



Accounting, Actuarial & Legal Service Provider Checklist

We have developed this checklist as a reference prior to submitting procurement packets to PERAC via PROSPER. Please use as a guide to assist you with the documents required for non-investment related service providers. This checklist can be used for new hires as well as rehires.

1. General Information:

Retirement Board:	<input type="text"/>
Date Received:	<input type="text"/>
Service Provider:	<input type="text"/>

2. Vendor Checklist: Please submit required forms to Retirement Board.

<input type="checkbox"/>	1. Vendor Contact Information Form
<input type="checkbox"/>	2. Vendor Certification

3. Retirement Board Checklist: Board must complete in PROSPER.

<input type="checkbox"/>	1. Attach all vendor provided forms listed above
<input type="checkbox"/>	2. Retirement Board Evaluation Materials (<i>Please attach</i>)
<input type="checkbox"/>	3. Retirement Board Procurement Compliance Certification (<i>Electronic signature required by Chair</i>)
<input type="checkbox"/>	4. Retirement Board Member Certification (<i>Electronic signature required by each board member</i>)

4. This Procurement Package is for a (check one):

<input type="checkbox"/>	NEW HIRE
<input type="checkbox"/>	REHIRE

NOTE to Retirement Boards:

Please ensure all required documentation listed above is complete prior to submitting your procurement package to PERAC.