



DCMS Tip Sheet

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Greetings from DCAMM Contractor Certification!

There are more questions being asked regarding our new online application and we will use this platform to share information about the system and the Certification Office.

How Do We Use Maintenance (Service) Contracts?

When you are seeking certification, we can use your completed maintenance contracts. They need to meet the following criteria:

1. Certification dollar threshold meets the minimum requirements per category (\$80,000 for Prime, \$50,000 for Small Prime and \$20,000 for Sub)
2. Have a start and end date
3. Be within the certification lookback period

Completion of a maintenance contract means that the full term of a maintenance project is complete. For example, if you are in year 2 of a 3-year maintenance contract, you may not use it towards your certification until the third year is complete.

Maintenance contracts with automatic extensions also do not qualify until the entire contract is complete.

If you wish to use a maintenance contract towards multiple categories of work, you must track the value of each category of work performed. Guestimates are not acceptable.

If you have any questions do not hesitate to contact Certification at 857-204-1305 or certification.DCAMM@mass.gov.

If you would like to be added to our Email List [click here](#)

Reminder: Applications are due 90 days prior to expiration for the current certificate