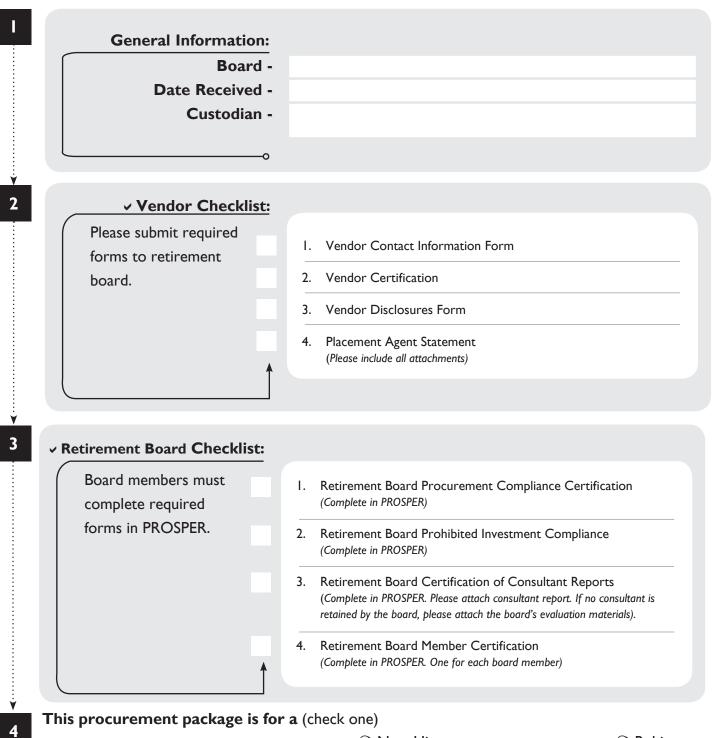# Custodial Services Checklist

We have developed this checklist as a reference prior to sending procurement packets to PERAC. Please use as a guide to assist you with the documents required for custodial services. This checklist can be used for new hires as well as rehires.

1

General Information:

Board -

Date Received -

Custodian -

2

✔ Vendor Checklist:

Please submit required forms to retirement board.

- ☐ 1. Vendor Contact Information Form
- ☐ 2. Vendor Certification
- ☐ 3. Vendor Disclosures Form
- ☐ 4. Placement Agent Statement
  (Please include all attachments)

3

✔ Retirement Board Checklist:

Board members must complete required forms in PROSPER.

- ☐ 1. Retirement Board Procurement Compliance Certification
  (Complete in PROSPER)
- ☐ 2. Retirement Board Prohibited Investment Compliance
  (Complete in PROSPER)
- ☐ 3. Retirement Board Certification of Consultant Reports
  (Complete in PROSPER. Please attach consultant report. If no consultant is retained by the board, please attach the board's evaluation materials).
- ☐ 4. Retirement Board Member Certification
  (Complete in PROSPER. One for each board member)

4

This procurement package is for a (check one)

○ New Hire   ○ Rehire

NOTE TO RETIREMENT BOARDS:
Please ensure all required documentation listed above is complete prior to submitting your procurement package to PERAC.