

## Office of Access and Opportunity Contractor Certification

## **DCMS Tip Sheet**

September 1, 2021

Volume 2 Edition 8

## Greetings from DCAMM Contractor Certification!

In this tip sheet we will be discussing the projects table and the values that should be listed.

## **Project Category of Work Values**

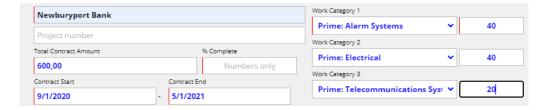
When adding to the project table it is very important that you use the correct contract value for each Category of Work you list. Guestimate values are not acceptable and will not be considered. Also, you must use full dollar values and not percentages.

Not Acceptable (Estimates):

ABC School  Project number  Total Contract Amount % Complete		Work Category 1		
		Prime: Alarm Systems	~	232,000
		Work Category 2		
		Prime: Electrical	•	232,000
464000	100	Work Category 3		
Contract Start	Contract End			Amount
9/1/2020	- 1/2/2021			Amount

If for all your projects it looks like you are just splitting the value equally for all Categories of Work it will raise red flags.

Not Acceptable (Percentages):



You must use full dollar amounts based on the actual work completed.

For additional assistance filling out the table please see our User Guide .....

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