

Construction Contract Packages

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OFFICE OF THE COMPTROLLER
COMMONWEALTH OF MASSACHUSETTS



Welcome

Meet the Team

Office of the Comptroller

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Team Manager
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Topics

- ★ **Contract Forms – Vertical Construction Contract Form**
- ★ **Contract Package for CTR Review (Checklist)**
- ★ **Funding – DCAMM ISA & College Funds**
- ★ **Additional Requirements & Tips**
- ★ **Q & A**

DCAMM Standard Vertical Const. Contract

★ Major Construction

- ★ **N15** - MAJOR NEW BUILDING/VERTICAL STRUCTURE CONSTRUCTION
- ★ **N16** - MAJOR CONSTRUCTION, MAJOR RENOVATION, BUILDING ALTERATION AND LAND IMPROVEMENTS
- ★ **N17** - MAJOR BUILDING MAINTENANCE AND LAND IMPROVEMENTS
- ★ Review the Expenditure Classification Handbook (ECH) – MMARS Object Code and applicable regulations [1989262 \(powerdms.com\)](#)
- ★ Link to DCAMM Forms: [DCAMM Construction and Design - Model Contracts and Forms | Mass.gov](#)

Contract Package Checklist - Object Codes N15, N16 and N17 with a value of \$500K or greater

- ✓ CTR Transmittal Form [form_encumbrance-contract-transmittal.pdf \(macomptroller.org\)](https://macomptroller.org/form_encumbrance-contract-transmittal.pdf)
- ✓ Notice to Proceed (NTP) to include start to final completion date & days
- ✓ Construction Contract with signatures
- ✓ Evidence of competitive procurement - COMMBUYS Summary page, Secretary of State Central Register, Bid Express, Project Dog, etc.
- ✓ Signed Bid /Bid Bond
- ✓ Payment and Performance Bonds w/ Power of Attorney
- ✓ Certificate of Liability Insurance
- ✓ Certificate of Corporate Vote
- ✓ Statement of Compliance with State Tax Law & Unemployment Compliance

DCAMM ISA and Split Funding

★ For a contract funded by both DCAMM and off-MMARS campus funds, please include a memo on college letterhead that includes:

1. The total contract amount
2. Notes the college portion or percentage amount
3. Notes the DCAMM funded amount
4. Memo signed by an authorized signatory (DHSA)
5. Enter additional MMARS Document Comment

College enters MMARS Document Comment

Subject: Split Funding

Comment: The contract is funded with both DCAMM and College funds: DCAMM Amt. \$xxx,xxx and College Amt. \$xxx,xxx; total Contract Amount is \$xxx,xxx.

Additional Requirements & Tips

Requirements:

- Make sure contracts and ISAs are signed by an authorized signatory (DHSA)
- Enter the Version 1 MMARS transaction upon full execution of the contract and the NTP has been issued
- One MMARS Doc ID# for the life of the project – no order splitting
- Don't hold change orders – process upon approval
- Set-up out-year accounting line(s) for projects that cross FYs

Tips:

- Do not send a copy of the DCAMM ISA with the contract package
- Don't execute the Standard Contract Form and the Vertical Construction Form for the same project

Questions & Answers

★ CTR Solution Desk via a service ticket [CTR ServiceNow](#)

★ Thank you