



July 28, 2022

# Using the New Digital Evaluation Portal

Registered Users



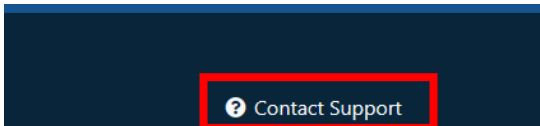
Contractor Certification Office

DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

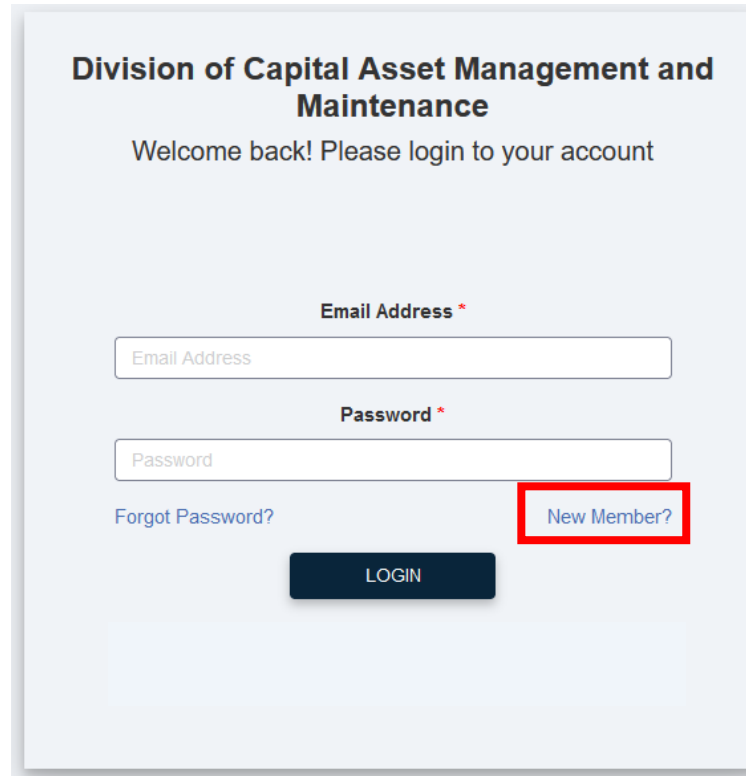
## Registered User

Advantage of being a Registered User by creating an account you could save the evaluation you are working on, make modifications as needed, respond to DCAMM comments or questions and more.

If you have documents, you would like to be send to DCAMM with the evaluation you will be able to attach them to the evaluation form.



If at anytime while completing this process you have difficulty you can press Contact Support for assistance.



To become a Registered User Select New Member?  
This will open a dialogue box for you to complete.

## Register

### Personal Information

**First Name \***

**Last Name \***

**Phone Number**

**Email \***

I agree with [terms and conditions](#)

SIGN UP

CANCEL

Fill in your First Name, Last Name and Email Address, these are required fields and necessary to start the evaluation process. Phone number is optional

Once you have completed the required fields, read the Terms and Conditions, then check the agreeing with them Press Sign Up button to continue.

✔ Your registration is successful. Please check your email for the login details.

In the mailbox you used to register your account you will receive an email with your Username and Temporary password.

You will be able to login to the Evaluation Portal with your Username (your email address) and the temporary password, you will be prompted to change it to something you will remember.

The Password requirements are 12 characters long and 1 letter

Once you have successfully logged in you will be brought to your dashboard.

The screenshot shows the DCAMM Contractor Evaluation Home dashboard. The top navigation bar includes 'Home', 'New Evaluation', 'Contact Support', and a user profile for 'Bubba Blu Baker (Registered User)'. The main content area is titled 'Evaluation Queue' and features a search section for 'Initiated Evaluations' with fields for Evaluation ID, Contractor Name, Contractor ID, and Project Title, along with a status dropdown and 'SEARCH' and 'CLEAR' buttons. At the bottom, there is a table header with columns for Evaluation-ID, Date Submitted, Status, Contractor Name, Project ID, Contractor ID, and Action, and a row of filter input boxes.

This is your Dashboard. You will see your name in the upper right hand of the screen when you are logged in.

DCAMM Contractor Evaluation Home

Home New Evaluation Contact Support Bubba Blu Baker (Registered User)

Evaluation Queue

To begin a new evaluation select the New Evaluation button at the top of the screen.

Show 50 entries [Status key](#)

Evaluation-ID	Date Submitted	Status	Contractor Name	Project ID	Contractor ID	Action
<input type="text" value="Filter Evaluation-ID"/>	<input type="text" value="Filter Date Submitted"/>	<input type="text" value="Filter Status"/>	<input type="text" value="Filter Contractor Name"/>	<input type="text" value="Filter Project ID"/>	<input type="text" value="Filter Contractor ID"/>	
CE2022083124471	8/31/2022 6:31:46 PM	Not Submitted (Draft)	Red & Black Dobie Concrete		0019	View
CE2022050591497	5/5/2022 10:34:27 AM	Submitted	Red & Black Dobie Concrete		ASDF	View
CE2022050230767	5/2/2022 4:31:27 PM	Submitted	Red & Black Dobie Concrete		0019	View
CE2022050223601	5/2/2022 3:53:49 PM	Submitted	Red & Black Dobie Concrete		0019	View
CE2022050295302	5/2/2022 3:10:58 PM	Submitted	Red & Black Dobie Concrete		0019	View

Showing 1 to 5 of 5 entries Previous 1 Next

If you are returning to complete an evaluation already started you will see it listed as Not Submitted (Draft). Select View and you can pick up where you left off. Once the evaluation opens you will have to close the View Only mode to edit the document and select Edit at the bottom of the page.

View only mode ✕

EDIT BACK

Signing into the portal as a registered user, you will be able to save and return to complete the evaluation, it does not have to be done in one sitting.

You will also 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.

The screenshot shows the 'Contractor Evaluation' page. At the top, it says 'This is the Standard Contractor Evaluation form for both PRIVATE and PUBLIC projects.' Below that, it defines a 'Private Project' and asks 'Who completes and signs this form for a Private project?'. The answer provided is that evaluations can be prepared and signed by the project owner or an individual responsible for oversight. Below this is a question: 'What type of project are you evaluating?' with radio buttons for 'Public Project' and 'Private Project'. At the bottom, there is an 'Important Note' about browser compatibility.

Public Project – are projects that are put out by a Public Entities 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.

This screenshot shows the 'What type of project are you evaluating?' question. The 'Private Project' radio button is selected. Below the question, there is a red warning: '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.' At the bottom, there are two buttons: 'LOGIN' and 'CONTINUE AS GUEST'. Below the buttons is a link that says 'New Member?'.

Project Owner Information

First Name \*

Last Name \*

Title \*

Company Name \*

Email Address \*

Telephone

**Project Owner** is the person/organization that owns the property where 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.



## Contractor Information

Contractor Name \*

Contractor ID 

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

Below Average

Average

Above Average

Excellent

Question Total

Total Score

0

14

16

18

20

**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.

## Modifications & Change Orders

7. How effective was this Contractor in responding to and implementing Change orders? \* [Click here for Examples](#)

Unacceptable	Below Average	Average	Above Average	Excellent	Question Total	Total Score
<input type="radio"/> 0	<input checked="" type="radio"/> 10	<input type="radio"/> 12	<input type="radio"/> 14	<input type="radio"/> 15	10	88

**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

If you rate any of the questions Below Average or Unacceptable, you will be required to add comments before you will be able to submit your evaluation form.

A dialogue box will open and let you know comments are needed and the question title.

Please enter the comments for Modifications and change orders

OK

Modifications & Change Orders

7. How effective was this Contractor in responding to and implementing Change orders? \* [Click here for Examples](#)

Unacceptable	Below Average	Average	Above Average	Excellent	Question Total	Total Score
<input type="radio"/> 0	<input checked="" type="radio"/> 10	<input type="radio"/> 12	<input type="radio"/> 14	<input type="radio"/> 15	<input type="text" value="10"/>	<input type="text" value="88"/>

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

The comments box will be highlighted

## Evaluation Attachments

Select your file and click upload

No files selected.

Tag Document:

Documents that have been uploaded to the evaluation and the name of the person that uploaded it.

- 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

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.

Date	Version No	File Name	Section	Added By	Action
8/31/2022 7:40:50 PM		Scheduling delays.pdf	3. Scheduling	Bubba Blu Baker	<a href="#">Download</a> <a href="#">Delete</a>
8/31/2022 6:56:26 PM		Bonding Commitment Letter_Redacted.pdf		Suzzette Waters	<a href="#">Download</a> <a href="#">Delete</a>
8/31/2022 6:56:26 PM		Document Control deficiencies.pdf		Suzzette Waters	<a href="#">Download</a> <a href="#">Delete</a>
8/31/2022 6:56:26 PM		Unsafe housekeeping document.pdf		Suzzette Waters	<a href="#">Download</a> <a href="#">Delete</a>

Showing 1 to 4 of 4 entries

**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.

**Owner/Awarding Authority Information**

<b>Signature *</b> (type your full, legal name)	<b>Your Title *</b>	<b>Today's Date *</b> (MM/DD/YYYY)
<input type="text" value="peggy Sue Construction"/>	<input type="text" value="project manager"/>	<input type="text" value="08/31/2022"/>

Once you sign the digital evaluation form, it will send it to the Evaluator for signature.

## Acknowledgement



"This evaluation requires the signature of the Awarding Authority's Representative. When you sign and submit this evaluation, the Awarding Authority's Representative named **Blu Bell** from **Lollipop Township** will be notified at **jazze0712@aol.com** and asked to sign this evaluation. The Awarding Authority's Representative must use a registered account to log-in, sign, and submit the evaluation to DCAMM."


ACCEPT & SUBMIT

CANCEL

✔ Your evaluation has been sent to the project's Oversight Authority for signature.



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 **DCAMM** (noreply@stonewallsolutions.com)

Wed, Aug 31, 2022 7:09 pm

To: you [Details](#) ▾

The Contractor Evaluation form #CE2022083124471 associated with the project B. M. C. Durfee High School 360 Elsbree Street Fall River MA was completed by Suzzette Waters at [suzzette.waters@state.ma.us](mailto:suzzette.waters@state.ma.us) and requires your approval and signature.

The form can be accessed from your queue in the DCAMM Contractor Evaluation Portal.]

In order to view and approve this evaluation form, you must create an account in the portal using the email address [jazze0712@aol.com](mailto:jazze0712@aol.com)

Thank You,

**DCAMM Certification Team**

Division of Capital Asset Management & Maintenance

Office of Contractor Certification

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

SAVE

CANCEL

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.

**Test Environment**  
*No transactions will be recognized through use of this system*

### Evaluation Queue

Initiated Needs Approval

#### Search Evaluations

Evaluation ID	Contractor Name	Contractor ID	Project Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Status			
<input type="text" value="-- Select --"/>			

Show  entries [Status key](#)

Evaluation-ID	Date Submitted	Evaluation Status	Contractor Name	Project ID	Contractor ID	Action
<input type="text" value="Filter Evaluation-ID"/>	<input type="text" value="Filter Date Submitted"/>	<input type="text" value="Filter Evaluation Status"/>	<input type="text" value="Filter Contractor Name"/>	<input type="text" value="Filter Project ID"/>	<input type="text" value="Filter Contractor ID"/>	
CE2022083124471	8/31/2022 7:09:33 PM	Submitted	Red & Black Dobie Concrete		0019	<a href="#">Review</a>

## 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.

#### Awarding Authority's Representative Information

**Signature**

Babba Blu Baker

**Title**

Minister of Meow

**Signature Date**

08/31/2022

SAVE

CANCEL

## Contractor Evaluation

**Important Note:** DCAMM Contractor Evaluation portal supports the latest two versions of the following browsers: Google Chrome (Windows/Mac - Recommended) and Microsoft Edge. If you are experiencing any issues in the Contractor Evaluation portal, please first check if a compatible browser is installed on your computer.

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