

# DCMS Tip Sheet

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## Greetings from DCAMM Contractor Certification!

In the DCAMM Contractor Evaluation Form, what is the Scope of Work and who should be filling in that information?

### What is the Scope of Work?

This field should describe the work that a contractor performed on a project pursuant to its contract. The scope should be specific to each contractor who worked on a project. For example, if there was a project for the building of a school, the scope should be specific to each subtrade contractor who worked on the project. It would not be sufficient for the electrical contractor to have a scope that says, "Ground up building of an elementary school." Such a scope would require additional follow up from DCAMM for more specific information.

### Can the Scope of Work cover more than one Category of Work?

Yes. DCAMM requires one evaluation **per contract**. If a single contract covers more than one Category of Work for a single contractor, that should be noted in the Scope of Work. For example, if under a single contract the contractor was required to do the Plumbing and HVAC work, the Scope of Work should list both distinct Categories of Work. Conversely, if the Plumbing and HVAC work were covered under separate contracts, there would have to be two separate evaluations: one for each Scope of Work.

### Who should be completing the information on the front page of the evaluation, including the Scope of Work?

DCAMM encourages contractors to obtain evaluations for as many projects as possible over the course of the year, not just during the Certification process. Only evaluators can fill out an evaluation form; while it might be tempting to make it easier for evaluators by filling in the information on the front page, this could create unintended issues. If it is apparent to DCAMM in its review that the contractor had a hand in filling out the form, this will require additional follow up with the evaluator. If confirmation cannot be obtained, this could result in the evaluation being put on hold pending verification or being found to be unreliable and therefore unusable. DCAMM will do its best to verify information on the evaluations submitted. If it is unable to get the information needed, it may turn the evaluation back to the contractor to assist with the follow up.

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](mailto:certification.DCAMM@mass.gov).

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**Reminder:** Applications are due 90 days prior to expiration for the current certificate