



City of Milwaukee
Employees' Retirement System

Bernard J. Allen
Executive Director

David M. Silber, CFA, CAIA
Chief Investment Officer

Melody Johnson
Deputy Director

December 11, 2025

Mr. Jim Owczarski
City Clerk
Room 205, City Hall

Dear Mr. Owczarski:

Please be advised that a Meeting of the Administration & Operations (A&O) Committee Meeting of the Annuity and Pension Board of the Employees' Retirement System has been scheduled for **Wednesday, December 17, 2025 at 9:00 a.m.** *Special Notice: the meeting will be held remotely via video conference. Instructions on how to observe the meeting will be available on ERS's website (www.cmers.com) prior to the meeting.*

The agenda is as follows:

Please be advised that the Administration & Operations Committee may vote to convene in closed session on the following item (I.A.), as provided in Section 19.85(1)(d), to consider "strategy for crime detection and prevention." The Committee may then vote to reconvene in open session following the closed session.

- I. Internal Audit Report – Presentation by CliftonLarsonAllen (CLA).
 - A. Vulnerability Assessment.
- II. Approval of RFP for Internal Audit.
- III. Approval of RFQ for Actuarial Services.
- IV. IT Projects Portfolio.
- V. ERS 2025-2026 Insurance Program Report.
- VI. Organizational/Personnel Update.

Sincerely,


Bernard J. Allen
Executive Director

BJA:jmw

Request for Proposal (RFP)



The response shall be addressed and delivered

via Bonfire.

Employees' Retirement System
of the City of Milwaukee
789 N Water Street, Suite 300
Milwaukee, Wisconsin 53202

**Responses must be received no later than 5:00 P.M., CST,
on Friday, May 29, 2026**

Questions can be e-mailed to RFP@CMERS.com.

Please note: The Employees' Retirement System of the City of Milwaukee (ERS) reserves the right to reject a RFP response that is not completed as specified within this document. ERS also reserves the right to accept or reject any response (including the right to waive any informality in a response), to reject all responses and not proceed with any further action, or to accept only those responses that are in the best interests of ERS. Proposers are solely responsible for the cost of RFP response preparation; ERS shall not have any liability to a proposer for the cost of a proposer's RFP response preparation.

Contents

Introduction and purpose of the RFP	3
Scope	3
RFP procedure	3
Questions	3
Timeframe	3
Scoring Criteria	3
Background description of what is requested	4
Objectives	4
ERS Overview	4
Background	4
Current Organization	4
Current Operations	5
Current Technology	5
Services Required	6
Scope of Work to be Performed	6
General	6
Areas for Audit	6
Irregularities and/or Illegal Acts	6
Additional Services	6
Working Paper Retention and Access to Working Papers	6
Available Documents	6
Appendix A – Sample Contract	11
Appendix B – Audit Charter	12
Appendix C – A&O Audit Charter	23
Appendix D – Current Audit Plan	24
Appendix E – Designation of Confidential and Proprietary Information	25

Introduction and purpose of the RFP

With this RFP, ERS requests information from proposers regarding their company, internal audit services, and pricing. The purpose of this RFP document is to gain a better understanding of the current market for the requested services.

Scope

Specific information is requested according to the form below.

RFP procedure

- Please respond to each item in the attached Questionnaire. Responses should be complete on their face.
- Provide a cover letter with primary point of contact and contact information (name, title, address, telephone number(s), fax number and e-mail address).
- Provide a signature of an individual authorized to enter into a contract.
- Describe your organization and the services you provide.
- Provide information demonstrating your ability to fulfill the services identified in this RFP. Include information about working with public pension plans.
- E-mail any questions by the date and time given via Bonfire.
- Answers to this RFP will be evaluated and scored by the management from different areas of the ERS.
- The ERS reserves the right to request clarifying information at any point.
- Of the highest-scored proposals and any other proposals that ERS believes to be in its best interest, ERS may require oral presentations to the Board's Administration and Operations Committee by telephone or WebEx.
- Following oral presentations, if requested, ERS may enter into contract negotiations with one or more proposers determined to be in the best interests of ERS. ERS may end negotiations with any proposer if it believes that negotiations are not fruitful.

Questions

Any questions concerning this RFP may be submitted via Bonfire. The deadline for questions is 5:00 p.m., Central time, on Wednesday, May 13, 2026. The ERS will transmit responses via Bonfire to questions received by 5:00 p.m., Central time, on Monday, May 15, 2026. Responders may not rely on any representations from the ERS or Annuity and Pension Board members other than the responses provided through the above-described procedure.

Timeframe

5/1/26 Issue RFP.
5/13/26 Last date for questions (5:00 pm CST).
5/15/26 Responses to questions issued via Bonfire (5:00 pm CST).
5/29/26 RFP response deadline (5:00 pm CST).
6/18/26 Tentative Presentations and Selection of Vendor
1/1/27 Contract start date

Scoring Criteria

ERS will evaluate all submitted proposals along the following criteria including, but not limited to:

Proposer experience and references	40%
Approach and work plan	20%
Exceptions to contract	20%
Cost	20%

Background description of what is requested

ERS invites qualified vendors to submit responses to this RFP for the provision of professional services with regard to internal audit services. All RFP responses must be submitted by a single primary vendor.

Objectives

The objectives of this RFP are to:

- Convey ERS' internal audit requirements to qualified vendors.
- Understand the vendor's approach and work plan, organizational and personnel qualifications, previous experience, price, and ability to perform internal audit work.
- Contract with a professional services firm to fulfill the RFP requirements.

ERS Overview

The ERS manages a \$6 billion defined-benefit pension fund. The ERS was created by an act of the Wisconsin Legislature in 1937 to provide retirement-related benefits for members and their beneficiaries. Chapter 36 of the Milwaukee City Charter is the codified provisions of the pension law and the Board Rules and Regulations further define the law. The Annuity and Pension Board (Board) governs ERS, and serves as trustee of the System's funds. The ERS' Executive Director is responsible for daily operations, and also serves as Secretary to the Board.

Background

The ERS provides a wide variety of benefits to its members and their beneficiaries, including:

- Service retirement benefits
- Disability retirement benefits
- Separation benefits
- Death benefits
- Survivorship options
- Group life insurance for all City employees
- Health, COBRA, dental, and vision insurance programs for eligible retirees

The ERS covers approximately 15,000 active or deferred employees from the City of Milwaukee or its participating city agencies. Participating agencies include any board, commission, division, department, office, or agency of the City government, including Milwaukee Public Schools (noncertified staff), Milwaukee Metropolitan Sewerage District, Veolia, Wisconsin Center District, and the Housing Authority of the City of Milwaukee. Approximately 13,750 retirees, survivors, and beneficiaries receive monthly pension payments.

Current Organization

ERS currently has 51 fulltime equivalent budgeted positions and one contractor who provides IT services.

ERS' Executive Director is responsible for daily operations, and reports to the Annuity and Pension Board. Functional areas include Member Services: counseling and providing direct service to members, administering group life, health, and dental insurance benefits; Fiscal Services: accounting and financial reporting activities, retiree payroll, staff payroll, benefit calculations; Investment Services: monitoring of investment managers' performance, fund re-balancing; Information Services: handling the network, hardware and software functions and

maintenance of the information systems; and, Administration: agency governance, research activities and general administrative functions.

ERS staff is experienced, well trained and very knowledgeable about the activities needed to be performed in its various areas for the successful functioning of all its business concerns.

Current Operations

The following list of systems and services is intended to convey the breadth and scope of ERS business operations. While intended to be complete, the list is neither mutually exclusive nor collectively exhaustive.

- Employee enrollment and tracking
- Employee earnings history tracking
- Pension benefit calculation (retirement, separation, and disability)
- Pension payment (payroll) distribution (retirement, separation, and disability)
- Pensioner health and dental benefits management (retirement and disability)
- Employee group life insurance management (retirement, disability, and active employee)
- Management, actuarial, and year-end processing and reporting

In August 2006, ERS implemented its consolidated information system: MERITS (Milwaukee Employees' Retirement Information Technology System). Most day-to-day activities are performed through this system which uses electronic workflow and an associated imaging system. All paper documents are imaged and available on employees' desktops.

Current Technology

Technical Infrastructure

The ERS has an information technology infrastructure comprised of over 50 virtual servers residing on VMWare hosts and a Dell SAN connected to a private gigabit fiber optic Ethernet network. These servers provide technical, office, and business services, and are located at our home office. A separate disaster recovery site exists in Madison, WI. Printing, including high speed printing of checks and direct deposit advices, is done on site. The user community has up-to-date desktop computers running Windows 10. Office application services provided to the desktop include, but are not limited to, the Microsoft Office Professional suite of products (Word, Excel, Power Point), FileNet (Imaging Services) and Microsoft Exchange/Outlook. Some users are also assigned laptops and cellular devices to be able to work remotely.

Business Applications

ERS' primary line-of-business application is a pension management information system named MERITS. MERITS is a java based n-tier application that provides the capability to process customers throughout the membership lifecycle from enrollment to withdrawal, retirement, or death. Each month, the system is used to pay about 13,500 annuitants and process employer contribution reports for 10,800 active members. ERS also uses the Sage 50 accounting package for general ledger and accounts receivable processing. Departmental payroll and accounts payable services are delivered by the City under a cooperation agreement, and use PeopleSoft products. The Investment Division uses on-line business services from FactSet, Callan, and Northern Trust.

More information can be found at www.cmers.com.

Services Required

ERS is soliciting the services of a qualified firm to conduct internal audit services for a period of three years with an option to renew for an additional two years.

Scope of Work to be Performed

General

An initial risk assessment and the current audit plan is on file with the ERS. A review of these documents will be performed with the result being a multi-year revised internal audit plan.

The internal audit will be conducted in accordance with the A&O Internal Audit Charter (current version included as an Appendix to this RFP). Please note that the charter is reviewed annually and may be updated from time to time. (Please note that the ERS currently contracts with a separate vendor for financial audit services specific to our financial statements.)

The audits will include tests of the various operations of the ERS, and the contribution reporting of its seven agencies.

Areas for Audit

Ethics and Governance, Accounting/Finance, Investments, Enrollment and Member Services, Benefit Calculation, Contributions, Benefit Payroll, Benefit Administration (Health/Dental/Life), HR/Payroll, AP Vendor Management, IT General Controls, Business Continuity, Social Engineering, Vulnerability Assessment and Penetration Testing, Risk Assessment Non-IT (Update and Audit Planning), Risk Assessment – IT (Update and Audit Planning), Prior Audit Issue Follow-up/Retesting, Management Requests/Special Projects, and Engagement Management.

Irregularities and/or Illegal Acts

Auditors shall be required to make a written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the ERS Board.

Additional Services

Should the Board decide to request additional internal audit work outside the agreed upon schedule, the internal auditor will perform such work at an agreed upon rate and time schedule.

Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the Auditor's expense, for a minimum of 7 years, unless notified in writing from the ERS of the need to extend the retention period. The Auditor will be required to make working papers available upon request to the ERS.

Available Documents

Attached to this RFP are copies of the Sample Contract, most recent annual Internal Audit Charter, the most recent annual A&O Audit Charter, and the current audit plan. (See Appendixes A, B, C, and D). Also attached is a copy of a Designation of Confidential and Proprietary Information form to be used as needed (See Appendix E).

QUESTIONNAIRE

Background of the consulting firm (2 page maximum)

1. Briefly describe your firm's background, history, and ownership structure, including any parent, affiliated or subsidiary company, and any business partners. Provide an organization chart of your firm and describe the relationship between each component and your consulting group.
2. Please describe the services your firm provides and give the percentage of revenue derived from internal audit services, as well as the main market/customers you serve.
3. Within the past three years, have there been any significant developments in your organization such as changes in ownership, restructuring, or personnel reorganizations? Do you anticipate future significant changes in your organization?
4. Please give the address of your corporate office and indicate which office(s) will service the ERS.
5. Will one primary contact be assigned to our account? If so, provide complete contact information.
6. Identify any services you are unable to perform that are part of this RFP.

Standards of conduct (1 page maximum):

1. Does your firm have a written code of conduct or a set of standards for professional behavior? If so, how are they monitored and enforced?
2. What is your firm's philosophy regarding quality? Define your quality review process.
3. Describe your procedures for monitoring client satisfaction.
4. Within the last five years, has your organization or an officer or principal been involved in litigation or other legal proceedings relating to your internal audit services assignments? If so, please provide an explanation and indicate the current status or disposition.
5. Has your firm ever been censured by any regulatory body? If so, please describe the situation.

Conflicts of Interest (3 page maximum):

1. Are there any potential conflict of interest issues your firm would have in servicing the ERS? If so, describe them.
2. How does your firm identify and manage conflicts of interest?
3. Have you or anyone in your firm provided any gifts, travel and room expenses, entertainment or meals to any ERS Board member or staff during the past 12 months? If yes, please describe the amount of expenses and what it was for.

Consulting team (2 page maximum):

1. How many internal audit consultants does your firm have?
2. Please provide contact information for each consultant that will be assigned to the ERS in a grid similar to this.

Name	Address	Business Phone	Business Fax	E-mail Address

3. Please describe the role of each consultant for this assignment.
4. Please describe your team's experience with similar work performed for other public retirement systems or corporate pension.
5. State whether the individuals assigned to the work have any responsibilities other than providing internal audit services, and if so, specify such responsibilities.
6. Describe your firm's backup procedures in the event that key personnel in this assignment should leave the firm.
7. Describe the resources your firm has that specifically address the needs of public sector clients.
8. Describe how your firm controls the cost of services rendered for a client.

Unique qualifications (2 page maximum):

1. Describe how your internal audit consulting work is distinguished from that of your competitors.
2. Describe any services of your organization that may not be offered by other consultants.

References:

1. Please provide three references from current clients for whom work similar to that requested in this RFP has been performed.
2. Please list public sector clients who have terminated your relationship during the past three years and their reasons for doing so. Please include their names, titles and telephone numbers.

Subcontracting:

1. If your firm uses the services of a subcontractor, please identify the subcontractor and describe the skills and qualifications of the subcontractor and its individual employees.
2. Describe what portions of the project will be assigned to the subcontractor. Describe the inclusive periods and percentage of time the subcontractor will devote to the project.
3. Identify the cost associated with the portions of the project assigned to the subcontractor.
4. Describe the contractual arrangement contemplated with each subcontractor and describe generally the control/delegation of responsibilities anticipated in that arrangement.

Exceptions to Sample Contract:

Identify any exceptions that you are requesting to the sample contract found in Appendix A

Responses shall include any requested exceptions (i.e., a redline) to the ERS Sample Contract, including its terms and conditions, as attached to this RFP, and requested exceptions will be subject to scoring as part of the RFP evaluation process. If a proposer's response does not include any exceptions to the ERS Sample Contract, the proposer shall be deemed to have accepted the terms and conditions in the ERS sample contract and ERS may reject any request by the proposer to make edits to the terms and conditions in the ERS Sample Contract during contract negotiations.

In addition, responses shall not include any terms or conditions that overlap or conflict with the ERS Sample Contract. If a response is attached as an exhibit to a contract resulting from this RFP, any terms and conditions in the response that overlap or conflict with the City of Milwaukee Terms and Conditions shall be void and have no effect.

Fees:

1. Please list your fees for internal audit services, assuming this will be a three-year contract.
2. Please give hourly rates you will charge for work within the scope of services for which the precise number of hours is unknown.

Appendix A

Sample Contract

Appendix B

Audit Charter

Appendix C

A&O Audit Charter

Appendix D

Current Audit Plan

Appendix E

Designation of Confidential and Proprietary Information

Request for Quote (RFQ) For Actuarial Services



The response shall be addressed and delivered via

Bonfire

City of Milwaukee
Employees' Retirement System
789 N Water Street, Suite 300
Milwaukee, Wisconsin 53202

**Responses must be received no later than 5:00 P.M., CST, on
Friday, January 30, 2026**

Questions are to be e-mailed via Bonfire

Please note: The Employees' Retirement System of the City of Milwaukee (ERS) reserves the right to reject a quote that is not completed as specified within this document. ERS also reserves the right to accept or reject any quote (including the right to waive any informality or technicality in a quote), to reject all quotes and not proceed with any action, or to accept only those quotes that are in the best interest of the ERS. Firms submitting a quote are solely responsible for the cost of quote preparation; ERS shall not have any

liability to a firm for its cost to prepare a quote in response to this RFQ.

Introduction and Purpose

This RFQ is issued by the Employees' Retirement System of the City of Milwaukee (ERS) for the purpose of soliciting pricing information from actuarial firms to provide actuarial services for the Annuity and Pension Board ("Board"). The purpose of this RFQ document is to gain a better understanding of the current market for these services.

The Board administers the System fund and contracts with an actuarial consultant to advise and report on actuarial matters for the System. The System is a defined benefit plan with an actuarial value as of January 1, 2025, totaling \$5,866,371,000.

Chapter 36 of the City Charter of the City of Milwaukee governs the ERS in conjunction with the Rules and Regulations of the Board and over 2,200 legal opinions. 2023 Wisconsin Act 12 closed the ERS to new members as of January 1, 2024, and requires the Wisconsin Legislative Audit Bureau to perform an annual financial statement audit. Effective January 1, 2024, new hires and most rehires are mandated to be enrolled in the Wisconsin Retirement System (WRS), the retirement system of the State of Wisconsin.

With this RFQ, ERS is interested in actuarial services that meet the minimum qualifications specified below for a period of five years, beginning with the January 1, 2027 valuation, and with an option to renew for an additional three years.

Minimum Qualifications

The Firm must meet all of the following minimum requirements:

- The Firm must be a professional actuarial consulting firm that provides actuarial valuations, experience investigations, asset/liability studies, actuarial audits, and pension consulting services.
- The Firm must have been in existence as a business entity performing such services for a minimum of five (5) years.
- The Firm must have a minimum of five (5) years of actuarial experience with public agency retirement and disability funds with a size greater than \$1 billion.
- The Firm must have a minimum of ten (10) actuarial clients, including a minimum of three (3) public fund clients.
- The Principal Actuary performing the services under the Contract must be a Fellow of the Society of Actuaries and an enrolled actuary.
- The Principal Actuary must have ten (10) years of experience as a principal consulting actuary providing pension consulting services, experience analysis, and valuation assignments for one or more public retirement systems, each with membership of at least 1,000 members.
- Any Supporting Actuary performing services under the Contract must be a Fellow of the Society of Actuaries and an enrolled actuary.
- A Supporting Actuary must have at least five (5) years of experience as a principal or supporting actuary providing pension consulting services, experience analysis, and valuation assignments for one or more multiple-employer public retirement systems.

Scope of Services

Annual Valuation Services:

- Actuary will undertake an annual valuation as of January 1 for each year 2027 through 2032 to include:
 - Preliminary estimates of employer contribution by April 15 of each year.
 - Certification of required employer contributions by July 15 of each year.

- One appearance each year before the Board and before the Finance and Personnel Committee of the Common Council of the City of Milwaukee as required to present the annual valuation.
- Preparation of a report summarizing key results and data, setting forth funding requirements under Milwaukee City Charter Chapter 36 for the fiscal year next following the valuation date. The report shall contain an analysis of the reasons for the change in contribution from prior year, a reconciliation of asset changes during the prior year, and derivation of the actuarial value of assets and allocation of the actuarial assets among the funds of the system. The report shall include a chart showing the funded status of the accrued liability and an actuarial balance sheet for reporting to the membership. The report shall also contain a summary of plan provisions, valuation assumptions and methods, and a detailed summary of membership data. The report shall take into account changes mandated by any governing laws including State law (most recently, 2023 Wisconsin Act 12).

Five-year Experience Study:

- Conduct one experience review for five years to include:
 - Preparation of the necessary revised assumptions and actuarial tables affected by the change in assumptions. The results of the study shall be used to determine appropriate ERS actuarial assumptions for the years beginning January 1, 2028.
 - Preparation of a report of the results of the experience study. The report will include a comparison of actual ERS experience to expected results based on current actuarial assumptions. The report will develop possible cause and effect relationships. In the report, data will be measured against emerging demographics and financial trends among comparable employers. Trends in general will also be discussed.
 - Cost studies will be undertaken to gauge the financial impact of any adjustments.
 - One appearance each year before the Board and before the Finance and the Personnel Committee of the Common Council of the City of Milwaukee to present the results of such study.

Financial and Accounting Reporting:

- Preparation of a report summarizing key results and data, which shall contain a reconciliation of asset changes during the prior year, derivation of the actuarial value of assets and liabilities, allocation of the actuarial assets and liabilities among the funds of the system, and an actuarial balance sheet.
 - The report shall be prepared in accordance with accounting and financial reporting requirements established in GASB Statement No. 67 and GASB Statement No. 68, both issued in August of 2012, and as subsequently amended.
- Any additional reports or valuations as required by the City of Milwaukee departments and agencies as reasonably necessary to complete the City's and agency's financial and accounting statement and other reasonable disclosures.
- Coordination and cooperation with ERS's financial auditor and other City of Milwaukee departments and agencies, including the City Comptroller's Office and City agencies. This work may involve working with an actuary hired by the State to review / audit the reports produced.
- One appearance each year before the Board and the Finance and Personnel Committee of the Common Council of the City of Milwaukee as required to present the annual valuation for financial reporting and accounting purposes under GASB.

Other:

- From time to time, the City or any of the Plan Sponsors may request additional analysis or costing for collective bargaining or other decision making reasons. These analyses

would be billed through the ERS to the requesting sponsor using hourly rates. Analyses requested may include some information requests related to the State's retirement system (WRS), especially as to the cost impact for the new hires that are now enrolled in the State's system.

Response Format

Letter of Interest: Provide a cover letter describing in narrative form the firm, its qualifications, and its ability to fulfill the services identified in this RFQ. Include a description and brief history of the firm, including information about the firm's work with public pension plans.

Annual Fees: Provide the annual dollar amount that your firm will charge for providing all of the ongoing services listed in the scope of work. Fees quoted shall include all administrative, third-party travel, and all other out-of-pocket costs.

Hourly Rates: Provide a table showing hourly rates by job title for consultants who will be working on services to be performed at hourly rates.

Questions

Any questions concerning this RFQ may be submitted via Bonfire. The deadline for questions is 5:00 p.m. (CST), Friday, January 16, 2026. The ERS will transmit responses via Bonfire by 5:00 p.m. (CST), Monday, January 19, 2026. Responders may not rely on any representations from the ERS or Annuity and Pension Board members other than the responses provided through the above-described procedure.

Timeline

<u>DATE</u>	<u>EVENT</u>
1/5/26	Issue RFQ.
1/16/26 (5:00 pm CST)	Last date for questions via Bonfire.
1/19/26 (5:00 pm CST)	Responses to questions issued via Bonfire.
1/30/26 (5:00 pm CST)	RFQ response deadline via Bonfire.

Public Records Notice: ERS is subject to open records laws, which may require the disclosure of any quote response, in whole or in part, as determined by ERS in accordance with state law.

Employees' Retirement System of Milwaukee

2025 - 2026 Insurance Program

Per Occurrence Limits
Shown; Only main policy
limits and deductibles are
illustrated

NOT DRAWN TO SCALE

					Side A \$10M	
					\$41,178	
					RLI	
					\$10M	
					\$48,000	
					AXIS	
					\$10M	
					\$57,630	
					Chubb	
					\$10M	
					\$82,300	
					RLI	
					\$10M	
						\$5M
	Blanket Personal Property \$7.6M	Umbrella \$5M Cincinnati \$2,500				
	Cincinnati	\$1M per occ \$2M agg Cincinnati	\$1M per occ \$3M agg Cincinnati	\$1M per occ Cincinnati	Hudson	Chubb
Deductible / Retention	\$10K	\$0	\$0	\$0	\$500K	\$
	Property	General Liability	EBL	Auto Liability	Fiduciary	Cyber
Premium	\$9,073	\$994	Incl. in GL	\$220	\$104,931	\$54,545

IT Projects and Ticket Statistics

- Major Projects/Initiatives:

- IT Vulnerability Audit (In Progress)
- WUG Upgrade (In Progress)
- Video Conferencing System Upgrade (In Progress)
- Change Auditor Upgrade (In Progress)
- Backup Exec Upgrade (In Progress)
- Server Firmware Upgrade (In Progress)
- Printer Firmware Upgrade (In Progress)
- PC Firmware Upgrade (In Progress)
- Network Redesign (In Progress)
- Microsoft Windows Desktop and Laptop OS Upgrade (Completed)
- AD Review and Cleanup 2024 (Completed)
- Struts Upgrade and Modernize MERITS Website (In Progress)
- Upgrade FileNet P8 to IBM CloudPak4BA (In Progress)

- Application Statistics:

Category	High Priority	Low Priority	Total
Current Inventory	11	0	11
PIR's	2	0	2
CCR's	9	0	9
Pending/Hold	0	0	0
Deployed(Awaiting Next stage) /Ready for Production	0	0	0
Net Current Inventory	11	0	11

Portfolio as of December 11, 2025

Project Health	% Work Complete	Priority	Complexity (S / M / L)	Project Name	Project Mgr	Description	Strategic Goal	Status	Additional Vendor Required: Y/N	Actual Start Date	Target Completion Date	Estimates (Hours)	Actuals (Hours)	Hours Variance = Estimates - Actuals
G	50%	1	M	Upgrade 789 and RO PC Firmware @	Powell	Upgrade 789 and RO PC Firmware to Latest Stable Firmware Release	G1	IP	N	11/13/25	2/28/26	100	10.00	90.00
G	50%	2	M	Upgrade Printer Firmware @	Prosser	Upgrade Printer Firmware for All Printers at 789	G1	IP	N	11/13/25	1/15/26	100	14.00	86.00
G	1%	3	M	Upgrade Server Firmware @	Prosser	Upgrade 789, 809, Femrite and RO Server Firmware to Latest Stable Firmware Release	G1	IP	N	11/13/25	2/28/26	100	1.00	99.00
G	1%	4	M	Upgrade WUG to Latest Stable Release @	Prosser	Upgrade WUG to Latest Stable Release	G1	IP	N	11/13/25	1/15/26	100	1.00	99.00
G	1%	5	M	Upgrade Change Auditor to Latest Stable Release @	Prosser	Upgrade Change Auditor to Latest Stable Release	G1	IP	N	11/13/25	12/15/25	100	1.00	99.00
G	1%	6	M	Upgrade Backup Exec and Agents to Latest Stable Release @	John	Upgrade Backup Exec to Latest Stable Version	G1	IP	N	11/13/25	4/15/26	100	1.00	99.00
G	90%	7	M	Internal Audit - Vulnerability Assessment @	Zampino	Assessment of Our IT Vulnerabilities	G2	IP	Y	10/15/25	3/31/26	100	16.75	83.25
G	57%	8	L	Network Redesign	Zaffiro	Project to Redesign Network Infrastructure	G1	IP	Y	11/27/24	6/30/26	1,100	139.00	961
G	19%	9	L	Upgrade FileNet P8 to IBM CloudPak4BA	Manchu	Upgrade Scanning, Indexing and Imaging to IBM CloudPak for Business Automation	G1	IP	Y	4/15/24	8/31/26	1,637	210.00	1,427
G	97%	10	L	Upgrade Struts and Modernize MERITS Website	Manchu	Upgrade Struts Framework and Modernize MERITS Web Application	G1	IP	N	6/10/21	12/31/25	18,850	17,717	1,133
Green =	On Target / No Significant Issues / All Updates Approved							@ = Activity (no charter)		NS = Not Started		OH = On Hold		
Yellow =	On Watch List – Issues Being Addressed									IP = In Process		C = Completed		
Red =	Project cannot move forward as planned without management attention or approval.													

Completed Projects & Tasks in Last 12 Months	Finished	Hours
Upgrade Printer Firmware @ (Powell)	1/8/2025	5 hours
Upgrade 789 and RO PC Firmware @ (Powell)	1/8/2025	13.75 hours
Upgrade Planet Press @ (John)	1/31/2025	24.75 hours
Upgrade Server Firmware @ (Prosser)	1/9/2025	38.75 hours
SQL LiteSpeed Upgrade @ (John)	3/26/2025	15 hours
MERITS - EJB Upgrade @ (Manchu)	4/3/2025	210 hours
Upgrade Network Infrastructure Firmware/OS @ (Zampino)	4/2/2025	33.5 hours
Internal Audit Vulnerability Assessments @ (Zampino)	4/2/2025	87.75 hours
Upgrade VMware Environments @ (Prosser)	4/2/2025	235 hours
Upgrade SAN Firmware and DSM @ (Raynal)	5/28/2025	25.5 hours

Completed Projects & Tasks in Last 12 Months	Finished	Hours
Firewall Review and Cleanup 2024 @ (Zampino)	5/30/2025	9.25 hours
Investigate Potential Replacements for Tracker/Serena/Solutions Business Manager @ (John)	7/2/2025	241.75 hours
Titan Upgrade @ (Zaffiro)	6/30/2025	11.25 hours
IP Address Review and Cleanup 2024 @ (Zampino)	7/9/2025	11 hours
DNS Review and Cleanup 2024 @ (Zampino)	7/31/2025	9.25 hours
Upgrade System Galaxy Security System @ (Zaffiro)	9/3/2025	17.25 hours
AD Review and Cleanup 2024 @ (Zampino)	9/10/2025	37 hours
Upgrade Microsoft Exchange Server 2019 to MS Exchange SE @ (Zampino)	9/30/2025	15.5 hours
Microsoft Windows Desktop and Latop OS Upgrade @ (Powell)	10/15/2025	266.25 hours
Upgrade Logitech Video Conferencing System @ (Powell)	11/26/2025	2 hours

Organizational/Personnel Update

Administration and Operations Committee

Thursday, December 17, 2025

ERS is working with DER to fill the following position:

Benefit Services Coordinator