



January 17, 2020

Submitting a Change Request

A How to Document

Contractor Certification
Division of Capital Asset Management and Maintenance



Dashboard

Displaying records assigned to **your company**

[Certification Applications](#)

	Pending Submission	Pending Receipt	Pending Processing
Status	1	0	0

[Contractor Certifications](#)

	Active	Pending	Renewing
Status	1	0	0



Home

View »

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Certification Center

⚠ If your firm holds certifications not listed below, [submit a request](#) to add them to your account. You can also [add date alerts](#) to any active certification to remind you of an upcoming renewal.

Certification renewals and updates must be submitted to the certification agency with whom your renewal is due. For all certification renewals listed above, you will need to contact the certifying agency outside of this system for instructions. Remember to come back and update your tracking record!

Click number under the Certification Applications Pending Submission

This will bring you to your Vendor Profile

Renew/Apply for Certification

Submit Change Request

Request Missing Certification

Current Certifications

Type	Action	Effective	Renewal	Organization	Review
PC	New	4/4/2019	4/10/2020	Division of Capital Asset Management and Maintenance	

Certification renewals and updates must be submitted to the certification agency with whom your renewal is due.

- For certification renewals and updates with Division of Capital Asset Management and Maintenance, you may [submit online](#).
- For other agencies, you will need to contact the certifying agency outside of this system for instructions.

Applications

Status	Application Number	App Type	Organization	Dates
Processing Complete	2503166	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 2/19/2019 Submitted: 3/28/2019 Received: 3/29/2019
Ineligible for Certification	1592819	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 12/13/2019 Submitted: 12/13/2019 Locked: 12/17/2019
Incomplete (28%)	9164951	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 12/17/2019

Press the Submit Change Request

This will bring you to Certification: Submit Change Request Screen

Your firm holds active certifications on this platform with the certifying organization(s) listed below. Select the organization(s) you would like to notify of your change request and update any business and/or address information below Attach relevant supporting documentation with the **Attach File** button. Click **Review** when you have completed the form to see your requested changes before submission.

IMPORTANT: This change request form is not to be used for **material changes** to your certification record. **Changes in ownership, management, control, FEIN/tax ID number, products and/or services must be submitted per the organization's policy. Material change requests submitted through this form will be rejected.**

* required entry

Certifying Agencies		
The certifying agency/agencies listed below accept electronic change requests for basic business information updates.		
Include	Certifying Agency	Active Certifications
<input checked="" type="checkbox"/>	Division of Capital Asset Management and Maintenance	1

Business Information			
Business Name *	Red & Black Dobie Concrete		
DBA Name			
Main Company Email *	Suzzette.Waters@mass.gov		
Main Phone *	857	204-1647	Ext. <input type="text"/>
Main Fax *	<input type="text"/>	<input type="text"/>	<input type="text"/>

Physical Address			
Address Line 1 *	5 Paws Lane		
Address Line 2			
Address Line 3			
City *	Avon		
State/Province *	U.S. States/Provinces MA ▼	or	Canadian Provinces ▼
Zip Code/Postal Code *	U.S. Zip Code 02322	or	Canadian Postal Code <input type="text"/>
Country *	United States ▼		

Mailing Information			
Address Line 1 *	5 Paws Lane		
Address Line 2			
Address Line 3			
City *	Avon		
State/Province *	U.S. States/Provinces MA ▼	or	Canadian Provinces ▼
	U.S. Zip Code		Canadian Postal Code

The following changes can be done by you:

1. Address change both Mailing and Physical addresses
2. Main Company Email, Phone and Fax numbers

State/Province *	MA ▼	or	▼
Zip Code/Postal Code *	U.S. Zip Code 02322	or	Canadian Postal Code ▼
Country *	United States ▼		

Other Information	
Supporting Documents *	<p>Supporting Documents Required</p> <ol style="list-style-type: none"> Reporting an error in your firm's certification profile due to a typographic mistake: <ul style="list-style-type: none"> No supporting documentation required Changing only the fax number, phone number, and/or email address listed in your firm's certification profile: <ul style="list-style-type: none"> No supporting documentation required Changing the address listed in your firm's certification profile: <ul style="list-style-type: none"> Supporting documentation required, such as lease agreement, title, property tax document or assessment Additional documentation may be required Changing the name of the firm listed in your firm's certification profile: <ul style="list-style-type: none"> Supporting documentation required, such as amended business certification or similar legal document Additional documentation may be required Adding or changing a DBA name to your firm's certification profile: <ul style="list-style-type: none"> For Sole Proprietors: copy of DBA filing All other business types: registration of assumed name <p>After reviewing the list above:</p> <p><input type="radio"/> Supporting documents ARE required for my request and I am providing them as attachments.</p> <p style="text-align: center;">» <input type="button" value="Attach File"/></p> <p><input type="radio"/> Supporting documents are NOT required for my request.</p>
Other Changes	<p>This change request form is not to be used for material changes to your certification record. Changes in ownership, management, control, FEIN, products and/or services must be submitted per the organization's policy. Change requests of this nature submitted through this form will be rejected.</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>
Comments	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>

The following changes **MUST** be done through an Amendment:

1. Increasing Limits (Single and Aggregate)
2. Adding a new category of work
3. Add Supplier Diversity Certification
4. Change the contractor's legal name

Certification: Review Change Request

Help & Tools 

Review the information below for accuracy, check the box attesting to the accuracy, and click **Save**.

Certifying Agencies			Edit
Include	Certifying Agency	Active Certifications	
YES	Division of Capital Asset Management and Maintenance	1	

Business Information		Edit
Business Name	Red & Black Dobie Concrete	
DBA Name		
Main Company Email	Suzzette.Waters@mass.gov	
Main Phone	857-204-1647	
Main Fax		

Addresses		Edit
Physical Address	5 Paws Lane Avon, MA 02322	
Mailing Address	5 Paws Lane Avon, MA 02322	

Other Information		Edit
Supporting Documents	No supporting documents attached.	
Other Changes	Company moved from #4 to #5	
Comments		

By submitting this electronic change request, I attest that the information provided herein is accurate and that I am authorized to act on behalf of the firm to submit this request.

Certification: Change Request Submitted

Your change request has been submitted to the selected agencies and a confirmation notice sent to you. The request will be approved or denied and a second notice of the action taken automatically sent.

[Return To Certification List](#)

[View All Change Requests](#)

You may also want to update your account profile, if you have not already done so.

[Update Account Profile](#)

How can we improve this system?

We continually try to provide you with the resources, tools, and features that let you efficiently manage your data. If you have a minute, please send us some feedback on the process you have just completed. We value your input and will respond to your suggestions.

[Submit Feedback](#)

Training Classes

Learn how to use the system more efficiently by taking one of our online training classes. Select **Training Classes** from the **Help & Support** menu.

If you ever need support, please click the **Customer Support** link at the bottom of every page.

[General](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#) | **[Certifications](#)** | [Workforce Comp/EEO](#) | [Questionnaires](#)

Red & Black Dobie Concrete

[Renew/Apply for Certification](#)

[Submit Change Request](#)

[Change Request List](#)

[Request Missing Certification](#)

Vendor Profile: Certification Change Requests

General | Public Profile | Users | Commodity Codes | Contacts | Employees | **Certifications** | Workforce Comp/EEO | Questionnaires

Red & Black Dobie Concrete

New Change Request

Change Requests

View	Status	Certifying Agency	Date Submitted	Request Type	Submitter
View	Rejected	Division of Capital Asset Management and Maintenance	12/31/2019	Change Request	Peggy Sue Construction (Red & Black Dobie Concrete)

Certification: View Change Request

Change Request Information	
Status	Rejected
Request Type	Change Request
Submitted By	Peggy Sue Construction - Red & Black Dobie Concrete
Date Submitted	12/31/2019
Reviewed By	Melissa Dugan
Date Reviewed	12/31/2019
Public Reviewer Comments	
Private Reviewer Comments	

Change Request Details	
Business Name	Red & Black Dobie Concrete
DBA Name	
Email	Suzzette.Waters@mass.gov
Phone	857-204-1647
Fax	
Physical Address	5 Paws Lane Avon, MA 02322
Mailing Address	5 Paws Lane Avon, MA 02322

Other Information	
Company Type Changed	Yes - Company type changed from Unassigned to Corporation
Supporting Documents	No supporting documents provided with this change request
Other Changes	Company moved from #4 to #5
Comments	

[Return](#)