

**MASSACHUSETTS**  
Public Employee Retirement Administration Commission  
5 Middlesex Avenue, 3 rd Floor  
Somerville, MA 02145  
(617) 666-4446  
Fax: (617) 628-4002  
[www.state.ma.us/PERAC](http://www.state.ma.us/PERAC)

MEMORANDUM

TO: Retirement Boards

FROM: Robert F. Stalnaker, Executive Director

RE: Consultant Application Pursuant to 840 CMR 26.01

DATE: December 7, 1998

As you know recent changes in PERAC Investment Regulations require Boards to submit information regarding consultants to PERAC. 840 CMR 26.01 states that, with respect to consultants employed as of the effective date of the Regulations, filings must take place on or before January 10, 1998. Enclosed please find a copy of the form that the consultant must file.

In the event the consultant is retained by more than one Board we would accept the filing of only one such form. However, that submission must be accompanied by letters from each of the Boards involved acknowledging the relationship with the consultant, that the consultant was selected in accordance with a competitive process and also stating that a copy of the completed form has been reviewed by the Board and retained as a record of the Board. In addition, Consultants may file one Vendor Certification Form and one set of Disclosure Forms, if appropriate. However, the relevant Systems must be listed on each such Form.

It is my hope that these procedures will streamline the process and enable a timely compliance by all parties.