



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.

1

General Information:

| | |
|--------------------|--|
| Board - | |
| Date Received - | |
| Service Provider - | |

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 Disclosures Form |
| <input type="checkbox"/> | 4. Retirement Board Evaluation Materials |

3

✓ Retirement Board Checklist:

Board members must complete required forms in PROSPER.

| | |
|--------------------------|--|
| <input type="checkbox"/> | 1. Retirement Board Procurement Compliance Certification (Complete in PROSPER) |
| <input type="checkbox"/> | 2. 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.