



# Custodial Services 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 custodial services. This checklist can be used for new hires as well as rehires.

## 1. General Information:

<b>Retirement Board:</b>	<input type="text"/>
<b>Date Received:</b>	<input type="text"/>
<b>Custodian:</b>	<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
<input type="checkbox"/>	3. Vendor Disclosure Form
<input type="checkbox"/>	4. Placement Agent Statement <i>(Please include all attachments)</i>

## 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 or Consultant Evaluation Materials <i>(Please attach consultant report. If no consultant is retained by the board, please attach the board's evaluation materials.)</i>
<input type="checkbox"/>	3. Retirement Board Procurement Compliance Certification <i>(Electronic signature required by Chair)</i>
<input type="checkbox"/>	4. Retirement Board Prohibited Investment Compliance <i>(Electronic signature required by Chair)</i>
<input type="checkbox"/>	5. 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"/>	<b>NEW HIRE</b>
<input type="checkbox"/>	<b>REHIRE</b>

### NOTE to Retirement Boards:

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