



CONVERTING *PROJECTS IN PROGRESS* AND *COMPLETED PROJECTS* EXCEL SPREADSHEETS FOR ONLINE APPLICATION

The “Projects in Progress” and “Completed Projects” Excel Spreadsheets **must** be converted to a Comma Delimited ('CSV') format prior to uploading to the DCAMM online application. Steps are provided below to help guide through the process.

Note: It is important to use DCAMM's most recent versions of both the *Project in Progress* and the *Completed Projects* spreadsheets. These are the **ONLY** acceptable versions of the spreadsheets.

To obtain these most recent versions of the excel spreadsheets, please click the links below:

- [General/Prime & Small Project Contractor – Projects in Progress](#)
- [General/Prime & Small Project Contractor – Completed Projects](#)
- [Sub-bidder – Projects in Progress](#)
- [Sub-bidder – Completed Projects](#)

Contractors are required to convert the excel spreadsheets prior to starting the online application. If your spreadsheets are not converted or uploaded correctly, it could prolong the processing of your application. The file appearance will change after the file is saved. Prior to converting the spreadsheets, the following edits must be made:

- **NO commas** can be entered anywhere into the spreadsheet. This includes but not limited to:
 - Project Titles
 - Contract \$ Amounts
 - Location
 - Business Name
 - **DO NOT** use the “Alt + Enter” command within excel spreadsheet cells
 - **Dates – Must** be entered: (MM/DD/YYYY)
-

Part 1: Converting from a XLS to CSV (pages 1-2)

Part 2: Uploading spreadsheets into the online application (pages 3-6)

Part 3: Deleting Upload Spreadsheets & Editing Projects (pages 7-9)

Part 1: Converting from (XLS) to (CSV)

Once you have entered and updated the information in the spreadsheets, follow the steps below to convert from an (*.xls) to (*.csv) file:

- To convert *Projects in Progress* excel spreadsheets files from (*.xls) to (*.csv) follow the steps below:
 1. Click '**File**' in Microsoft Excel;
 2. Select '**Save As**';
 3. 'File Name:' **must include**: Company Name and **Projects in Progress** or **Completed Projects** – see example below

4. Click the 'Save as type' drop-down and select 'CSV (Comma delimited) (*.csv)' - highlighted in yellow:

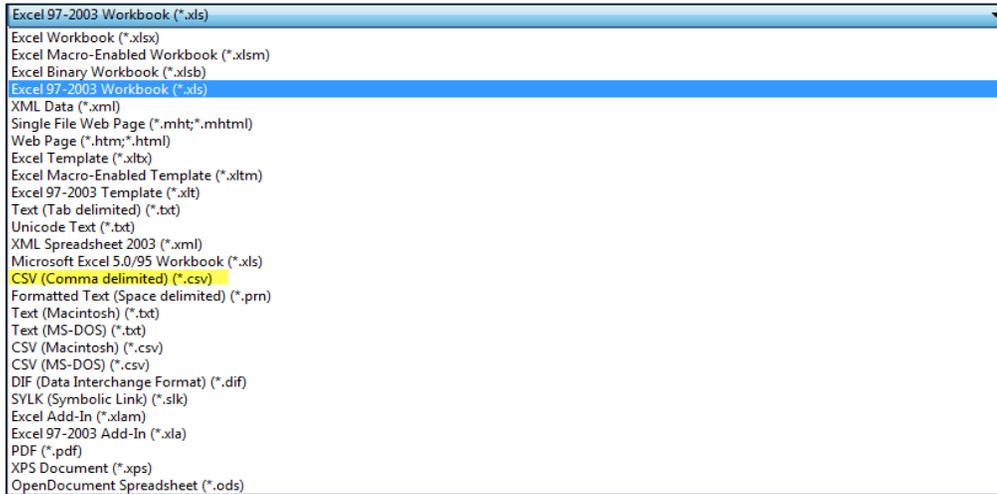


Figure 1.0

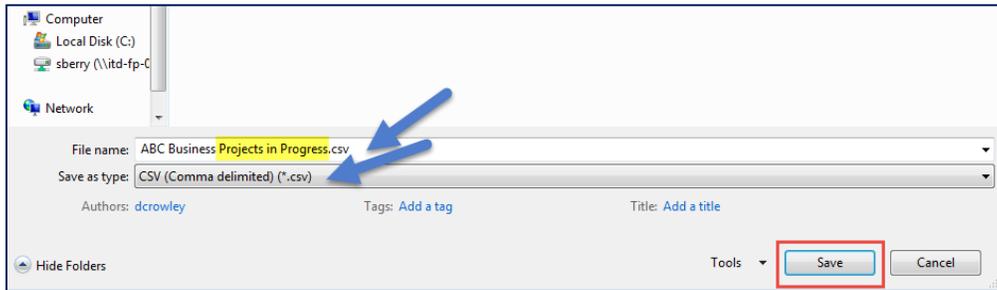


Figure 1.1

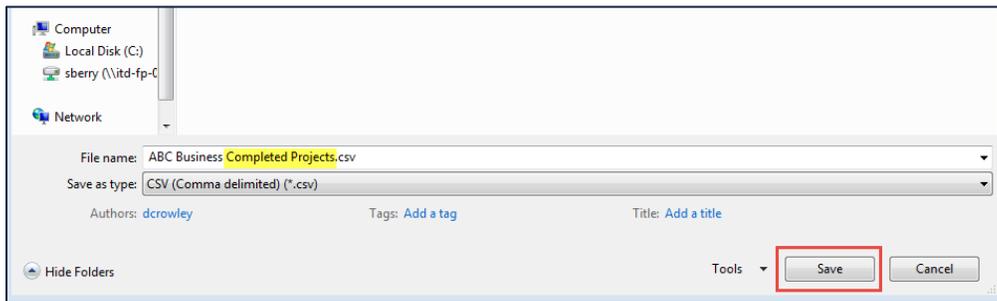


Figure 1.2

Now both the *Projects in Progress* and the *Completed Projects* excel spreadsheets are now ready to be uploaded during the DCAMM's online application process.

Part 2: Uploading the Converted Project Spreadsheets into the Online Application

Projects in Progress:

On page 2 of 10 of the “**Application Details**” step, Applicants can upload a *Projects in Progress* spreadsheet after converting the spreadsheet to a CSV format.

1. Click ‘Add’ button at the bottom of this page:

1 Application Disclaimer 2 Contact & Business Details 3 Application Details 4 Review 5 Pay Fees 6

Step 3: Application Details > Page 2 of 10

* indicates a required field.

Projects in Progress

For Applicants who have been previously certified by DCAMM, you may update your most recent [Project in Progress Projects Excel Spreadsheet](#) and upload it below. The Projects in Progress Excel Spreadsheet will be converted into a table on the next page.

The Excel Spreadsheet must be converted to a CSV (Comma delimited) format prior to uploading. For more detailed instructions on how to upload the spreadsheet, visit the [DCAMM Website](#).

For first time Applicants or for existing Applicants who do not have an updated Projects in Progress Excel Spreadsheet, please enter your Projects in Progress in the table on the next page.

Please note, once you have filled out your Projects in Progress Table, you will be able to update the table with new projects in progress when you apply for re-certification next year.

The maximum file size allowed is 30 MB.

Name	Type	Latest Update	Action
No records found.			

Add ←

Continue Application » Save and resume later: [icon]

Figure 2.0

2. Once spreadsheet has been uploaded, the document type will autofill in the ‘type’ dropdown menu. Click the ‘Save’ button:

Name	Type	Latest Update	Action
No records found.			

*Type: Projects in Progress Spreadsheet Remove

File: ABC Business Projects in Progress.xls
100 %

Save Add Remove All

Continue Application » Save and resume later: [icon]

Figure 2.1

3. Figure 2.2 below illustrates when a spreadsheet is uploaded to the Application. Click 'Continue Application' to move to the next page in the Application:

The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

Prime/General Contractor Certificate of Eligibility Application

1 Application Disclaimer2 Contact & Business Details3 Application Details4 Review5 Pay Fees6

Step 3: Application Details > Page 2 of 10 * indicates a required field.

Projects in Progress

For Applicants who have been previously certified by DCAMM, you may update your most recent [Project in Progress Projects Excel Spreadsheet](#) and upload it below. The Projects in Progress Excel Spreadsheet will be converted into a table on the next page.

The Excel Spreadsheet must be converted to a **CSV (Comma delimited)** format prior to uploading. For more detailed instructions on how to upload the spreadsheet, visit the [DCAMM Website](#).

For first time Applicants or for existing Applicants who do not have an updated Projects in Progress Excel Spreadsheet, please enter your Projects in Progress in the table on the next page.

Please note, once you have filled out your Projects in Progress Table, you will be able to update the table with new projects in progress when you apply for re-certification next year.

The maximum file size allowed is 30 MB.

Saved, uploaded Document

Name	Type	Latest Update	Action
ABC Business Projects in Progress.xls	Projects in Progress Spreadsheet	02/22/2016	Actions ▼

Save and resume later:

Figure 2.2

- The CSV projects spreadsheet was converted to a table on page 3 of **Application Details**, illustrated in figure 2.3. Click the '**Continue Application**' button to move to the next page in the application:

1 Application Disclaimer 2 Contact & Business Details 3 Application Details 4 Review 5 Pay Fees 6

Step 3: Application Details > Page 3 of 10 * indicates a required field.

Projects in Progress

PROJECTS IN PROGRESS

List all building construction projects your company has in process on this date with a contract value of at least \$80,000. (Do not list projects with contract values of less than \$80,000.) If your company has more than twenty (20) projects in process on this date, please restrict your list to the twenty oldest contracts still in process. **Information on randomly selected projects is not acceptable.** List all relevant Categories of Work which your company performed with its own employees for each project. With respect to single contracts involving multiple Categories of Work, **provide a dollar breakdown attributable to each category listed.** For General Building Construction Projects, please list the three sub-trades either supervised or self-performed by the Applicant, with a dollar breakdown for each. Do not list highway, bridge, tunnel, sewer, site work or other horizontal projects that do not involve buildings.

If you do not have any new projects in progress, please mark the box below.

Showing 1-3 of 3

<input type="checkbox"/>	Project Title	Category of Work #1	Cost Breakdown #1	Category of Work #2	Cost Breakdown #2	Category of Work #3	Cost Breakdown #3	Total Contract Amount	Contract Start Date	Anticipated Completion Date	Percentage Complete	PUBLIC AWARDING AUTHORITY (Mr., or PRIVATE OWNER)	Contact Person (Mr., Ms., etc.)	Contact Person First Name
<input type="checkbox"/>	Sample Historical Project Masonry 1		10000000					10000000	6/1/2013	7/1/2016	30.00%	City of Boston	Mr.	John
<input type="checkbox"/>	Sample Historical Project Painting 2		20000000					20000000	4/1/2014	10/1/2016	80.00%	City of Springfield	Ms.	Jane
<input type="checkbox"/>	Sample Historical Project Roofing 3		30000000					30000000	9/1/2013	7/1/2016	75.00%	Town of Lexington	Mr.	Joseph

Projects in Progress

PROJECTS IN PROGRESS

Mark the check box if you have no Projects in Progress:



Save and resume later:

Figure 2.3

Completed Projects:

On page 4 of the **Application Details** section, Applicants must upload a *Completed Projects* spreadsheet after converting the spreadsheet to a CSV format:

The screenshot shows a multi-step application process. At the top, there are five steps: 1 Application Disclaimer, 2 Contact & Business Details, 3 Application Details (highlighted), 4 Review, and 5 Application Submission. Below the steps, the page title is 'Step 3: Application Details > Page 4 of 10'. A note indicates that an asterisk (*) indicates a required field. The main heading is 'Completed Projects'. The text explains that applicants can update their 'Completed Projects Excel Spreadsheet' and that it will be converted to a table. It also states that the Excel spreadsheet must be converted to a CSV (Comma delimited) format. For first-time applicants or those without an updated spreadsheet, they are instructed to enter projects in the table. A note mentions that the table can be updated with new projects during re-certification. A file size limit of 30 MB is specified. Below this is a table with columns: Name, Type, Latest Update, and Action. The table currently contains the text 'No records found.' There are 'Add' and 'Continue Application >' buttons, and a 'Save and resume later:' option with a save icon.

Figure 2.4

- Follow steps 1-4 from *Projects in Progress*, to upload *Completed Projects* spreadsheet.

Part 3: Deleting Uploaded Spreadsheets & Editing Projects

Deleting a spreadsheet: If you uploaded the wrong spreadsheet or need to delete the one you uploaded, click on the blue 'Actions' hyperlink. A drop-down will appear and you can click 'Delete'.

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Prime/General Contractor Certificate of Eligibility Application

1 Application Disclaimer2 Contact & Business Details3 Application Details4 Review5 Pay Fees6

Step 3: Application Details > Page 2 of 10 * indicates a required field.

Projects in Progress

For Applicants who have been previously certified by DCAMM, you may update your most recent [Project in Progress Projects Excel Spreadsheet](#) and upload it below. The Projects in Progress Excel Spreadsheet will be converted into a table on the next page.

The Excel Spreadsheet must be converted to a **CSV (Comma delimited)** format prior to uploading. For more detailed instructions on how to upload the spreadsheet, visit the [DCAMM Website](#).

For first time Applicants or for existing Applicants who do not have an updated Projects in Progress Excel Spreadsheet, please enter your Projects in Progress in the table on the next page.

Please note, once you have filled out your Projects in Progress Table, you will be able to update the table with new projects in progress when you apply for re-certification next year.

The maximum file size allowed is 30 MB.

Name	Type	Latest Update	Action
ABC Business Projects in Progress.xls	Projects in Progress Spreadsheet	02/22/2016	<div style="border: 1px solid orange; padding: 2px; display: inline-block;">Actions ▼ View Details Delete</div>

Save and resume later:

Figure 3.0

Edit projects table: If the spreadsheet doesn't covert correctly, you can edit the fields in the table, illustrated in Figure 4.0. Click the check boxes to select the project(s) to edit the click 'Edit Selected':

1 Application Disclaimer 2 Contact & Business Details 3 Application Details 4 Review 5 Pay Fees 6

Step 3: Application Details > Page 3 of 10 * indicates a required field.

Projects in Progress

PROJECTS IN PROGRESS

List all building construction projects your company has in process on this date with a contract value of at least \$80,000. (Do not list projects with contract values of less than \$80,000.) If your company has more than twenty (20) projects in process on this date, please restrict your list to the twenty oldest contracts still in process. **Information on randomly selected projects is not acceptable.** List all relevant Categories of Work which your company performed with its own employees for each project. With respect to single contracts involving multiple Categories of Work, **provide a dollar breakdown attributable to each category listed.** For General Building Construction Projects, please list the three sub-trades either supervised or self-performed by the Applicant, with a dollar breakdown for each. Do not list highway, bridge, tunnel, sewer, site work or other horizontal projects that do not involve buildings.

A sample of the Projects in Progress Table can be found at the [DCAMM Website](#).

If you do not have any new projects in progress, please mark the box below.

Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.

Showing 1-3 of 3

<input type="checkbox"/>	Project Title	Category of Work #1	Cost Breakdown -Category #1	Category of Work #2	Cost Breakdown -Category #2	Category of Work #3	Cost Breakdown -Category #3	Total Contract Amount	Contract Start Date	Anticipated Completion Date	Percentage Complete	PUBLIC AWARDING AUTHORITY (Mr., or PRIVATE OWNER	Contact Person Ms., etc.)	Con Pers First Nam
<input type="checkbox"/>	Sample Historical Project Masonry 1		10000000					10000000	6/1/2013	7/1/2016	30.00%	City of Boston	Mr.	John
<input type="checkbox"/>	Sample Historical Project Painting 2		20000000					20000000	4/1/2014	10/1/2016	80.00%	City of Springfield	Ms.	Jane
<input type="checkbox"/>	Sample Historical Project Roofing 3		30000000					30000000	9/1/2013	7/1/2016	75.00%	Town of Lexington	Mr.	Jose

Projects in Progress

PROJECTS IN PROGRESS

Mark the check box if you have no Projects in Progress:

Save and resume later:

Figure 4.0

5. Once you have edited the required fields, click the 'Submit' button. Once all the required fields have been entered, the table will look resemble figure 4.1.

List all building construction projects your company has in process on this date with a contract value of at least \$20,000. (Do not list projects with contract values of less than \$20,000.) If your company has more than ten (10) projects in process on this date:

* Project Title: Sample Project 1	* Category of Work #1: --Select--	* Cost Breakdown-Category #1: 1000000
Category of Work #2: --Select--	Cost Breakdown-Category #2: 	Category of Work #3: --Select--
Cost Breakdown-Category #3: 	* Total Contract Amount: 1000000	* Contract Start Date: 2/12/2014
* Anticipated Completion Date: 3/19/2014	* Percentage (%) Complete: 90.00%	* PUBLIC AWARDING AUTHORITY or PRIVATE OWNER: City of Boston
Contact Person (Mr., Ms., etc.): Mr.	* Contact Person First Name: John	* Contact Person Last Name: Bond
* Contact Person Telephone Number: (123) 456-7890	* Contact Person Email Address: sample@email.com	* Street Address: 123 Main Street
* City: Boston	* State: MA	* Zip Code: 02128
Evaluator (Mr., Ms. etc.): 	* EVALUATOR: 	* Evaluator First Name:
* Evaluator Last Name: 	* Evaluator Telephone: 	* Evaluator Email Address:
Evaluator Street Address: 	Evaluator City: 	Evaluator State: --Select--
Evaluator Zip Code: 	Sub-trade 1 Category: ? GBC ONLY	Sub-trade 1 Contract \$ Amount: ? GENERAL BUILDING CONST.
Sub-trade 2 Category: ? GBC ONLY	Sub-trade 2 Contract \$ Amount: ? GENERAL BUILDING CONST.	Sub-Trade 3 Category: ? GBC ONLY
Sub-trade 3 Contract \$ Amount: ? GENERAL BUILDING CONST.		

Submit Cancel

Continue Application » Save and resume later:

A red arrow points to the Submit button.

Figure 4.1

If additional technical assistance is needed, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federal observed holidays. If you prefer, you can also e-mail the ePLACE Help Desk at ePLACE_helpdesk@state.ma.us.