

May 29, 2020

Volume 1 Edition 15

# DCMS Tip Sheet

Greetings from DCAMM Contractor Certification!

Hopefully by now you have had the opportunity to take a peek at the new projects table in the online application. The projects table has a unique feature not previously available. You now list both Prime and Filed Sub-Bid projects on the same combined table.

## Combined Projects Tables

For Prime Projects just select the “Prime: category of work” from the dropdown menu. For Filed Sub-Bid projects select the “Sub: category of work” from the same dropdown menu. Filed Sub-Bid Categories are listed below the Prime Categories. (See Snapshots below)

## Crossover Projects Tables

For contractors with crossover categories (see DCMS Tip Sheet Volume 1 Edition 11 published October 25, 2019) you should list projects that can be applied to both Prime and Filed Sub-Bidder Certifications in one table and submit just the Prime Application.

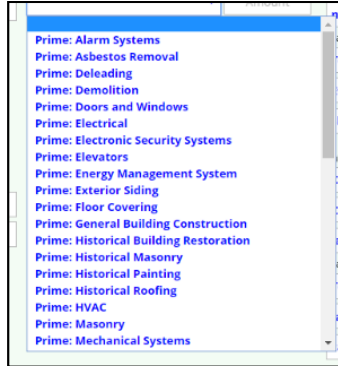
## Multiple Application Projects Tables

For contractors that apply separately for both Prime and Filed Sub-Bidder Certification you too list your projects on the same table.

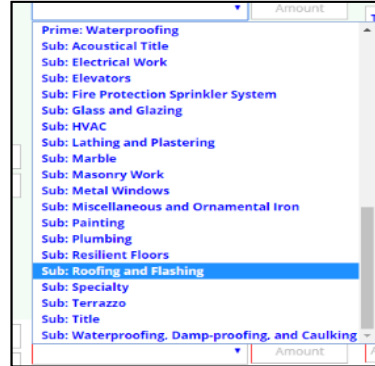
Things to keep in mind:

1. Any edits done in the table will appear in all applications.
2. Once an application is submitted, you will not be able to edit the projects table in that application.
3. Applications should not be submitted until the projects table is complete with all Prime and Filed Sub-Bid projects so any edits will appear in all apps.

Category of Work Drop Down Menu  
Snapshot



Abbreviated Prime



Filed Sub-Bidder

**Remember** – if you select GBC (General Building Construction) as a Category of Work, you must complete the Sub-trade Work section on the far-right side of the table. GBC projects require three subtrades that can be either supervised or self-performed. Pick your highest valued subtrades as that is how we will determine if the projects will qualify towards your GBC certification. Each Sub-trade should be at least 5% of the total contract amount. The Sub-trade categories do not need to be DCAMM Categories of Work, but they must be building related.

Sub-trade Work Category 1	
Structural Steel	857,000
Sub-trade Work Category 2	
Rough Carpentry	300,000
Sub-trade Work Category 3	
Site Work	275,000

In this example, the Total Contact Amount is \$5,500,000.

The Sub-trades listed are equal to or beyond the 5% needed to qualify for GBC

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