



Compliance Corner

The Office of Access and Opportunity – Compliance presents “Compliance Corner.” Look out for helpful hints & information about required compliance reporting in DCAMM’s Contractor Management System (DCMS) and the Commonwealth’s Affirmative Marketing Program.



Did you know...

As the General Contractor (GC) or Prime Designer, it is your responsibility to add tasks awarded under your “bundled” DCAMM project (i.e. Job Order Contracts (JOC), Accelerated Energy Projects (AEP), House Doctor contracts, etc.) to LCPtracker to report weekly Certified Payroll or monthly Designer Workforce reports?

Set Up → Add/Edit Work Order to open form below. The information each company provides below should match the Notice to Proceed/Contract Modification letter received from DCAMM for EACH task.

1. **Naming Conventions**
 - a. **Work Order ID:** DCAMM Task No. and/or DCAMM Project No. (i.e. Task 4, DCP1234 HS1, etc.)
 - b. **Title:** DCAMM Project Name
2. **Status** – indicate *open* when construction is set to begin, *closed* when project is complete.
3. **Budget value** is not required.



- To create a new Work Order. a) Select a Project. b) Enter at least a Work Order ID and Title. c) Click on the Save button.
- To edit a Work Order. a) Select a Project and a Work Order from the list. b) Make changes. c) Click on the Save button.

Select Project

DCAMM TEST Construction Project ▼

Select Work Order to Edit



Work Order ID

DCP1243 HS1, Task 4, etc. (Should match DCAMM NTP)

Title

Boiler replacement (Should match DCAMM NTP)

Budget

250000

Status



Address 1

Address 2

City

State

ZIP

Description

Delete

Clear Form

Cancel

Save

Thank you for your continued support of the Commonwealth's Affirmative Marketing Program.