

DCMS Tip Sheet

January 28, 2022

Volume 3 Edition 2

Greetings from DCAMM Contractor Certification!

In this tip sheet we will be discussing the affiliations questions, their purpose and what needs to be disclosed to DCAMM.

Application Section 4: Project Requirements and Affiliation Questions

4.A. Is your company or any employee or any individual who owns, manages or controls your company affiliated with any owner, designer, general contractor or contact person named in your Completed or In Progress Projects Spreadsheet either through a business or family relationship?

4.B. Is your company or any employee or any individual who owns, manages or controls your company affiliated with any other DCAMM Certified Company, past or present, either through a business or family relationship?

Question 4.B. was recently amended to include the reference to business and family relationships. The purpose of these questions is to ensure that DCAMM is receiving evaluations from non-biased evaluators. In addition, regarding companies that have common family ties, DCAMM must make sure their operations, laborers and payroll are separately maintained. You can have employees that work for both companies, but they must be on both payrolls. One affiliated company cannot use the labor of the sister company, or it will not comply with DCAMM's self-performance requirement. Combined financials may be submitted, but standalone breakouts will be required to complete application processing.

What do the Guidelines require regarding Affiliations?

Section III.A.1.(a)(ix) of both the Prime and Filed Sub-Bidder Guidelines provides:

Projects that indicate business and/or family ties shall not be evaluated.

Question 4.A. seeks to uncover if your company or anyone who owns, manages or controls your company has any relationship or connections to any projects in your project table. These relationships must be disclosed. DCAMM can then determine if there is any qualified, non-biased individual that can evaluate the project. Family ties must be disclosed even if the companies do not share common ownership.

Question 4.B. is attempting to discern if there are any family ties with any other DCAMM Certified Company, whether those companies are presently certified or were certified in the past. Again, these relationships must be disclosed even if the companies maintain separate ownership.

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