

Superintendent Procedure 6222SP
**CREATION OF INTERNAL PROCEDURES FOR
MRSC SMALL WORKS, VENDOR, AND
CONSULTANT ROSTERS**

Approved by: s/Fred Podesta Date: 10/8/25



Fred Podesta, Superintendent

The following procedures are intended to implement Policy 6222.

The Superintendent authorizes the District's Procurement Department to create specific processes and procedures to utilize all various statewide rosters administered by the Municipal Research Services Center of Washington (MRSC) pursuant to:

1. RCW 39.04.151, 39.04.154, and 39.04.200 for the use of Small Works Rosters (SWR). SWR may be used for projects under \$350,000, including construction, building, renovation, remodeling, alteration, repair, or improvement of real property. For direct contracting with small businesses under \$150,000, the District will utilize a rotation process as outlined in the Seattle Public Schools Procurement Manual.
2. RCW 39.04.190 for the use of Vendor Services Rosters. The Vendor Services Roster may be used for the purchase of supplies, materials, and equipment not being purchased in connection with public works contracts. This is an informal procurement process and may be used for contracts up to \$75,000.
3. RCW 39.80 for the use of Consultant Rosters. The Consultant Roster may be used for "professional services" contracts such as, architecture, engineering, landscape architecture, and land surveying, as well as for "personal services" such as accounting, legal services, non-engineering planning services, meeting facilitation, etc.

As required by RCW 39.04.190(2), the District will allow Contractors responding to a procurement issued under any of the three roster procedures to submit their bids or proposals via email or through the District's electronic bidding platform as directed by the individual procurement process.

The Procurement Department will update the policies and procedures available in the Procurement Manual at least annually. The document will be made available to the public upon request.

Approved: October 2025
Cross Reference: Board Policy No. 6222