

DCMS Tip Sheet

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

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):

Newburyport Bank		Work Category 1	Prime: Alarm Systems	40
Project number		Work Category 2	Prime: Electrical	40
Total Contract Amount	% Complete	Work Category 3	Prime: Telecommunications Syst	20
600,00	Numbers only			
Contract Start	Contract End			
9/1/2020	5/1/2021			

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