



**Public School & Education Employee Retirement
Systems of Missouri
(PSRS/PEERS)**

3210 West Truman Blvd.
Jefferson City, MO 65109



Dates of Engagement
2003 - 2006

Purpose / Objectives

- Support the procurement of a new, integrated pension solution
- Assist in reviewing the approach to selecting a vendor to provide a document imaging solution (hardware, software, services, installation, etc.)
- Assist in determining the best way to address backfile conversion

Nature of LRWL Services

LRWL assisted PSRS/PEERS in the procurement of a new, integrated pension administration solution. Project activities included:

- Conducting an operational review and feasibility analysis
- Determining the options available for effecting a new solution
- Preparing a comprehensive cost estimate
- Conducting a project benefits and risk analysis
- Identifying detailed requirements
- Preparing the RFP for the new solution
- Supporting all aspects of the procurement, including:
 - ✓ Answering bidder questions
 - ✓ Facilitating the bidders conference
 - ✓ Developing proposal evaluation criteria and methodology, including scoring package
 - ✓ Developing product demonstration scenarios
 - ✓ Participating in vendor demonstrations and site visits
 - ✓ Assisting in the review and evaluation of proposals
 - ✓ Supporting the solicitation and review of bidder Best and Final Offers (BAFOs)
 - ✓ Assisting with contract negotiations
- Preparing a presentation to the Board relating to the bidder selection.

Previous LRWL activities included:

- Review the RFI for imaging that was provided to vendors
- Review the responses that were provided by the vendors
- Determine any possible additional information that might be required to make a decision
- Prepare a suggested agenda of topics and questions for discussions with PSRS and PEERS staff
- Meet with the evaluation team and management to identify alternate go-forward strategies including, possibly:
 - ✓ Additional RFI information that may be helpful
 - ✓ RFP outlines (hardware, software, services [project, management, deliverables, etc.] warranties, etc.)
 - ✓ De-coupling the backfile conversion from the imaging/workflow procurement and accelerating the backfile effort
 - ✓ Phasing the imaging/workflow project to implement increasing capability
- Assist in developing a short term, high-level plan for meeting PSRS/ PEERS business needs based on a **Strengths, Weaknesses, Opportunities, Threats (SWOT)** analysis.