

**CITY OF LOS ANGELES
DEPARTMENT OF WATER AND POWER**

DATE: February 6, 2023

TO: ALL MANAGERS AND SUPERVISORS

FROM: LARRY CHATMAN, Chief Risk Manager

SUBJECT: **NEW LADWP RISK MANAGEMENT INSURANCE COMPLIANCE SYSTEM**

This correspondence serves as a reminder that all outside contractors must comply with the Department's Risk Management Insurance Requirements. This memo also provides official notification of the upcoming launch of LADWP Risk Management's new Insurance Compliance System. This memo is addressed to all Department Staff who coordinates the administration of request for proposals and agreements with contractors, vendors, lessees, and permittees, including all Department staff that process and approve payment to these entities.

Effective February 15, 2023, LADWP Risk Management will **ONLY** accept any submission of evidence of insurance from the Contractor's Insurance Broker through the newly developed insurance compliance system. Any insurance documents received through email or mail on or after this date will be discarded. The following link will be available on the LADWP Risk Management website and can be shared directly with Contractor's and /or their Insurance Brokers for convenience and immediate use: [Insurance Compliance Submission](#). The instructions for using the system are also found on our website at <https://www.ladwp.com/riskmanagement>. Follow this link (<https://www.ladwp.com/riskmanagement>) and then click on "Guidelines for Submitting Evidence of Insurance" to access the instructions.

All evidence of insurance submitted by the Contractor's Insurance Broker will now be instant and paperless using the link at any time (24/7). All Brokers will receive an email confirming receipt of their submission, and all evidence of insurance will be approved by Department Risk Management Staff during regular business hours. If you wish to follow up with Risk Management regarding the approval status of insurance submitted, please email your request to NoticeAward.NoticeAward@ladwp.com.

It is important to note that required and approved insurance is on file prior to the inception date of an agreement and/or prior to the occupancy of LADWP's premises. Should you have any questions or concerns, please contact LADWP Risk Manager, Joshua Jordan at (213) 367-4673 or email him at joshua.jordan@ladwp.com. Thank you for your cooperation.

LC:za

cc: Ann Santili, LADWP, Chief Financial Officer
Peter Huynh, LADWP Assistant Chief Financial Officer and Treasurer