

QUICK REFERENCE CHART

Section 1 Information	<ul style="list-style-type: none"> • Review and comply with Budget Bulletins H-1027 and H-1030. • Consult with your Budget Examiner and/or OGS Bureau of Risk and Insurance Management. • The Bureau of Risk and Insurance Management (BRIM) in the Office of General Services (OGS) and The Remi Group (TRG) make up the EMP Project Team. • Review this Procedures Manual.
Section 2 Initiation	<ul style="list-style-type: none"> • Execute MOU with OGS to use TRG contract with OGS for EMP and return two originals to OGS BRIM prior to the program start date. • Note: agencies will have their own EMP service agreement with TRG to cover specific pieces of equipment that had been typically covered by individual vendor contracts or agreements.
Section 3 Preparation	<ul style="list-style-type: none"> • Compile complete and accurate inventory of all equipment currently being serviced by contract, agreement, etc—Use Attachment B in Budget Bulletin H-1027. • Work with TRG and OGS (and DOB and OFT) to develop an implementation plan. • Validate and sign-off on inventory and documentation. • Gather all corresponding documentation of vendor contracts, agreements, etc. <i>Please note that you can contact OGS BRIM if you need help with gathering and/or photocopying the necessary documentation.</i> • Submit finalized inventory and documentation for a quote. • Review quote to make sure the level of coverage is correct.
Section 4 Approval	<p>Conduct follow-up meeting</p> <ul style="list-style-type: none"> • Review final quote and equipment schedule. • Review Implementation Report. <ul style="list-style-type: none"> ○ Determine which equipment to place on EMP. ○ Determine date for each piece of equipment to be transitioned on EMP. ○ Determine whether to cancel or let the vendor service maintenance contract expire. • Establish program start date. • Accept the quote in writing. • Receive EMP service agreement and PO number.
Section 5 Execution	<p><u>Vendor outreach</u> (See <i>Vendor Letter and Vendor Service Report</i>)</p> <ul style="list-style-type: none"> • Prepare and distribute letters to vendors impacted by the EMP. • Arrange meetings with vendors to explain the EMP. <p><u>Program staff outreach</u></p> <ul style="list-style-type: none"> • Arrange meetings with all staff who deal with equipment maintenance. • Use the EMP Implementation Report. • Review service procedures changes. • Highlight adding and deleting equipment: <i>Equipment may be added to or deleted from the EMP service contract at any time. Notification of addition or deletion must be in writing to the On-site TRG reps. Adding equipment requires make, model, and serial number of equipment; as well as previous or proposed vendor service maintenance contract cost, if known. An endorsement will be issued to the</i>

	<p><i>agency for verification of the new EMP service contract amount and equipment schedule.</i></p> <ul style="list-style-type: none"> • Provide an overview of Remi Online. <p><u>Finance staff outreach</u></p> <ul style="list-style-type: none"> • Establish an agency partial pay and denial process. • Explain payment process for EMP service agreement.
Section 6 Maintenance	<p>Remi Online</p> <ul style="list-style-type: none"> • Designate agency staff to have access to Remi Online. • Distribute logins and passwords. • Schedule training.
Section 7 Support	<p>Agency Follow Up</p> <ul style="list-style-type: none"> • TRG Account Executive will follow up with each agency approximately two months after starting the EMP. • Agency can discuss any problems, questions or operational issues that have arisen since program inception. • BRIM/TRG will answer questions, offer suggestions, and arrange for assistance, if necessary and appropriate.