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DCMS Tip Sheet

Volume 1 Edition 18

Greetings from DCAMM Contractor Certification!

This Tip Sheet is intended to highlight a common deficiency we find with applications for Certification.

Resumes

Sufficient resumes are required to qualify for DCAMM Certification. Failure to provide adequate resumes can cause delays in the processing of applications and may lead to a lapse in your certification.

Here is what the guidelines say about resumes:

Experience and Qualifications of Principal and Supervisory Personnel
Resumes of the applicant's principals, management, and supervisory personnel must demonstrate their experience on past work is comparable in type and complexity of construction of the categories of work shown on the Application.

Most contractors provide resumes for their Principals. Applications are often deficient in providing satisfactory resumes for their Supervisors in the field. This information is critical to our determination as to whether your company can qualify for certification. The larger the company the more resumes we require. For example, one Supervisory resume for a company with 200 employees is not sufficient to meet our requirement. Larger companies that have a presence in multiple states should provide the resumes for all Supervisors expected to work on public contracts in Massachusetts. If a Principal is also a Supervisor in the field, please make sure that is clear on the resume submitted with the application.

Links to our Guidelines
for your convenience



[Prime Certification Guidelines](#)

[Small Prime Certification Guidelines](#)

[Filed Sub-Bidder Certification Guidelines](#)

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