

DCMS Tip Sheet

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Greetings from DCAMM Contractor Certification!

What are the application fees for Prime and Filed Sub-Bidder applications?

Let's start with the easy one – Filed Sub-Bidder. The fee is a flat \$200 per year.

The fees for Prime/Small Prime Applications are graduated and based on the annual gross revenues shown on your firm's most recent year-end CPA-reviewed or audited or compiled (Small Prime only) financial statement. This is the financial statement that you are submitting with your application. Here is the schedule with the corresponding brackets in the application form:

gross revenues up to:	fee amount
\$ 0 - \$999,999	\$250.00
\$ 1,000,000 - \$4,999,999	\$300.00
\$ 5,000,000 - \$9,999,999	\$350.00
\$10,000,000 - \$19,999,999	\$400.00
\$20,000,000 - \$49,999,999	\$500.00
\$50,000,000 - and above	\$600.00

2.1. Select the appropriate bracket based range on the gross revenues in your attached CPA prepared financial statement. * Require

Note: the bracket selected calculated directly affects the amount paid for the non-refundable certification fee. Under reporting may result in an additional fee.

- \$0 - \$999,999
- \$1,000,000 - \$4,999,999
- \$5,000,000 - \$9,999,999
- \$10,000,000 - \$19,999,999
- \$20,000,000 - \$49,999,999
- \$50,000,000 and above

As your firm's gross revenues may change annually, so your fee payment may also change annually.

If you are submitting consolidated financials, your application fee payment is based on the stand-alone gross revenues for the company seeking DCAMM certification.

Incorrect fee payments, either over or under, may delay the application intake and assignment of your application.

Your DCAMM Certificate will not be issued if you have an outstanding fee payment due.

Submitting a Filed Sub-Bidder application when you really should have submitted a Prime/Small Prime application will also result in a fee balance due.

For contractor's who have crossover Categories of Work, submitting the wrong application and fee can be an issue (see [DCMS Tip Sheet Volume 1 Edition 11](#) for an explanation of our crossover Categories). Contractor's will receive an automatic Courtesy Renewal Notice for a Filed Sub-Bidder application even though you should not submit the Filed Sub-Bidder application for a crossover Category if you are also certified in that Category as a Prime/Small Prime Contractor. For contractor's who are only certified in crossover Categories of Work, you should disregard the Filed Sub-Bidder Courtesy Renewal Notice and submit the Prime/Small Prime application to generate the correct fee. You will receive your Filed Sub-Bidder Certificate of Eligibility with your Prime Certificate so long as all requirements are met.

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