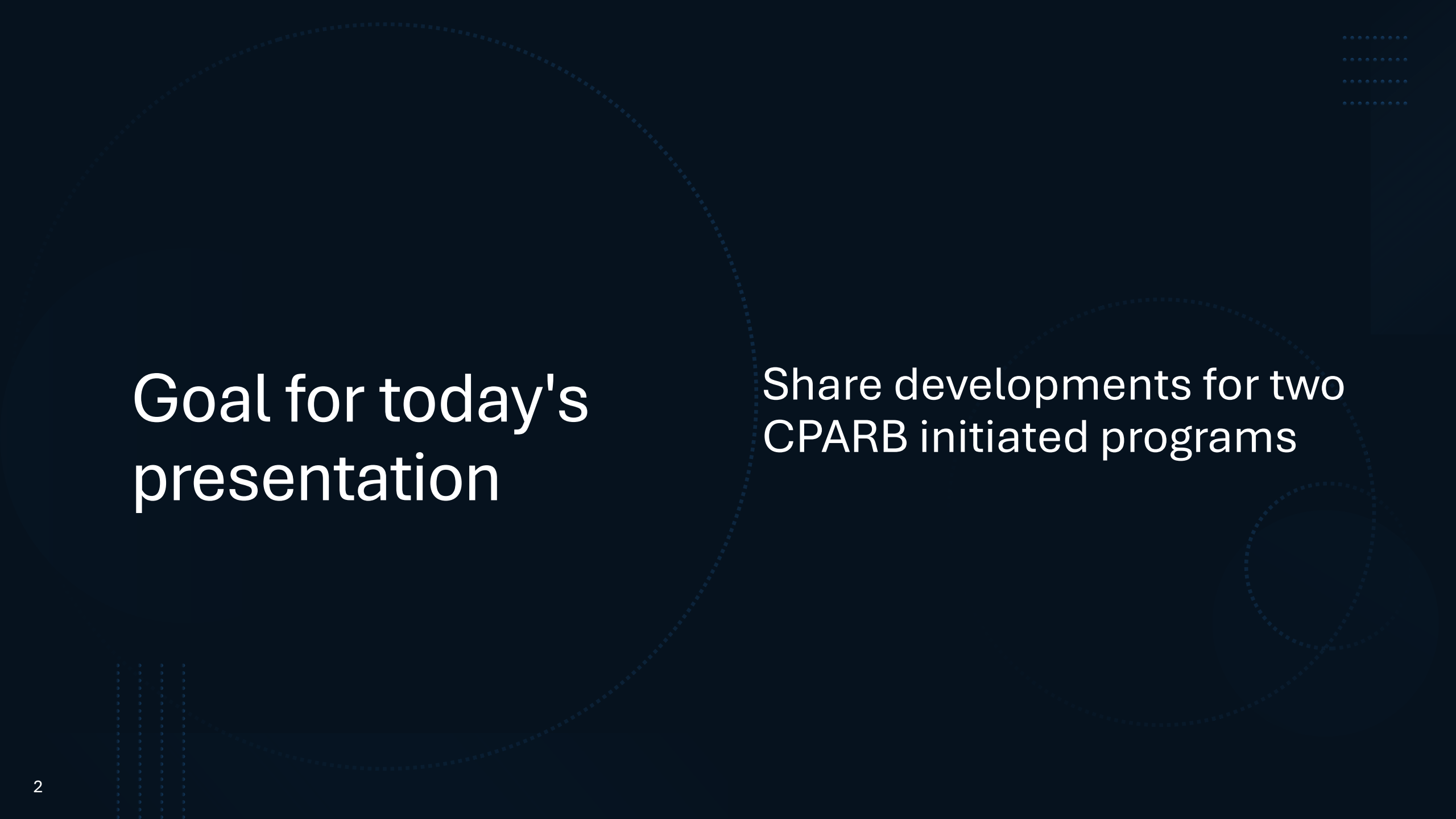


Rosters & PW Program Status Update

Report to CPARB
September 11, 2025





Goal for today's
presentation

Share developments for two
CPARB initiated programs

CPARB Initiated Programs

- The **Public Works Training program** (established in 2022) to provide training on topics like small works, apprenticeships, bidder responsibility and prompt payment.
 - The program trains over 10,000 government staff and contractors annually in partnership with APEX (formerly PTAC)
- The **Statewide Roster** (established in 2023) to provide centralized Roster administration and to give free access to businesses participating in Small Works Roster projects
 - Provides Roster administration to close to 800 agencies and over 7,000 participating businesses

Brief Update on Program History

SB 5418 -

(2) Subject to funds appropriated for this purpose, the capital projects advisory review board must review the public works contracting processes for local governments, including the small works roster and limited public works processes provided in RCW 39.04.155, and report to the governor and appropriate committees of the legislature by November 1, 2020. The report must include the following:

- To review the public works contracting processes for local governments, including the small works roster and limited public works processes, and create recommendations for efficiency to be presented to the CPARB Board. This review will include the following:
 - Most common contracting procedures
 - Current public works contracting thresholds
 - Analysis of applying an inflation-based indicator and other potential threshold adjustments – **Threshold Review**
 - Recommendations to increase uniformity and efficiency for local government public works contracting – **Statewide Rosters and PW Programs**
 - Rates of participation for small and minority-and-women owned businesses and barriers to improving the participation rate - **Statewide Rosters and PW Programs**

CPARB Local Government Public Works Contracting Report - 7/9/2021

Based on the findings outlined in the final report and further discussion, the local government committee and the project team compiled the below listed actions for submittal to the CPARB Board to consider as proposed legislative recommendations.

1. Adjust port district and irrigation district statutes to refer to [RCW 39.04.155](#)
2. Tie threshold increases to statewide inflation factor based on the Construction Cost Index (CCI)
3. Expand the 'no-bid response' process to all agencies
4. Give unit price contracting authority to all public agencies
5. Remove retainage and bond requirements for projects under \$5,000
6. Create a centralized list of small works rosters
7. Create a list of certification/registration programs for disadvantaged businesses
8. Define small business in the public works contracting statute
9. CPARB update to supplemental bidder responsibility guidelines
10. Coordinate schedule for significant outreach events between public agencies and other stakeholders
11. Provide professional assistance to local government for contracting guidance and marketing and outreach to contractors

SB 5418 Submission



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

July 9, 2021

The Honorable Patty Kuderer
Washington State Senate
PO Box 40448
Olympia, WA 98504

The Honorable Gerry Pollet
House of Representatives
PO Box 40600
Olympia, WA 98504

Dear Senator Kuderer and Representative Pollet:

On behalf of the Capitol Projects Advisory Review Board (CPARB) and in accordance with Section 16 of [Engrossed Substitute Senate Bill 5418](#) (2019) the Department of Enterprise Services (DES) is pleased to forward the Local Government Public Works Contracting Report.

This report provides the recommendations unanimously adopted by CPARB at its February 11, 2021 and May 13, 2021 meetings.

This report is also available on the DES publication and reports website:
<https://des.wa.gov/about/forms-publications/publications-reports>.

If there are any questions or additional information we can provide, please contact Bill Frare, Assistant Director of Facility Professional Services, at 360-280-6083 or Bill.Frare@des.wa.gov.

Sincerely,

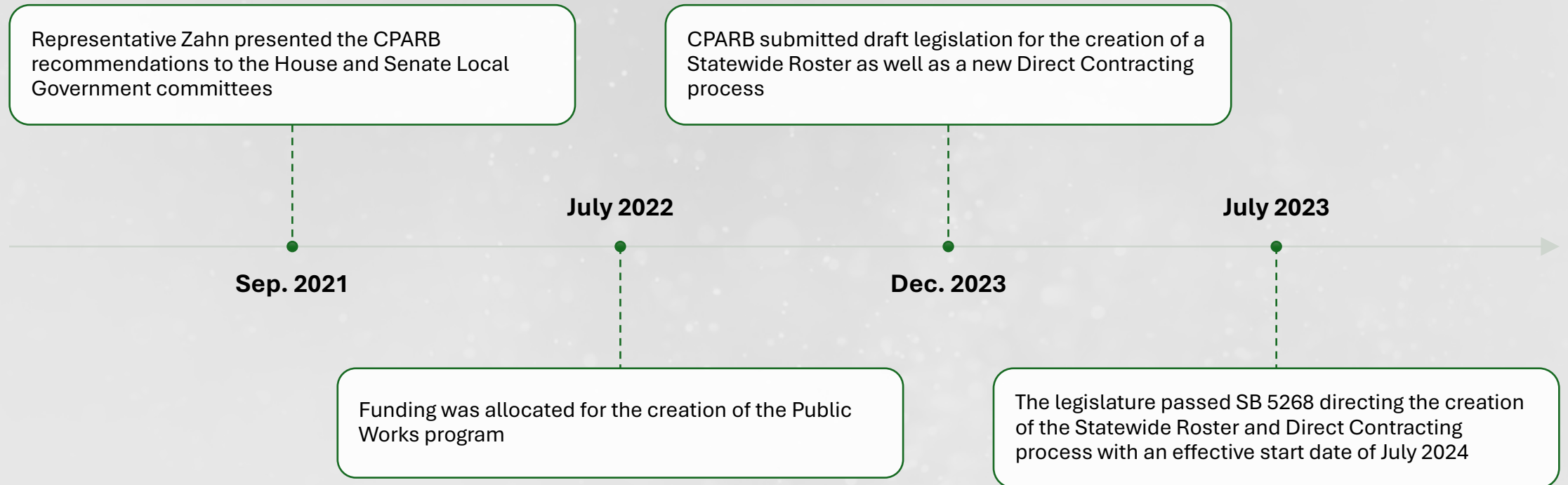
A handwritten signature in cursive script that reads "Annette Meyer".

Annette Meyer
Acting Director

Enclosure

cc: David Schumacher, Director, Office of Financial Management
Janice Zahn, Chair, Capital Projects Review Advisory Board
Bill Frare, Assistant Director, Facility Professional Services, Department of Enterprise Services
Ann Larson, Director of Government Relations, Department of Enterprise Services

Program Creation



Funding Update

In April of this year MRSC learned that funding for both the Roster and Public Works programs would not be extended for the 2025-2027 biennium

Statewide Roster Program Communication

- MRSC sought feedback from the original CPARB advisory committee and DES when the funding cuts were confirmed in April
- MRSC then notified these stakeholders that we will be transitioning the program to a **fee-based model**
 - This involves modifying the fee structure and reinstating fees for Small Works Roster participants
- Communication of these changes was sent to both Agency and Business participants on both July 15th and August 19th

Effective October 1st

Agency Fee Structure

Annual Capital Expenditures (5-year Average)	Annual Pricing
\$0-1M	\$225
\$1-5M	\$475
\$5-10M	\$1,000
\$10-50M	\$1,575
\$50+ M	\$3,950

Business
Fee
Structure

Effective October 1st

Roster	Annual Pricing	
Small Works	\$150	
Vendor	\$150	
Consultant (based on number of employees)	\$125	Sole proprietor/0 employees
	\$500	1-30 employees
	\$1,000	31-150 employees
	\$2,000	151+ employees
PWSBE Certified* Businesses (all three rosters)	Free	Current
	50% Rate	Begins July 2026
	100% Rate	Begins July 2027

Public Works Program

The Public Works Training program updates were communicated to a variety of stakeholders

The delivery of training and technical assistance has been scaled back

MRSC will continue to offer a limited number of fundamental training sessions on a fee-for-service basis

Appendix

Public Works Program Funding

(10) \$1,100,000 of the general fund—state appropriation for fiscal year 2024 and \$1,100,000 of the general fund—state appropriation for fiscal year 2025 are provided solely for the department to contract with the municipal research and services center, in coordination with the Washington procurement technical assistance center, to provide training and technical assistance to local governments and contractors on public works contracting. Training topics may include utilization of supplemental bidding

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H-2006.4/23 4th draft

criteria, utilization of alternate public works, contracting, cost estimating, obtaining performance and payment bonds, and increasing participation of women-owned and minority-owned businesses.

SB 5268 – Statewide Roster Formation

(2) The department of commerce through the municipal research and services center shall develop a statewide small works roster in compliance with subsection (1) of this section by June 30, 2024. The municipal research and services center must develop criteria for the statewide roster with collaboration from affected state and local agencies. The statewide roster must have features to filter the roster by different specialties, categories of anticipated work, or geographic areas served by contractors. The roster must also indicate if the contractor is designated as a small business as defined in RCW 39.04.010.

(3) The department of commerce shall provide funding to the municipal research and services center as appropriated to maintain and publicize a small works roster and work with the municipal research and services center to notify state and local governments authorized to use small works rosters of the statewide roster authority and to provide guidance on how to use the authority. The guidance may take the form of a manual provided to local governments.