

# PERAC

PERAC Memo # 19 / 2017

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

PHILIP Y. BROWN, ESQ., *Chairman*

JOSEPH E. CONNARTON, *Executive Director*

Auditor SUZANNE M. BUMP | KATHLEEN M. FALLON | KATE FITZPATRICK | JAMES M. MACHADO | ROBERT B. McCARTHY | JENNIFER F. SULLIVAN

## MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: PROSPER System Changes

DATE: June 19, 2017

We are pleased to announce that PROSPER, a self-service web-based communication system that allows for Retirement Board Members and Administrators to communicate securely is available 24 hours a day and is functioning as projected.

As of this writing, over 90% of the Board Members and Administrators of the 104 Retirement Boards have registered, and many are already enthusiastically logging-on and operating the Investment / Compliance functions to process Vendor Procurement Packets, Annual Eligibility Pledge Forms, and Certificates of Completion for Continuing Education requirements. Thank you for all of the support you have shown our team as we worked to get this system up and running.

We are releasing the Disability Portal on Monday, June 19, 2017 and encourage those of you who have yet to register, to do so as soon as possible to ensure a smooth transition. For those Administrators with Board Members who have not yet registered, please request a new log-in link to assist your respective Board Members at your next monthly Board meeting.

As a reminder, implementation of this new system will result in several changes to many of our internal and external operations. For example:

### **Vendor Procurement Submissions**

Procurements can only be initiated once ALL Board Members and Administrators have registered with PROSPER. Board Members can only sign off on a procurement through the PROSPER system; however, you will not be able to submit a procurement if it is incomplete. If you begin a procurement process before your entire Board is registered, you may be required to start over. Please note, paper submissions will no longer be accepted.



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### **Annual Eligibility and 268 A Term Pledge Forms**

These must now be completed online through the PROSPER system. The paper forms will no longer be accepted.

### **Board Member Training**

Registration for most PERAC sponsored training must be done through PROSPER to ensure proper credit. Board Members can register themselves or Administrators can register on behalf of a Board Member.

Please note, you will be **unable** to submit certificates of completion or affidavits through the PROSPER system for the Emerging Issues Forum, MACRS Conference, and national conferences. Credits earned for attending these particular conferences will be manually entered into PROSPER.

### **PERAC Memos**

All historical PERAC Memos will be easily searchable and available in PROSPER.

### **Medical Panels / Disability Transmittal**

The only way to request a medical panel will be through PROSPER. Please make sure you have registered before initiating a disability application. The Disability Transmittals and all the supporting documents such as Injury Reports and Death Certificates can now be delivered to the Medical Panels and PERAC securely through PROSPER.

Please ensure that all staff needing access to the Disability Portal, are registered as users. If you need assistance with processing a disability application, PERAC staff will be available to assist.

The development of PROSPER still continues, and we will be launching additional phases later this year and early next year. In the meantime, please reach out to us with any issues you encounter as you use PROSPER. Our help desk is available during regular business hours by telephone at (617) 591-8983 or email at [PER-ProsperHelp@per.state.ma.us](mailto:PER-ProsperHelp@per.state.ma.us). We will normally respond to inquiries within one business day.

Again, thank you for your enthusiasm and participation in this endeavor.