



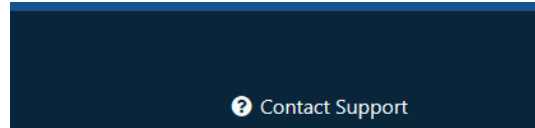
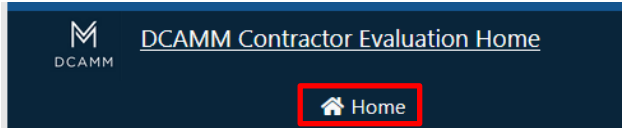
# Using the New Digital Evaluation Portal

*As a Guest User*

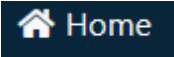
Contractor Certification Office

DIVISION OF CAPITAL ASSETS MANAGEMENT AND MAINTENANCE

# Guest User



This is the login screen to access the online evaluation portal.

If you chose not to become a registered user, you can press the  button at the top of the screen to start the evaluation process.


If you run into difficulty at any time, you can Contact Support at the top of any screen.

A login screen with a light blue background. At the top, it reads "Division of Capital Asset Management and Maintenance" in bold, followed by "Welcome back! Please login to your account". Below this are two input fields: "Email Address \*" and "Password \*". Under the email field are links for "Forgot Password?" and "New Member?". At the bottom center is a dark blue button with the text "LOGIN" in white.

By using this entrance, you will **not** be able to save and come back to complete the evaluation, it must be done in one sitting.

You will not be able to respond to questions within the system if a DCAMM Compliance Officer may have about your answers.

You will not be able to access evaluations you previously submitted.



**Contractor Evaluation**

This is the Standard Contractor Evaluation form for both PRIVATE and PUBLIC projects.

**Private Project:** Private projects include vertical building work performed for private parties, federal agencies and all out of state work.

**Who completes and signs this form for a Private project?**

Evaluations for private projects can be prepared and signed by the project owner or by an individual responsible for the oversight of the project (e.g. general Contractor, architect, owner's project manager).

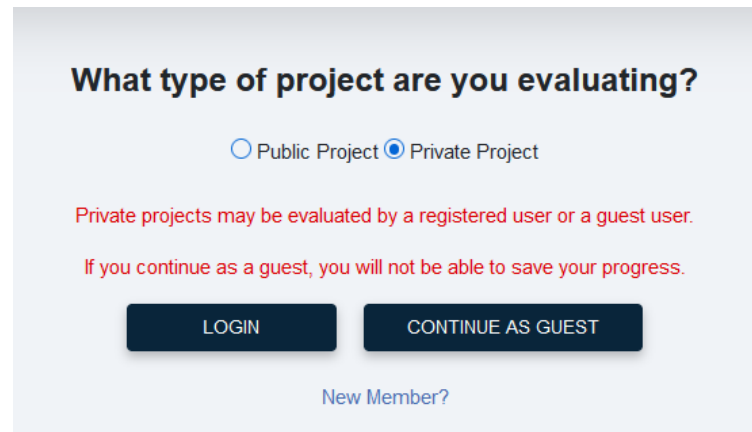
**What type of project are you evaluating?**

Public Project  Private Project

**Important Note:** DCAMM Contractor Evaluation portal supports the latest two versions of the following browsers: Google Chrome (Windows/Mac - Recommended Browser), Microsoft Edge (Chromium - Windows/Mac), Mozilla Firefox (Windows/Mac), and Safari (Mac). If you are experiencing any issues in the Contractor Evaluation portal, please first check if a compatible browser and version is being used.

Public Project – are projects that are put out by a Public Entity within the Commonwealth of MA and governed by Mass General Laws.

Private Project – are projects that are put out by private citizens, private organizations, all other states or the Federal Government.



**What type of project are you evaluating?**

Public Project  Private Project

Private projects may be evaluated by a registered user or a guest user.

If you continue as a guest, you will not be able to save your progress.

**LOGIN** **CONTINUE AS GUEST**

[New Member?](#)

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## COMPLETE PRIVATE PROJECT EVALUATION AS GUEST?

By continuing as a Guest you **will not** be able to save any progress while filling in the form.

Your typed eSignature will be required upon submitting the form as the electronic equivalent of a hand-written, original signature, and this will be treated as authentic for all purposes allowed by law.

If you are not an Evaluator able to certify, warrant and represent, **under pains and penalties of perjury**, then you should not continue with filling out this evaluation as a GUEST.

If you would like to fill out the form and have it forwarded to the Evaluator then please login as a Registered User. From there you will be able to identify the Evaluator and the form will be forwarded to them for signature. Note: they will also be required to Register to complete the form.

CONTINUE AS GUEST

CANCEL

Disclaimer box will appear letting you know you will not be able to save your evaluation as a guest. It will have to be completed in one sitting.

Continue as Guest if this is okay.

Cancel if someone other than you must approve, sign and submit the evaluation.

Project Owner Information

First Name \*

Last Name \*

Title \*

Company Name \*

Email Address \*

Telephone

**Project Owner** is the person/organization that owns the property were the project is being done.

**Evaluator Information** is the person that can best evaluate the contractor's performance on the project.

If they are the same person, check the Same Information as above checkbox and the Evaluator Information will auto-populate with the information from the Project Owner.

Evaluator Information

Same information as above

First Name \*

Last Name \*

Company Name \*

Email Address \*

Telephone

## Project Information

**Project Name and Location \***

**Project Owner \***

**Project ID**

**Project Status \***

- This project is complete and this is a Final Evaluation
- This project is not complete and this is a Preliminary Evaluation

Final Evaluations are sent to DCAMM  
Preliminary Evaluation are sent to the  
contractor, NOT to DCAMM

**Detail this Contractor's Scope of Work \***

Project Name and Location – Be as specific as possible. This allows us to distinguish one project from another. Distinctive project titles eliminate questions and vagueness.

Project ID – If you have one, list it, this assists us with project ambiguity.

Contractor's 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.

One evaluation **per contract**. If a single contract covers more than one Scope of Work for a single contractor, that should be noted in the Scope of Work.

If there is more than one Scope of Work and they are covered under separate contracts, there would have to be two separate evaluations: one for each Scope of Work.

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## Contractor Information

Contractor Name \*

Contractor ID ⓘ

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If you are unsure of a contractor's certification ID you can click the blue dot and be taken to our Online Directory, type in the contractor name and get the ID from there. This will ensure that evaluation is applied to the correct contractor.

### Search Certified Directory

The Contractor ID can be retrieved from <https://dcamm.gob2g.com/Default.asp> by going to Search Certified Directory and searching for the contractor.

CLOSE

Start Date \*

End Date \*

Actual Completion Date \*

Does this project meet the Secretary of the Interior's Standards of Historical Rehabilitation issued by the U.S. Department of the Interior? (optional)

Yes  No

Is this a maintenance contract? \*

Yes  No

Project Contract Cost for Contractor being Evaluated (including change orders, if any): \*

*(If change order amount unknown for subcontractor, estimate as 5% of subcontract amount)*

\$

Total Contract Cost \*

*(If estimated total project cost was \$1,500,000 or greater, an Owner's Project Manager signature is required.)*

\$

Did the contractor execute this project using their own employees? \*

Yes  No

Maintenance Contract - Completion of a maintenance contract means that the full term of a maintenance project is complete. Maintenance contracts with automatic extensions do not qualify until the entire contract is complete.

Project Contract Cost for Contractor – Was the contractor part of a larger project? List the dollar amount for which they were contracted.

Total Contract Cost – The full cost for the whole project.



## Evaluation Questions

Please rate this Contractor's performance for each of the following Categories. Written comments are extremely helpful, and if you rate the performance below "Average" in any category, a detailed written explanation with specifics must be provided. Failure to provide written comments for below Average performance may result in the evaluation being deemed unreliable.

If additional pages are necessary for any written comments, please feel free to attach additional sheets. Be sure to clearly indicate the question number for each attached response.

### Quality Control/Submittals

1. **QUALITY CONTROL: How was the Quality Control process managed throughout the entire project?** \* [Click here for Examples](#)

Unacceptable

0

Below Average

14

Average

16

Above Average

18

Excellent

20

Question Total

Total Score

**Comments (optional unless Below Average or Unacceptable rating selected)**

Comments are optional unless Below Average or Unacceptable rating selected

Comments are required for your below average/unacceptable rating of this contractor

This is the beginning of the evaluation form and a representation of the way the questions are set up. By selecting the appropriate response to the question, the form will automatically score the evaluation. If you select a rating of Unacceptable or Below Average, you will be required to add a comment as to why you chose that rating. Kindly be as detailed as needed. You will be able to attach any additional documents at the end of the evaluation to support your response, if needed.

## Evaluation Attachments

Select your file and click upload

No files selected.

Tag Document:

- Select--
- Select--
- 1. Quality Control/Submittals
- 2. Project Startup
- 3. Scheduling
- 4. Staff Performance
- 5. Substantial Completion
- 6. Safety & Housekeeping
- 7. Modifications & Change Orders
- 8. Document Control
- All Sections**
- Clarification
- Contract Dates
- Rebuttal Notice
- Contract Value
- Rebuttal
- Signature Confirmation
- Evaluator Response
- Scope of Work

If you have attachments, you would like to include within a particular question of the evaluation form you can do that by selecting the correlating section and uploading the document (see Tag Document drop down list).

You can add documents to each evaluation question, if needed.

Tag Document:

**UPLOAD**

Show  entries

Search:

Date	Version No	File Name	Section	Added By	Action
8/16/2022 2:34:46 PM		Scheduling delays.pdf	3. Scheduling	Guest	<b>Download</b> <b>Delete</b>
8/16/2022 2:34:14 PM		Document Control deficiencies.pdf	8. Document Control	Guest	<b>Download</b> <b>Delete</b>
8/16/2022 2:33:57 PM		Unsafe housekeeping document.pdf	6. Safety & Housekeeping	Guest	<b>Download</b> <b>Delete</b>

Showing 1 to 3 of 3 entries

Previous  Next

**SUBMIT**

CANCEL

# Acknowledgement



You have indicated that you are both the Project Owner and its Evaluator. Only one signature is required for this evaluation. Please indicate if you will sign as the Project Owner or the Evaluator.

CONTINUE AS PROJECT OWNER

CONTINUE AS EVALUATOR

CANCEL

Acknowledgement

ACKNOWLEDGEMENT

Your typed eSignature below is the electronic equivalent of a hand-written, original signature, and is authentic for all purposes allowed by law.

TERMS AND CONDITIONS

As duly authorized Evaluator, the undersigned hereby certifies, warrants and represents, **under pains and penalties of perjury**, that the undersigned has been provided the opportunity to review, correct and approve all of the information contained in, and/or in connection with, this Evaluation and hereby verifies and attests to its truthfulness, completeness and accuracy.

Project Owner Signature

Signature * (type your full, legal name)	Your Title *	Today's Date *(MM/DD/YYYY)
<input type="text"/>	<input type="text"/>	08/16/2022

SAVE CANCEL

Signature Acknowledgement for Project Owner

Acknowledgement

ACKNOWLEDGEMENT

Your typed eSignature below is the electronic equivalent of a hand-written, original signature, and is authentic for all purposes allowed by law.

TERMS AND CONDITIONS

As duly authorized Evaluator, the undersigned hereby certifies, warrants and represents, **under pains and penalties of perjury**, that the undersigned has been provided the opportunity to review, correct and approve all of the information contained in, and/or in connection with, this Evaluation and hereby verifies and attests to its truthfulness, completeness and accuracy.

Evaluator Signature

Signature *	Your Title *	Today's Date *
<input type="text"/>	<input type="text"/>	08/16/2022

Signature Acknowledgement for Evaluator

Once you sign the digital evaluation form, you will save it which will send it to DCAMM Contractor Certification. If you do not want to save it and send it to DCAMM, you can cancel it. Keep in mind, you are logged in as a guest user, this evaluation will NOT be saved, you will have to create it again.

SAVE

CANCEL

## Contractor Evaluation

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✔ Confirmed! Your evaluation has been submitted to the DCAMM Certification team for review.

Once you have saved the evaluation you will be brought back to the Welcome screen, and you will see a green bar across the top confirming your evaluation has been submitted to DCAMM Certification.

You will also receive an email from the Evaluation Portal confirming the submission of the evaluation with the name of the project.

### New Contractor Evaluation ID CE2022081617283 received



DCAMM <noreply@stonewallsolutions.com>  
To [green checkmark] Waters, Suzzette (DCP)



2:38 PM

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

The Contractor Evaluation form CE2022081617283 associated with the project (SW) Big Red Barn Construction completed and submitted to the DCAMM Certification Team.

Thank you,

DCAMM Team