



**Public Employees Retirement System of
North Dakota
(PERS)**

Suite 505 400 East Broadway
Bismarck, ND 58502



Dates of Engagement

1997 – 1999, 2002, 2006 – Present

Purpose / Objectives

- Procurement of a new pension administration solution
- Development of a six-year (three biennium) Information Technology (IT) Plan
- Development of a project plan for WEB-based functionality

Nature of LRWL Services

LRWL is currently assisting NDPERS in an effort to replace its benefits administration solution which includes not only pension and retirement, but also programs such as health insurance, life insurance, DC, and employee assistance. Responsibilities include:

- Conducting a project assessment, including defining the project scope and system requirements and identifying the options for acquiring a new solution
- Identifying potential solution providers
- Developing a project budget and schedule
- Developing a comprehensive RFP for the new solution
- Supporting all procurement activities, including facilitating the bidders conference, responding to vendor questions, developing product demonstration scenarios and an evaluation methodology (including proposal scoring package), reviewing vendor proposals, developing questions and requests for additional information from vendors, assisting with the scoring of proposals and vendor selection, and support of contract negotiations.

Previously, LRWL provided assistance in developing an Information Technology Plan that both met the requirements mandated by the state-wide Information Systems Division (ISD) (as directed by the Legislature) and supported NDPERS needs over the next three (3) biennia. Responsibilities included:

- Review of the agency's strategic plan and decomposition of it into IT activities
- Identifying activities that might be beyond the current strategic plan (based on staff interviews)
- Assisting PERS in understanding what other similar public retirement systems were doing that had merit at PERS and could be economically justified
- Identifying IT investments that would position PERS to meet current and future requirements
- Iterative discussions, "negotiations", and reviews as to what PERS wanted to do / must do over the six year period
- Creating a list of potential projects and on-going tasks and achieving a consensus
- Drafting project descriptions (potential projects) as well as (current) systems descriptions, reviewing them, and getting approval
- Developing cost / benefits analyses
- Completing information forms in compliance with state ISD requirements
- Developing a three biennia budget and project plan
- Developing a Y2K contingency Plan.

LRWL also developed an overall workplan and schedule for a number of standalone and integrated WEB-based projects.