Georgia

Department of Administrative Services

Website Designs
STATEWIDE CONTRACT

Last Modified on 12/17/13

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STATEWIDE CONTRACT ANNOUNCEMENTS

Last Modified on 12/17/13

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STATEWIDE CONTRACT BENEFIT TEMPLATE

Last Modified on 12/17/13

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STATEWIDE CONTRACT ERFQ TEMPLATE

Last Modified on 12/17/13

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STATEWIDE CONTRACT FOR SERVICES

Last Modified on 12/17/13

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STATEWIDE CONTRACT QUICK GUIDE

Last Modified on 12/17/13

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RISK MANAGEMENT

Risk Management Services (RMS) serves Georgia state agencies and employees by providing insurance coverage, managing and administering claims to ensure appropriate resolution, cost-effectiveness, identifying loss exposures, and promoting loss control. Through these efforts, RMS assumes good stewardship of state funds and the protection of state assets.

AREAS OF FOCUS

INSURANCE SERVICES

COMPREHENSIVE LOSS CONTROL

PROPERTY REGISTRY

RULES, POLICY & COMPLIANCE

RISK TOOLS

EDUCATION & TRAINING

RISK MANAGEMENT FAQ

CAREERS

LOREM IPSUM DOLOR

NON UI PURES SIT AMET

INSURE PROPERTY


PROPERTY DAMAGE


ANNUAL REPORT

View the 2011 Risk Management Annual Report. Protecting Georgia’s Most Important People and Property Assets to learn how Risk Management is making the use of sound insurance management and key claims metrics second nature in Georgia’s ongoing loss control efforts. View Annual Report.
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RISK TOOLS

EDUCATION & TRAINING

RISK MANAGEMENT FAQ

CAREERS

- Submit your resume at https://careers.gsa.gov
- Visit https://www.gsa.gov/careers

ENTERPRISE SOLUTIONS

- Submit your query to https://support.gsa.gov
- Visit https://www.gsa.gov-support

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MOST FREQUENTLY ASKED

- Exactly what is workers’ compensation?
- What is the difference between an on-the-job injury and a work-related compensable?
- How do I request an accident report?
- Is my injury covered by workers’ compensation?

FREQUENTLY REQUESTED DOCUMENTS

- Georgia Liability Insurance Information Guide
- Auto Notice of Loss
- Property Claims Procedures
- Report of Injury
- UC Claims Procedures

NEWS, EVENTS & ANNOUNCEMENTS

- National Park Safety Week – April 9 - 15
- New state law goes into effect on liability claims
- New UC claims procedures
- New Georgia Liability Accident Report Form
- New UC claims procedures

VIEW ALL FREQUENTLY ASKED

VIEW ALL DOCUMENTS

VIEW ALL NEWS, EVENTS & ANNOUNCEMENTS
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Integer vestibulum ante at lorem posuere, ut faucibus purus.

- Michael Parrson

**INSURANCE SERVICES**


**CONTACT**

Risk Management Services
Phone
404-656-9245
Email
riskmanagement@doas.ga.gov
View All Division Contacts

**AREAS OF FOCUS**

- Auto Insurance
- Liability Insurance
- Property Insurance
- Worker’s Compensation
- Return to Work

**INSURANCE FORMS**

**MOST FREQUENTLY ASKED**

1. Exactly what is workers’ compensation?
2. Will DOAS be taking over my Safety Program?
3. When does coverage begin?
4. What is considered an on-the-job injury?

**FREQUENTLY REQUESTED DOCUMENTS**

1. Georgia Liability Insurance Identification Card
2. Auto Notice of Loss
3. Property Claims Procedures
4. Report of Injury

**NEWS, EVENTS & ANNOUNCEMENTS**

- **Webinar:** Participate in our accident report seminar online.
  - Feb. 6 - 8:00am
- **New law goes into effect on liability claims**
  - Feb. 8 - 8:00am
- **Statewide conference on workers’ comp**
  - March 2 - 1:00pm
- **New General Liability Accident Report Form**
  - Online now
  - March 9 - 8:00am

**VIEW ALL FREQUENTLY ASKED**
**VIEW ALL DOCUMENTS**
**VIEW ALL NEWS, EVENTS & ANNOUNCEMENTS**
WORKER’S COMPENSATION

Risk Management Services self insures the Workers’ Compensation Program for the State of Georgia. The program is administered through a contract with Key Risk Management Services, a third party administrator.

The Workers’ Compensation Program provides for monetary supplements for absences from work as well as medical care through the Amerisys Managed Care Organization and other costs associated with job-related injuries.

A part of the Workers’ Compensation Program is “Georgia Focus,” which is a three-tiered approach to the safety, care and recovery of employees. The program places focus on taking care of employees.

- Tier 1 is a proactive approach to the safety of employees through job hazard analysis, education and corrective actions to hazardous conditions.
- Tier 2 is a managed approach to the care of employees in the event of an injury. Through the Amerisys Managed Care Organization, employees who have suffered a job-related injury are provided with timely and effective medical care. Timely reporting of injuries by the supervisor ensures injured workers are receiving prompt care and benefits to which they are entitled.
- Tier 3 is a return to work team approach that focuses on an employee’s ability as opposed to disability. This approach enables the employee to return to work sooner and within their medical restrictions.

Go to the FAQ Page to learn more about the Workers’ Compensation Program and for contact information.

WORKER’S COMPENSATION PUBLICATIONS AND FORMS

- AMERISYS CONTACT CARD
  - Contains contact information needed if you are injured on the job.
  - 05/18/14

- EMPLOYEE BROCHURE
  - 3-fold Employee brochure describing the Workers Compensation program.
  - 05/18/14

- BILL OF RIGHTS
  - Summary description of injured workers rights and responsibilities per Georgia law.
  - 05/18/14

- REASONABLE ACCOMMODATION CHECKLIST
  - Contains contact information needed if you are injured on the job.
  - 02/26/14

- TRANSITIONAL EMPLOYMENT TRACKING
  - 3-fold Employee brochure describing the Workers Compensation program.
  - 02/24/14

- WORKER’S COMPANION HANDBOOK
  - Summary description of injured workers rights and responsibilities per Georgia law.
  - 02/24/14

- REPORT OF INJURY
  - Employees report for documenting accident, injuries.
  - 12/08/14

- FRAUD NOTICE
  - Single page notice describing fraudulent activities and penalties to Workers Compensation under GA law.
  - 11/18/14

- ACTIVITY ANALYSIS
  - Form for documenting specific job tasks and the physical, mental and environmental demands required to perform.
  - 10/28/13

- GEORGIA FOCUS
  - A three-tiered program, that addresses Safety and Injury Prevention, and taking care of employees after they are injured.
  - 10/28/13

- INCIDENT NOTICE
  - Used to document an incident where there was NO injury reported.
  - 10/04/13

- JOB HAZARD ANALYSIS
  - Used to analyze and document specific job tasks, existing and potential hazards, and corrective measures.
  - 10/04/13
NEWS, EVENTS & ANNOUNCEMENTS

2013

DEC 17
ATTENTION! The Email Server at DOAS is working intermittently. Our apologies for the inconvenience.

DEC 12
Happy Holidays from the State of Georgia!

OCT 17
E-Verify is Available! E-Verify has resumed operations following the federal government shutdown. All E-Verify features and services are now available.

OCT 03
New Retired Retirees Policy Effective Jan. 1, 2014

OCT 08
Impact on Human Resources Resulting from the Federal Shutdown

DEC 16
New Look and Feel for Team Georgia Marketplace Virtual Catalog

DEC 16
E-Verify Affidavits for Statewide Contract Suppliers Available Now!

DEC 12
Veteran organizations now eligible for federal surplus property

OCT 07

DEC 17
FY 2013 State of Georgia Workforce Data Report

OCT 01
HR Community Meeting

OCT 01
HR Statewide Assessment Kick-Off
The U.S. Department of Labor (DOL) recently issued new Family and Medical Leave Act (FMLA) regulations. The substance of these new regulations, which go into effect March 8, 2013, relate to the FMLA’s military leave provisions and airline flight crew personnel.

Provided that FMLA coverage and eligibility requirements are met, family members of current service members and veterans will now have far greater abilities to attend to personal matters and medical needs related to their family members’ service. Additionally, airline flight crew employees, with their unique work schedules, will have greater access to the benefits of the FMLA and a special method of calculating leave.

The regulations require covered employers to post a new, updated FMLA poster no later than March 8, 2013. The new poster is available for download at the DOL’s website:

The DOL has also made available new certification, eligibility and designation forms, which are also available for download on its website:

Please share this information with other HR professionals in your organizations. For information on this ruling, visit the DOL website links below.

- U.S. Department of Labor FMLA Ruling
- U.S. Department of Labor - Frequently Asked Questions
- U.S. Department of Labor - Military Leave Employee Guide

If you have any questions, contact Sherma Francis, HRA Policy and Compliance Director at sherma.francis@doas.ga.gov and 404-657-2186 or Policy@DOAS.ga.gov.

DOWNLOAD DOCUMENTS

- MILITARY FAMILY LEAVE FORM (03/15/14)
- WH-362 DESIGNATION NOTICE (05/18/14)
MILITARY FAMILY LEAVE UPDATE

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DOWNLOAD DOCUMENTS

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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>03/15/14</td>
<td>MILITARY FAMILY LEAVE FORM</td>
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<tr>
<td>05/13/14</td>
<td>WH-382 DESIGNATION NOTICE</td>
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SUPPLIER ORIENTATION: A PATH TO PARTNERSHIP

Event Date: Thursday, April 17, 2014 @ 10:00am

These sessions feature information on how to register your company to be on the state’s supplier list and establish your eligibility to receive bid notices. General information will be given about the purchasing process and the various kinds of purchases that are made by government entities. Members of the State Purchasing Sourcing Team will be available for discussions.

These sessions are held from 10 a.m. - 12 p.m. at 200 Piedmont Avenue SE, Suite 1816B in the West Tower. There is no charge for the sessions.

Location:
Veterans Memorial (Sloppy Floyd) Building
200 Piedmont Avenue SE
Suite 1816B West Tower
Atlanta, GA 30334

Start Time: 4/17/2014 10:00 AM
End Time: 4/17/2014 12:00 PM

Directions:

DOWNLOAD DOCUMENTS

[Sign in]

MILITARY FAMILY LEAVE FORM

WH-382 DESIGNATION NOTICE
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Directions:

DOWNLOAD DOCUMENTS

MILITARY FAMILY LEAVE FORM
WH-382 DESIGNATION NOTICE
OUR COMMUNITY

Due to the continuing impact of the winter storm, Governor Deal has ordered State government offices close on January 29th, 2014.

Lot of Student Desk Chairs @ $25.00 http://goo.gl/4HiY0D Bid Now on @publicsurplus #bidsurplus

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Check out the great deals on surplus items on @govdeals Like this Car Lift http://goo.gl/05GQ6I #bidsurplus

Time is running out on bidding for these sailboats, which could make a great birthday present! http://goo.gl/O3lUq

Computers galore! Get your pick of the bunch first on these computers http://goo.gl/1m6cRo here on @eBay today! http://goo.gl/9WvRf

Why go to the spa when you can bring the spa to you? Buy your pedicure spa chair http://goo.gl/FadZK on @GovDeals

Big work space for big ideas. Get your drafting desk http://goo.gl/YR4AaZ on @eBay today! #bidsurplus

Just around the river bend...is this kayak http://goo.gl/3JquKq selling on @GovDeals today! #bidsurplus http://goo.gl/KyKJyP

No phones? No problem! We have a line-up of great phones available here http://goo.gl/6xXZc on @eBay

Stayed Connected with these HP Laptops http://goo.gl/FevYPK on @publicsurplus #bidsurplus

- 30 mins ago
- December 16
- December 9
- December 6
- December 5
- December 5
- December 5
NEED HELP

I'M LOOKING FOR...

- Forms & Contracts
- Auctions & Sales
- Becoming on Contracts
- Statewide Card Programs
- Rent / Lease / Purchase Vehicle
- None of these options, it's something else
CONTACT US

RISK MANAGEMENT SERVICES
Phone: 404-656-6245
Email: riskmanagement@doas.ga.gov

FLEET MANAGEMENT SERVICES
Phone: 404-651-7263
Email: fms@doas.ga.gov

FISCAL SERVICES
Phone: 404-657-9410
Email: paulette.potth@doas.ga.gov

HUMAN RESOURCES ADMINISTRATION
Phone: 404-656-2705
Email: hra@doas.ga.gov

SURPLUS PROPERTY
Phone: 404-657-6544
Email: surplusproperty@doas.ga.gov

STATE PURCHASING SERVICES
Phone: 404-657-8000
Email: statepurchasing@doas.ga.gov

DOAS HUMAN RESOURCES
Phone: 404-656-5418
Email: rbonderl@doas.ga.gov

STATE PURCHASING DIVISION
Open Records Requests
Phone: 404-657-8428
Email: records.management@doas.ga.gov

DOAS PROCUREMENT CONTACT CENTER

The Department Of Administrative Services – Information Technology Contact Center provides assistance for questions related to State Purchasing policies, procedures and website. The Help Desk also provides technical assistance to State agencies, Bidders, and Suppliers on the use of the Purchasing Division’s procurement applications (Team Georgia Marketplace, eSource, Georgia Procurement Registry).

You can contact the Help Desk during regular business hours 8am-5pm Eastern Time Monday-Friday at 404-657-8000 or via email at procurementhelp@doas.ga.gov

DRIVING DIRECTIONS

MARTA DIRECTIONS

PARKING

VISITOR LODGING

TRANSPORTATION
FAQ

AUTO PROGRAM

Which accidents should I report?
All of them – make no determination of fault – report them within 48 hrs.

Am I covered in my personal vehicle?
If you are doing your official duties at the time, you are covered under the Ga Tort Claims Act.

Can I be sued personally?
You may not be personally sued under the Ga Tort Claims Act. State employees have immunity while performing their official duties.

Am I covered in a rental vehicle?
Yes, but only while doing the business of the state.

Does the state carry medical payments or uninsured/uninsured motorist coverage?
No. We provide Liability Coverage to state employees driving on state business and in the course and scope of their employment.

If I’m in my personal vehicle and doing the state’s business, will you pay for the damage to my vehicle?
NO

Can subcontractors drive state vehicles?
We provide no coverage for subcontractors.

Who do I speak with about damage to State vehicles?
Ed Finnegan
Email: ed.finnegan@dmas.gao.gov
Phone: 404-468-7496

Does the DOAS Automobile Physical Damage Agreement provide coverage for damage to rental vehicles?
No, you need to request and purchase a separate “Loss Damage Waiver” from the vehicle rental company. However, if you rent a passenger vehicle under a statewide “Automotive Rental” contract utilizing the current contract ID number, then the Loss Damage Waiver is automatically included in the vehicle rental fee.

COMPREHENSIVE LOSS CONTROL PROGRAM

GENERAL INFORMATION

INDEMNIFICATION

LIABILITY

PROPERTY

RETURN TO WORK

SERVICES AND CONTACTS

WORKERS’ COMPENSATION
OH NO IT'S A

404

Sorry, but this service doesn't exist here.