

DCMS Tip Sheet

December 9, 2022

Volume 3 Edition 16


Greetings from DCAMM Contractor Certification!

One feature in the application we are happy share with you is the Evaluation Summary. We call it the Numerical Rating Summary Sheet (NRSS). We first introduced this feature in the [13th edition of the DCMS Tip Sheet](#). Some of you have reported issues locating the NRSS. When you are looking for the NRSS you need to look in an application that has already been approved. You will not find the summary in an application that is in process or pending approval.

Finding the Evaluation Summary (NRSS)

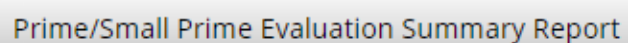
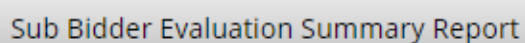
1. View - **My Certifications**
2. Go to an application with a Status of **Processing Complete**
3. Select **View**
4. This will bring you to the Certification Application: Main Summary
5. Select the **Projects Tab**

Certification Application: Main Summary



Main Projects Documents Signature Submit Q & A Utilities Cert List

6. Go to the bottom of the page and select **Evaluation Summary Report Button**



Your Numerical Rating Summary Sheet will appear.

For Prime Certified contractors your 2 highest projects will be bolded.

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