



Louisiana State Employees' Retirement System (LASERS)

P.O. Box 44213
Baton Rouge, LA 70804-4213



Dates of Engagement
2003

Purpose / Objectives

- Compilation of requirements for the reengineering of the agency's pension administration system
- Development of a comprehensive RFP for a new computer system as well as evaluation and selection criteria

Nature of LRWL Services

LRWL assisted LASERS in defining business and technical requirements for the procurement of a new pension administration system. Major aspects of the effort include:

- Review and documentation of current work processes and business rules
- Conducting a technology assessment, including documenting hardware components, software applications, operating systems, post-processing equipment, etc. and assessing the viability of those assets relative to the technological state-of-the-industry
- Conducting a Best Practices assessment of other retirement systems to determine practices that are applicable to LASERS
- Developing requirements definition for LASERS business areas
- Determining other procurement requirements such as:
 - ✓ Project management requirements
 - ✓ Testing and acceptance requirements
 - ✓ Training requirements
 - ✓ Hardware and software up-time requirements
 - ✓ System performance and response time requirements
 - ✓ Batch processing window requirements
 - ✓ Installation requirements
 - ✓ Maintenance and warranty requirements
 - ✓ Post-installation support requirements
- Determination of project options
- Development of the Table of Contents for the Request for Proposals (RFP)
- Drafting the detailed RFP document
- Development of evaluation criteria to be used in reviewing vendor proposals in response to the RFP.