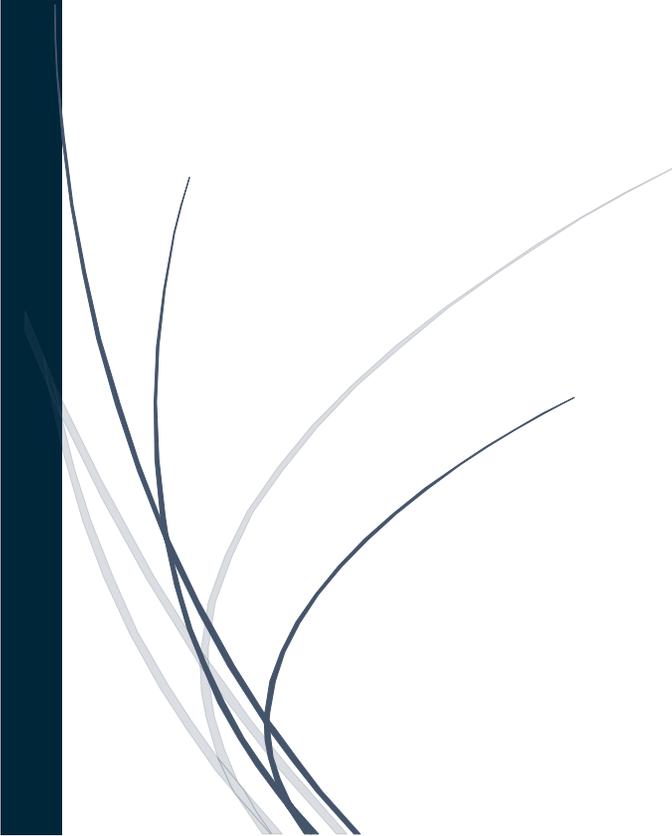
A dark blue vertical bar is on the left side of the slide. A blue arrow points to the right from the top of this bar, containing the date.

March 6, 2024

Certification Online Application

How to get started

Several thin, curved lines in shades of blue and grey originate from the bottom left and sweep upwards and to the right across the slide.

Contractor Certification

DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

Once you login to your account you will land on your Dashboard.

From here you will be able to start a new application, return to an in-progress application or submit an amendment

On the right hand side of your screen you will see Key Actions, this is where you start

Key Actions

[Renew/Apply for Certification](#) 

[View Analytics](#)

[Take a Training Class](#)

[Watch a Training Video](#)

Click here to start your Certification application

Does your Company qualify?

To find out if your Company may qualify for DCAMM Contractor Certification please visit the links below to view the Eligibility Requirements for each Certificate of Eligibility type:

- [Prime Contractor](#)
- [Small Prime Contractor](#)
- [Filed Sub-Bidder](#)
- [Joint Venture](#)

Please contact The DCAMM Contractor Certification Office with any questions via phone at 857-204-1305 or email at certification.dcammm@mass.gov.

Select an Option

[Your company is currently DCAMM certified.](#)

[Your company is **NOT** currently DCAMM certified.](#)

[Your company has applied and was requested to update their project\(s\) table.](#)

Select an Option

[Your company is currently DCAMM certified.](#)

[Your company is **NOT** currently DCAMM certified.](#)

[Your company has been in business for at least one \(1\) year.](#)

[Your company is seeking prime and small-prime contractor certification.](#)

[Submit a Prime and Small-Prime Contractor Certification application.](#)

[Your company is seeking filed sub-bidder certification.](#)

[Your company has been in business for less than one \(1\) year.](#)

[Your company has applied and was requested to update their project\(s\) table.](#)

Questions will open under each link

Click your answer until you get to Submit a Prime and Small Prime Application

This will you to the Company and Contact Information before you start the Certification application

Company & Contact Information

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

BUSINESS NAME • This application is for **Red & Black Dobie Concrete**
 This application is for a different firm

YOUR EMAIL ADDRESS •

COMPANY EMAIL •

COMPANY TYPE •

AUTOFILL • Use existing account information to auto-fill application

You can save time by using a previous application to fill in the answers; note that you will need to access each section of the application to review and lock-in the auto-fill
 Select an option below:

When you get to this section of the application it will copy the company information from your Vendor profile to the application for you.

Eligibility Requirements

The following basic standard(s) is (are) used to evaluate eligibility for certification. However, meeting these basic items does not guarantee that an application will be approved. This is only intended as a gener

Has your company been in business for at least one year for each category of work for which certification is sought?

Yes No

PRIME ONLY: Does your company have at least five completed projects with a value of at least \$80,000 and above within the last 5 years?

Yes No Not Applicable

SMALL PRIME ONLY: Does your company have at least three completed projects, with a minimum value of \$50,000 and above within the last 5 years?

Yes No Not Applicable

Are you able to provide a bonding letter with a single project limit and an aggregate work limit?

Yes No

Is your category of work listed in the [categories](#) that DCAMM Certifies?

Yes No

Does your company agree to pay the certification processing fee based on the applicant company's gross revenue?

Yes No

RENEWING COMPANIES ONLY: Is your current certification within 120 days of expiration? (If your current certification is already expired select the "Not Applicable" option.)

Yes No Not Applicable

Answer these questions to
move forward

on (click the **Documents** tab). You can also print the list to [your printer](#) or a [PDF file](#).

Check this box and click **Continue** to start the application process.

ALERT: to ensure security of your Prime or Small Prime Contractor Certification, only **YOU** will have access to this record once it is created. By starting the process, it will initially be assigned to you, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Timeline: you will have **90 days** to complete and submit this Prime or Small Prime Contractor Certification. Otherwise, the record will self-delete on **6/4/2024**. Periodic reminders will be sent to you by email up to that point. A deleted Prime or Small Prime Contractor Certification cannot be recovered; you will need to start again.

Continue

Return

Check the Checkbox and Press
continue.

Notice in this box it listed the
date your application will be
deleted if left uncompleted
after 90 days

Mandatory Documents

All mandatory documents must be provided with the Prime or Small Prime Contractor Certification. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Authorized Signatory Listing

[Download Form](#) – If your company does not maintain a list of authorized signers, you may use the Authorized Signatory Listing on the contractor certification applications page.

Annual CPA-audited or CPA-reviewed financial statement. Small prime applicants may upload a CPA compiled financial statement in lieu of audited or reviewed financials.

Upload the most recent statement and include: balance sheet, income statement, statement of cash flows, notes.

Resumes of principals, management and supervisory personnel.

Bonding Commitment Letter

Attach an original letter from your bonding agent addressed to DCAMM, Commonwealth of Massachusetts, confirming single and aggregate limits and providing name of Surety Company. The single and aggregate limits must be in excess of \$150,000. Please note: the surety company must be licensed to issue bonding in the Commonwealth of Massachusetts by the Division of Insurance and must be on the most recent list of approved sureties issued by the United States Department of the Treasury.

Workers' compensation policy information page

This must show coverage in Massachusetts and the company's experience modification rating (EMR). If your company's policy information page does not include an EMR attach a verification document in the required documents section "verification document from the insurance agent."

Massachusetts Division of Unemployment Assistance (DUA) certificate of compliance

Must be dated within thirty (30) days of application submission.

Your company's most recent annual report filed with the Secretary of State Corporations Division

The screenshot displays the DCAMM Contractor Management interface. The top section, titled "Prime or Small Prime Contractor Certification Information", shows the following details:

- TYPE: Prime or Small Prime Contractor Certification
- CERTIFYING AGENCY: Division of Capital Asset Management and Maintenance
- BUSINESS NAME: Red & Black Dobie Concrete
- CURRENT STATUS: **Incomplete**
- APPLICATION NUMBER: 0016463
- DATE FOR DELETION: 01/4/2024 (Extend)
- CONTACT PERSON: Peggy Sue Construction (Add user not on list)

Below this is the "Sections and Documentation" table, which tracks the completion status of various sections:

Section	Action	Status
CERTIFICATION TYPE	Fill in	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
SECTION 1: CONTACT INFORMATION	Fill in	Incomplete: 0 completed of 4 required; 0 completed of 7 optional
SECTION 2: BUSINESS AND HISTORICAL INFORMATION	Fill in	Incomplete: 1 completed of 9 required; 0 completed of 0 optional
SECTION 3: PERSONNEL	Fill in	Incomplete: 0 completed of 4 required; 0 completed of 0 optional
SECTION 4: PROJECT REQUIREMENTS AND AFFILIATION QUESTIONS	Fill in	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
SECTION 5: GENERAL PERFORMANCE	Fill in	Incomplete: 0 completed of 10 required; 0 completed of 0 optional
SECTION 6: COMPLIANCE WITH LAWS	Fill in	Incomplete: 0 completed of 12 required; 0 completed of 0 optional
PROJECTS	Edit	Complete: 7 projects listed - 7 records complete; 0 records incomplete
DOCUMENT LIST	Fill in	Incomplete: 0 attached of 7 mandatory; 0 attached of 8 required

This is the list of documents you will have to attach to your application before you can submit it for review.

These are the documents listed on the Certification Type checklist.

This is our online application.

When you first apply you will see all the boxes are red. Click Fill in to access each section.

Once you complete a section it will change to green if you have answered all the questions in that section.

If it hasn't you may have missed a question.

(See the example below)

* required entry

Section Status

CERTIFICATION TYPE SECTION STATUS Incomplete
- 1 incomplete out of 1 required

Section Questions

Is your business seeking certification as a Prime Contractor or a Small Prime Contractor? Required

Prime Contractor
 Small Prime Contractor

Save Draft Save & Return to Summary Cancel

Answer the question and press Save and Return to Summary

This will bring you back to the application

Sections and Documentation		
CERTIFICATION TYPE	✓ Edit	Complete: 1 completed of 1 required; 0 completed of 0 optional (by Peggy Sue Construction, 3/6/2024)
SECTION 1: CONTACT INFORMATION	➔ Fill In	Incomplete: 0 completed of 4 required; 0 completed of 7 optional
SECTION 2: BUSINESS AND HISTORICAL INFORMATION	➔ Fill In	Incomplete: 1 completed of 9 required; 0 completed of 0 optional
SECTION 3: PERSONNEL	➔ Fill In	Incomplete: 0 completed of 4 required; 0 completed of 0 optional
SECTION 4: PROJECT REQUIREMENTS AND AFFILIATION QUESTIONS	➔ Fill In	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
SECTION 5: GENERAL PERFORMANCE	➔ Fill In	Incomplete: 0 completed of 10 required; 0 completed of 0 optional
SECTION 6: COMPLIANCE WITH LAWS	➔ Fill In	Incomplete: 0 completed of 12 required; 0 completed of 0 optional
PROJECTS	✓ Edit	Complete: 7 projects listed - 7 records complete; 0 records incomplete
DOCUMENT LIST	➔ Fill In	Incomplete: 0 attached of 7 mandatory; 0 attached of 8 required

You will see the Fill In button has changed from Red to a Green Edit button.

This lets you know this section is complete. You are still able to edit it if you need to by pressing the Edit button for the section

Signature and Submittal

SIGNATURE ⌚ Sign

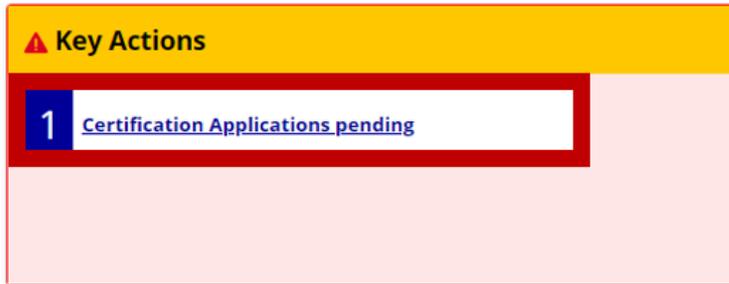
SUBMITTAL ⌚ Submit

Delete Prime or Small Prime Contractor Certification ➔

Before you can move to the Signature and Submittal section of the application, the previous sections must be complete

If you notice you started the wrong application, you can Press the Delete button at the bottom but know once the application is deleted there is no way to bring it back

Your Retuning to Complete Your Application



Key Actions

1 [Certification Applications pending](#)

If you leave your application, click here to go back to it.

On your Dashboard you will see this

Click it and you will go back to your incomplete application

Application for Certification	12/2019	Prime or Small Prime Contractor Certification	Maintenance	Submitted: 12/17/2019 Locked: 12/17/2019	Peggy Sue Construction	View
Incomplete (8%)	0016463	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 3/6/2024	Peggy Sue Construction	Fill In

You will find your Incomplete application at the bottom of the Application section, and it will be highlighted in pink to make it stand out.

Click Fill in to go back into your application

If you need assistance in completing the Projects Table in the application, you can find the user guide on our website that will assist you

<https://www.mass.gov/doc/adding-projects-to-your-online-application/download>