DCMS Tip Sheet

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Happy Holidays from DCAMM Contractor Certification!

By now you are aware of our online DCAMM Contractor Evaluation portal. We would like to clear up some limitations of the portal as there seems to be some confusion with the functionality. The portal does not support uploading completed PDF evaluation forms. By uploading a signed PDF evaluation form to the portal, you place the evaluation in the Waiting for Signature status which we are unable to move, so the evaluation will sit in limbo. **The evaluation portal is for submitting digital evaluations only**. If you think you have submitted a PDF evaluation to the portal in error, please let us know and we will work with support to retrieve it.

If you have a completed PDF form that you would like to submit for our review, send it to our evaluation mailbox at certeval.dcamm@mass.gov and we will handle it from there. This mailbox is monitored by Certification Staff and submitted evaluations are processed daily. If you have an application review in progress, you may also email the evaluation form directly to your Compliance Officer who is handling your file.

Another functionality that the portal does not support is viewing evaluations submitted through the portal. Some contractors are under the impression that you can log into the portal to see what evaluations have been submitted to DCAMM from your evaluators and are waiting for our review. The portal does not allow you to do that. You would have to contact the certification office for that information.

You are able to access your Numerical Rating Summary Sheet (NRSS) in your DCMS Account to view the list of the evaluated projects that have been reviewed by DCAMM and used in your most recent Certification. (See DCMS Tip Sheet Volume 3 Edition 13) For your convenience, we have included the NRSS User Guide with this week's tip sheet. You can also find it on our website under Certification Helpful Hints, under DCMS User Guides. (This link will take you to the User Guide section of our website: https://www.mass.gov/lists/dcms-user-guides)