

DID YOU KNOW...

DCAMM's Outreach Channel for Commonwealth Municipalities

REVIEWING CONTRACTOR CERTIFICATION FILES

We are here for you

Hi There!

As you read in our last edition of Did You Know, evaluations are very important to us in certifying vertical construction contractors for public bidding. Although a contractor's application is not considered a public record, prior to awarding a contract an awarding authority or their representative are encouraged to inspect a low bidder's DCAMM

ALL INFORMATION IN THE
CERTIFICATION FILE SHALL NOT BE
CONSIDERED PUBLIC RECORDS BUT
SHALL BE MADE AVAILABLE TO AN
AWARDING AUTHORITY ONLY

certification file for to establish the contractor's qualifications. By having the ability to do this, an awarding authority has a better chance of finding a new construction partner that may be best suited for their building project. Certified contractor's files are available for review as long as it is in conjunction with a bid.

Did you know we offer several ways for you to review a contractor's certification file?

In Person Review: You can come to our office and review the digital file information as the certification office has gone paperless.

Electronic File Review: Utilizing a secure FTP site the contractor's digital application and supporting documentation is available to you at your office all you need is a login that we will provide.

Contractor Evaluations Only: You will be able to view all the current evaluations we have on file. These are usually emailed depending on the file size. We could also use a secured FTP site.

The File Review Request Form is located on our website and can be found here:

<https://www.mass.gov/how-to/how-to-schedule-a-file-review> when you need it.

If you have questions or concerns, you can contact our office by dialing us directly at 857-204-3105

INTERESTED IN JOINING OUR MAILING LIST [LET US
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HAVE QUESTIONS OR CONCERNS? YOU CAN REACH US AT: 857-204-1305 (OFFICE DIRECT DIAL) OR EMAIL AT CERTIFICATION.DCAMM@MASS.GOV