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# DCMS Tip Sheet

Greetings from DCAMM Contractor Certification!

DCAMM has recently launched two new upgrades to improve your Certification experience. The first was enabling all certified contractors to view approved evaluations on their Numerical Rating Summary Sheets (NRSS) in the DCAMM Contractor Management System (DCMS) Portal. The second was the launch of the DCAMM Evaluation Portal, which allows evaluators to complete evaluations online.

Your valuable feedback has indicated there is some confusion as to the specific functions of each portal. We would like to clarify the difference between the Certification Portals we now have available for your use.

## DCAMM Contractor Management System Portal

The DCMS Portal is for submitting your application, amendment or joint venture applications. You may also review and update your Projects Table upon request by DCAMM. Now you may also view your NRSS, which will show you all the project evaluations that were vetted and approved for use during your most recent certification. You should note that the NRSS will not tell you which evaluations have been received but not yet reviewed. Instructions for accessing your NRSS can be found at <https://www.mass.gov/doc/accessing-your-numerical-rating-summary-sheet>

## DCAMM Contractor Evaluation Portal

The New Evaluation Portal will be the preferred way to submit contractor evaluations to the Certification Office. Evaluators will login, complete and submit evaluations of your work all online. Evaluators need not wait for a request to complete an evaluation – they can log in at any time and complete an evaluation. The Evaluation Portal will not allow contractors to log in and view any evaluations in process. There is no need to log into the portal unless it is to complete an evaluation. Instructions to complete evaluations through the portal can be found at <https://www.mass.gov/resource/contractor-certification-helpful-hints>

If you have any questions do not hesitate to contact Certification at 857-204-1305 or [certification.DCAMM@mass.gov](mailto: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