DISCUSSION SHEET

Employees' Retirement Fund Board of
Trustees Meeting

February 13, 2018

Issue: Proposed "Project Manager" for the Vitech Pension Accounting System (PAS)

Discussion: The project to implement the Vitech (PAS) is scheduled to start March 2018. ERF staff evaluated project management firms and an individual contractor to serve as the project manager up to a 30-month implementation time line.

Attached you will find the scope of work for vendor selection. The proposed cost to contract ranged from $150,000 to $270,000 annually. This cost assumes 1040 work hours per year (50% of the annual work year).

Recommendation: Approve project manager for a fixed annual cost of $150,000 per year.

Project Manager Scope of Work and Vendor Cost Comparison

1. **Experience and Past Performance**. The Offeror's prior applicable experience and performance in providing public sector - defined benefit plans project management services, including the ability to coordinate the implementation of the software to calculate retirement benefits, process retiree payroll and proven implementation strategies. In addition, the vendor must be certified in Agile implementations.

2. **Knowledge and Experience in Project Management**. The Offeror's knowledge and experience with respect to defined benefit plans and the administration thereof. This knowledge should be revealed with successful results of current or past clients.

3. **Qualifications of Key Personnel**. The capability, experience and qualifications of primary personnel designated to serve the Fund during and after software implementation; the availability and commitment to ERF of such personnel and their continuity with the firm; and the ability of such personnel to complete time project milestones regarding software implementation. The project is scheduled to start on March 1, 2018 and will last through 30 months. ERF is seeking a project management plan for staff to work a 40-hour work week.

4. **Implementation Approach.** Offeror should describe why their solution implementation approach will provide ERF with the best chance of a successful project. Using the Agile methodology, the firm should have experience with a collaborative approach with ERF and Vitech staff serving on the project.

5. **Functionality Verification Process**
   The Offeror must describe in detail the ability of their firm to serve as project manager for each **Functional Requirement** listed below. We are seeking a firm that will guide a team of subject matter experts through an implementation process and verify software setup, testing and workflow. If the firm is unable to meet any of the identified requirements, it must be carefully noted in the response.
   a) Membership tracking
   b) Benefit calculations
   c) Benefit payments
   d) Case Management tracking
   e) Workflow approval
   f) Task management
   g) Seminar tracking
   h) Member/Payee Activity
   i) Security

6. **Cost.** Appropriateness and competitiveness of the cost proposal. This cost should be based on an annual flat rate.