



DCMS Tip Sheet

Volume 1 Edition 7

Greetings from DCAMM Contractor Certification!

There seems to be some confusion about our newly combined projects spreadsheet. This tip sheet will hopefully clear that up. In our process of streamlining we ask you to use the excel spreadsheet available in the application or on our website. Remember not to convert, change or submit your spreadsheet in a pdf format. If you do, your compliance officer will return it to you and request the excel spreadsheet before he/she can continue processing your file.

The Newly Combined in Progress & Completed Projects Spreadsheet

- Remember all cells on the spreadsheet must be filled in. Contact email address are very important since we email evaluation requests. If we are unable to email the request, you will not have an evaluation towards that category of work.
- If the contact information is the same for the Awarding Authority and the Evaluator you must enter it in both locations.
- Remember not to alter the spreadsheet in any way. If you add/remove a column or a row there is a good chance you will render it nonfunctional.
- The columns Category of Work #1, #2 and #3 are for work that is **self-performed and for which you are seeking certification**.
- When you are seeking certification in GBC (General Building Construction) you must enter 3 sub-trades and their amounts on the right. Keep in mind that these should be your 3 highest sub-trades as the amount for each subtrade must 5% of the total contact amount for the project to qualify as a GBC project.
- Remember to include your 2 highest dollar value projects as we use those to calculate your single project limit.

Stay tuned for the next installment... June 28, 2019

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