



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Small Works Roster

Valerie Buckbee, Contracts Specialist
Kevin Barber, Project Manager
Facility Professional Services

NOVEMBER 2025

AGENDA OVERVIEW

- Small works roster for Washington state
- Guidelines to use small works roster
- Benefits of using the roster
- Small works roster contractor query demonstration
- Competitive bid process
- Direct negotiate process
- Where to get support

SMALL WORKS ROSTER

- Senate Bill 5268 by Washington State Legislature, signed by Governor Inslee in 2023, became effective July 1, 2024.
 - RCW 39.04.151

Small businesses include:

- Minority- or women-owned business: RCW 39-19-030
- Veteran-owned businesses: RCW 43.60A.040
- Other small businesses: RCW 39.04.10

Not a requirement to be a Small Business to be on the SWR

SMALL WORKS ROSTER GUIDELINES

- Washington state public works projects less than \$350k
- Contractors must be actively licensed per state guidelines under RCW 39.04.350
- Projects awarded above \$150k through a competitive bidding process
- Projects awarded less than \$150k through a direct negotiation process
 - Agency may competitively bid under \$150k if desired

BENEFITS OF USING SMALL WORKS ROSTER

- Potential cost savings during document development
- Potential time saving during bidding process
- Relieves pressure on job order contracting (JOC) contract limitations
- Inclusive effort to give small business owners throughout Washington state the opportunity to work on public works projects

COMPETITIVE SMALL WORKS ROSTER PROCESS

- Projects less than \$350k
- Putting together bid package
 - Alignment with scope
- Small Work Roster query
 - Advertise bid
- Bid opening (not public)
- Request contract
- Award the contract



DIRECT NEGOTIATE SWR \$150K OR BELOW

- Projects less than \$150K
- Putting together bid package
 - Alignment with scope
- Small Works Roster Query
 - Solicit Prospective Contractor
- Negotiations
- Request contract
- Award the contract



DIRECT CONTRACTING IN PRACTICE

- Three scenarios after generating a project-specific roster for direct contracts (DES rotation policy applies):
 - **Non-certified businesses:** Contract with any you can come to terms with. Rotate.
 - **Six or more certified businesses:** Contract with certified. Rotate.
 - **Five or less certified businesses:** Contract with any you can come to terms with. Rotate.

SMALL WORKS ROSTER SUPPORT

- [Public Works Design & Construction | Department of Enterprise Services \(DES\)](#)
- Dedicated project manager to assist with project from beginning to end of project
- Support by public works contract team that works with project manager to provide executed documents for client agencies



QUESTIONS?

THANK YOU



valerie.buckbee@des.wa.gov

kevin.barber@des.wa.gov



360-706-4349

360-628-6417



DES.wa.gov