

EMMP
'Equipment Maintenance Management Insurance Program'
'HOW TO GUIDE'

REQUESTING QUOTES FOR YOUR EQUIPMENT MAINTENANCE & REPAIR

1. Submit current PO's, expiring maintenance / warranty agreements or quote template provided to DGS at: EMMP@dgs.ca.gov showing prior or renewal pricing and terms of service (4 hour responds, 24 x 7 coverage, # of PM's, etc...).
2. ORIM will provide you with an annual premium quote along with a DGS/EMMP Bind Acceptance Letter** for your equipment. Most quotes take an average of 5 to 7 days depending on the volume and type of equipment.
3. Review quote for accuracy and contact Donna Sanderson (916-376-1621, donna.sanderson@dgs.ca.gov) with any questions. (Note: The quote is to be reviewed for accuracy in the type of equipment, serial numbers, amount of equipment and coverage.)
4. Once you have signed the Bind Letter you will email it to EMMP@dgs.ca.gov requesting coverage. This letter must include:
 - a) Effective date of coverage. The start date can be the same day or a future date.
 - (Note: Mid-term effective dates will decrease the amount of the annual premium quoted since the policy term is June 30th to June 30TH each year.)
 - b) Billing Code (CAN #): DGS will bill their EMMP fee annually. The fee is 3.5% (13/14 FY) of the invoiced EMMP premium.
 - c) Billing Contact: Name and back-up contact name including: phone number and email address of the billing contact(s) to receive EMMP invoice
5. Your equipment schedule including the REMI ID tag #'s for each piece of equipment and a Client Reference Guide will be received within 3 business days by email and serves as confirmation of coverage of your enrolled equipment.
6. Alliant Invoice: DGS will email the stamped/approved Alliant invoice signed by our State Risk Manager to process for payment. Payment is due within 30 days of the receipt of the invoice. (Note: Straight Pay has been approved by the State Controllers Office.)
7. ID tags can be mailed out or hand delivered for each piece of equipment. Please affix each tag to each piece of equipment covered under the program.

8. Online access to asset management tools are available at www.remionline.com. The online system is used to track equipment, order service and view all service/repair documents.
9. To remove equipment from the EMMP you must notify ORIM by way of email to EMMP@dgs.ca.gov or Donna.Sanderson@dgs.ca.gov including the make/model, serial number of the equipment with the effective date of removal. The EMMP cannot back date the removal of the equipment; the effective date will be the same day or a future date if requested. Unused premium is returned to your department in the form of a check.

For information or questions please contact:

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