SAMPLE #1

Signature Cover Page

To:	Sam Signer, Executive Director
From:	Paul Procurian, Manager of Vendor Management and Procurement
Re:	XKRU Consulting, LLC- Analysis of INPRS Contracting Process
Date:	July 23, 2026

In February 2026 INPRS issued RFP 26-77 Contracting Process Analysis for consulting services to analyze INPRS's current contracting process, recommend improvements to the process, and suggest potential software solutions that could be used to make the contracting process more efficient. INPRS recently awarded the contract to XKRU Consulting, LLC. The cost of the attached contract is $15,000 and is budgeted in FY27 CC310 as consulting services. INPRS expects that the project will be completed in six weeks.

The above referenced document has been reviewed by the following and is recommended to you for your signature.

I have reviewed the procurement documentation associated with this Agreement, and I certify compliance with the Vendor Management and Procurement policies.

☐ Procurements: ______________________________ ______

Paul Procurian, Mgr. of Vendor Management and Procurement Date

I have reviewed the Agreement and I certify that it is in proper form and complies with Indiana laws.

☐ Legal: ______________________________ ______

Jane Doe, Transactions Counsel Date

I have reviewed the financial obligations associated with the Agreement and I certify such expenditures are properly represented in the budget and the cost allocation is appropriate.

☐ Finance: ______________________________ ______

Frank Fin, Chief Financial Officer Date

APPROVED BY: ______________________________ ______

Sam Signer, Executive Director Date

SAMPLE #2

Signature Cover Page

To:	Sam Signer, Executive Director
From:	Paul Procurian, Management of Vendor Management and Procurement
Re:	QRSTU Public Pensions Data Service, Inc. – Data License - Special Procurement
Date:	July 1, 2026

The attached contract with QRSTU Public Pensions Data Service, Inc. ("QRSTU") is for a one-year license to public pension procurement data, which will be used by INPRS procurements as a resource to identify RFPs issued by other public pension systems. INPRS has found QRTSU to be the sole source for this type of data.

Therefore, a special procurement is requested based on special procurement section (a) part (3) of the INPRS Board Governance Manual, "Notwithstanding any other provision of this policy, the Executive Director/Executive Director's designee may execute special procurements when the Executive Director, or the Executive Director's designee, states in writing the determination that there is only one (1) appropriate or viable source for the required supply or service. A copy of such determination shall be made a part of the contract file;"

The annual cost of the agreement is $33,000. This service was not specifically budgeted but will be included in the current year budget forecast and expensed to cost center 700 under software and licenses.

The above referenced document has been reviewed by the following and is recommended to you for your signature.

□ IT: ____ ________
Darius Datum, Chief Information & Technology Officer — Date

I have reviewed the procurement documentation associated with this Agreement, and I certify compliance with the Vendor Management and Procurement policies.

□ Procurements: ____ ________
Paul Procurian, Mgr. of Vendor Management and Procurement — Date

I have reviewed the Agreement and I certify that it is in proper form and complies with Indiana laws.

□ Legal: ____ ________
Jane Doe, Transactions Counsel — Date

I have reviewed the financial obligations associated with the Agreement and I certify such expenditures will be properly represented in the budget forecast and the cost allocation is appropriate.

□ Finance: ____ ________
Frank Fin, Chief Financial Officer — Date

APPROVED BY: ____ ________
Sam Signer, Executive Director — Date

SAMPLE #3

Signature Cover Page

To:	Sam Signer, Executive Director
From:	Paul Procurian, Management of Vendor Management and Procurement
Re:	ABCXYZ Comms Software, Inc. – Communications Software
Date:	August 31, 2026

The attached contract with ABCXYZ Comms Software, Inc. ("ABCXYZ") is for a one-year license communications software that will increase the effectiveness of INPRS Communications in communicating with local media outlets. The $7,000 annual cost is budgeted in FY27 CC700 under software and licenses.

INPRS Legal has reviewed the attached ABCXYZ Comms Software, Inc. license agreement and noted its concerns in the attached email, but given the important business need, INPRS legal deferred to the business owner as to proceeding with the agreement, despite the potential identified risks.

The above referenced document has been reviewed by the following and is recommended to you for your signature.

□ Comms: ______________________________ ________
John Comms, Chief Communications Officer Date

□ IT: ______________________________ ________
Darius Datum, Chief Information & Technology Officer Date

I have reviewed the procurement documentation associated with this Agreement, and I certify compliance with the Vendor Management and Procurement policies.

□ Procurements: ______________________________ ________
Paul Procurian, Mgr. of Vendor Management and Procurement Date

I have reviewed the Agreement and have noted the legal risks to the business owner; otherwise, I certify that it is in proper form and complies with Indiana laws.

□ Legal: ______________________________ ________
Jane Doe, Transactions Counsel Date

I have reviewed the financial obligations associated with the Agreement and I certify such expenditures are properly represented in the budget and the cost allocation is appropriate.

□ Finance: ______________________________ ________
Frank Fin, Chief Financial Officer Date

APPROVED BY: ______________________________ ________
Sam Signer, Executive Director Date

From: Doe, Jane
Sent: Wednesday, July 25, 2026 1:33 PM
To: Comms, John <jcomms@inprs.in.gov>; **Cc:** Procurements <procurements@inprs.in.gov>
Subject: Software Request – ABCXYZ Comms Software - Terms of Service - LEGAL REVIEW MEMO

MEMO

John,

Per your purchase of ABCXYZ Comms Software LLC ("ABCXYZ") software, I have reviewed ABCXYZ's Terms of Service and have set forth below some problematical provisions in the Terms of Service. While any dispute between INPRS and ABCXYZ is highly unlikely to arise, should a dispute arise between the parties regarding this software service, the following provisions in the Terms of Service may increase our legal risk and make any potential future litigation, between us and ABCXYZ more costly and complicated:

1. **General Provisions Clause 6 – provides that we would agree that the Terms and Conditions of our relationship between the customer and ABCXYZ shall be governed by the laws of the State of Michigan that apply as if this contract was made and performed entirely within the State of Michigan. We would prefer that the agreement by governed by the laws of the State of Indiana or at a minimum be silent as to which state laws would govern the agreement. While any litigation between INPRS and ABCXYZ is doubtful, this language in the Terms of Service would make any litigation that might arise more complicated and also increase our legal risk.**

While INPRS legal has noted its concerns as set forth above, given the important business interest in acquiring this software, INPRS Legal would defer to the INPRS Communication's decision to:

(1) assume the potential legal risks identified above, and
(2) proceed with entering into an agreement with ABCXYZ per their Terms of Service.

Please let me know if you have any questions or wish to further discuss this matter.

Jane

INPRS
INDIANA PUBLIC RETIREMENT SYSTEM

JANE DOE
Transactions Counsel
One North Capitol, Suite 001
Indianapolis, IN 46204
Phone: (317) 000-0000

SAMPLE #4

INDIANA PUBLIC RETIREMENT SYSTEM

Signature Cover Page

To: Sam Signer, Executive Director
From: Paul Procurian, Manager of Vendor Management and Procurement
Date: August 1, 2026
Subject: IJKL Investment Indices –IJKL Indices –Automatic Renewal

In 2025 INPRS entered into a license agreement with IJKL Investment Indices ("IJKL") for access to IJKL index data. The license agreement automatically renews each year unless INPRS provides IJKL with 30 days' notice prior to expiration of the current term. INPRS Investments has decided to renew the agreement for the year September 23, 2026 through September 22, 2027. IJKL initially proposed an 8% increase over the previous year, but INPRS Procurements negotiated a renewal price of $20,600, a 3% increase. FY27 costs are budgeted at $20,000 in CC900 as consulting services. The budget overage will come from other unencumbered CC900 budget lines.

There is no renewal document to sign but this letter documents the automatic renewal of the agreement. The automatic renewal of the agreement is recommended for your approval.

□ Investments: ____ ________
Ira N. Vestor, Chief Investment Officer Date

I have reviewed the procurement documentation associated with this Agreement, and I certify compliance with the Vendor Management and Procurement policies.

□ Procurements: ____ ______
Paul Procurian, Mgr. of Vendor Management and Procurement Date

I have reviewed the Agreement and I certify that it is in proper form and complies with Indiana laws.

□ Legal: ____ ________
Jane Doe, Transactions Counsel Date

I have reviewed the financial obligations associated with the Agreement and I certify such expenditures are properly represented in the budget and the cost allocation is appropriate.

□ Finance: ____ ________
Frank Fin, Chief Financial Officer Date

APPROVED BY: ____ ________
Sam Signer, Executive Director Date