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DCMS Tip Sheet

Greetings from DCAMM Contractor Certification!

Using specific Project Titles in your Project Table – why is it so important?

Project Titles are Very Important

Maintaining the largest number of reliable evaluations in your record as possible is imperative to maintaining your Certification without lapse. Making it as easy as possible for DCAMM staff and your evaluators to distinguish one project from another will go a long way towards achieving that goal.

Since the implementation of the Project Table, we have seen many generic Project Titles. Keep in mind, DCAMM sends out evaluation requests out using info from the Project Table. To encourage a higher percentage of response, be as specific and descriptive as possible to assist your evaluator in completing our request. If an evaluator has no idea what project you are referring to, the evaluator will be less likely to respond.

Generic Example: MGH Lab Renovation

Actual Project: MGH Oncology Lab 15th floor Renovation, Project #2022-15A

By being as specific as possible, you eliminate any uncertainty the evaluator may have about the project you were working on and the possibly of listing the incorrect scope of work for your company.

Descriptive Project Titles save time and eliminate the need for follow up. If DCAMM cannot distinguish one project from another in the table, it will necessitate the table being returned to you for clarification, which delays processing. Vagueness in Project Titles also causes confusion with returned evaluations. If DCAMM is unable to match up received evaluations to projects in the table this will delay processing as well.

The bottom line - distinct Project Titles save time, eliminate questions, encourage evaluation completion, and make it less likely the incoming evaluations will be considered unreliable and not available to use towards your certification.

Should you have any questions or concerns, we are always here to assist you.

Stay tuned for the next installment...

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