



# Securities Litigation Service Provider 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 securities litigation service providers. This checklist can be used for new hires as well as rehires.

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## General Information:

Board -

Date Received -

Service Provider -

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## ✓ Vendor Checklist:

Please submit required forms to retirement board.

1. Vendor Contact Information Form
2. Vendor Certification
3. Vendor Disclosures Form
4. Retirement Board Evaluation Materials

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## ✓ Retirement Board Checklist:

Board members must complete required forms in PROSPER.

1. Retirement Board Procurement Compliance Certification  
(Complete in PROSPER)
2. Retirement Board Member Certification  
(Complete in PROSPER. One for each board member)

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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.