

REQUEST FOR PROPOSAL NOTICE

The **TOWNSHIP OF RICHMOND** announces the following **REQUEST FOR PROPOSAL**:

Proposal For: Investment Advisor

Services Provided For: Non-Uniformed Pension Plan

RFP Notice Number: 2022-1

RFP Opening Date: June 16, 2022

RFP Closing Date: July 1, 2022 (12:00 PM (Noon))

DESCRIPTION OF SERVICES DESIRED:

Applicants that respond to this Request for Proposal (“RFP”) must be able to provide, through a professional services contract, a complete package of pension services that will include comprehensive investment services and strategy for a municipal non-uniformed pension plan. A more detailed description of the services desired is provided in the RFP, available from the municipality.

MINIMUM REQUIREMENTS TO RESPOND:

Applicants that respond to this RFP must be able to meet or exceed the following minimum criteria in order to be considered for the resulting contract award:

1. 10 or more Pennsylvania municipal clients under contract for pension services as described above;
2. \$25 million or more in assets under direct management;
3. Provide a clearly functional services platform that addresses all of the Investment components of municipal pensions; and
4. 10 years experience providing similar pension services to PA municipal government entities.

RFP RESPONSE DOCUMENTS:

Applicants that respond to this RFP must be able to provide the following Documents by the RFP Closing Date listed above:

1. A completed *RFP Application* (RFP Part C);
2. A completed *Standard Disclosure Form* (RFP Part D);
3. A completed *Applicant Status Notification Form* (RFP Part E) – header information only; and
4. Additional documents requested by the municipality or at the discretion of the applicant.

PROCEDURES FOR RESPONDING TO THIS RFP ANNOUNCEMENT:

1. **Request a copy of the *Request for Proposal* in person at the Richmond Township office**, from the municipality’s Point of Contact, and review its contents thoroughly.
2. **ON OR BEFORE JULY 1, 2022 at 12:00 pm (noon)**: Deliver 2 bound and 2 unbound copies of the RFP Response Documents listed above and any additional information requested in the RFP to the municipality’s designated Point of Contact.
3. Be prepared (if requested) to forward a current resume of anyone listed on the *Standard Disclosure Form*, Item # 1, to the municipality’s designated Point of Contact.
4. Forward any questions pertaining to this RFP to the designated Point of Contact **ONLY**, as instructed below.

5. Be prepared to respond to any additional requests for information and / or further directives.

More detailed information about the competition procedures are included in the *Request for Proposal*.

COMMUNICATIONS:

A strict communications policy between the municipality and Applicants or potential Applicants shall be in effect as of JUNE 16, 2022. Please see the RFP documents for more details. A breach of this policy may result in disqualification from the RFP process. Generally, communications are only authorized by mail, fax, or e-mail, shall only be between the Applicant and the Point of Contact, and shall be limited to inquiries for clarification of technical or administrative information.

DESIGNATED POINT OF CONTACT:

Jennifer Galomb

11 Kehl Drive

P.O. Box 474

Fleetwood, PA 19522

Phone: 610-944-0348 Fax: 610-944-6461

<https://www.co.berks.pa.us/Muni/Richmond/Pages/default.aspx>

Email: richtwp@ptd.net

Office Hours: Monday, Tuesday and Thursday 8:30 a.m. to 3:30 p.m.

Friday 8:30 a.m. to 12:00 p.m. (noon)

Phone calls **will not** be accepted or returned.

Correspondence should be clearly directed to Point of Contact, not merely to municipality.

To be published in the Reading Eagle on June 16 and June 23, 2022.

REQUEST FOR PROPOSAL

RICHMOND TOWNSHIP, BERKS COUNTY, PA

Proposal For: Investment Advisor

Services Provided For: Non-Uniformed Pension Plan RFP NOTICE NUMBER: 2022-1

RFP OPENING DATE: June 16, 2022

RFP CLOSING DATE: July 1, 2022 (Noon)

GENERAL

COMMUNICATION RESTRICTION, EXCEPT AS SPECIFICALLY AUTHORIZED IN THIS RFP:

EFFECTIVE, AS OF THE REQUEST FOR PROPOSAL (RFP) OPENING DATE ABOVE AND PRIOR TO THE TIME OF A DECISION BY THE SELECTION PROCESS BODY AND THE MUNICIPAL GOVERNING BODY, AND THE SUBSEQUENT CLOSING OF THIS RFP PROCEEDING, there shall be no communication of any type regarding this RFP, any aspect of a response to this RFP, or the awarding of a contract related in any way to this RFP between any Applicant or prospective Applicant and any:

- (1) Elected Official of this municipality;
- (2) Employee of this municipality;
- (3) Any consultant or adviser currently engaged in assisting this municipality with the RFP process or employee or other person affiliated with or providing services to or on behalf of such consultant's staff; or
- (4) Any other persons in a position to influence the Selection Process Body's decision at any time during the RFP Process in regards to this RFP, a proposal, or the awarding of the contract until the award is announced, except as requested by this municipality or at the time specified for oral presentations by those selected Applicants appearing for interviews.

FURTHER, Applicants may not cause or allow any employee of their firm or third party to directly or indirectly violate any of the aforementioned communications restrictions. Any communication by any Applicant or third party on behalf of an Applicant or potential Applicant, in violation of the foregoing terms shall be considered grounds for automatic disqualification of that Applicant.

Therefore, Applicants may only make inquiries for clarification of technical or administrative information**. No other questions or forms of communication related to the RFP process are authorized between the municipality, its officials or employees and any entity associated with or representing the Applicant or potential Applicant after the *RFP Notice* posting date. This does not preclude the designated RFP Point of Contact from contacting the Applicant and requesting additional information, by whatever means deemed necessary, in order to effectively manage the RFP process.

****SEE... "Procedure for Requesting Clarification" in Part B of this Request for Proposal**

REQUEST FOR PROPOSAL CONTENTS:

PART A..... DETAILED RFP REQUIREMENTS

PART B.....RFP GENERAL POLICY GUIDELINES FOR APPLICANTS

PART C.....RFP APPLICATION AND STANDARD QUESTIONS

PART D.....RFP STANDARD DISCLOSURE FORM

PART E.....APPLICANT STATUS NOTIFICATION FORM

PART A:

DETAILED RFP REQUIREMENTS

All Applicants that respond to this RFP must be capable of providing the following minimum general specifications related to the services desired:

Comprehensive Investment Services and Investment Strategy

Investment Services must include:

1. Products that are managed by Investment professionals that are SEC registered and demonstrate competitive GIPS returns;
2. Diversity in the investment portfolio;
3. Policy design that is commensurate with contemporary investment strategies for municipal pension plans; and
4. Provision of periodical reviews with municipal leadership on investment strategy and return on investments.

Investments may not include:

1. Insurance Products such as annuities,
2. Mutual Funds- as a primary source of investments, or
3. Investments of any type generally prohibited or considered too high-risk for municipal pensions.

The ability to provide additional administrative or advisory services

Applicants must have the ability to provide additional administrative or advisory services relevant to non-uniformed pension plan administration, when requested by the municipality.

These services would be services outside of the scope of duties of the municipality's non-uniformed pension plan administrator, which is under separate contract, and are chargeable to the municipality on an ad-hoc basis.

PART B
RFP GENERAL POLICY GUIDELINES FOR APPLICANTS

The RFP application documents in Part C through Part E provide the majority of the necessary documentation and information required by the RFP Selection Process Body to adequately evaluate each Applicant’s potential to fulfill the Professional Services Contract obligations desired by this *Request for Proposal*. Other necessary information and related policy are presented here as an assistance to the Applicant and for clarification of the process and related Policy.

PROCEDURES FOR RFP APPLICATION

See – *Request for Proposal Notice*

DOCUMENTS REQUIRED TO APPLY

See – *Request for Proposal Notice*

REMINDER: These documents must be received by the municipality not later than 12:00 pm (noon) of the closing date: July 1, 2022. Applications received after this date will not be considered for selection under this RFP. Applicants that do not meet this deadline will have documents returned and will be notified by mail that their applications were not received by the specified closing date. Application documents must be mailed to the designated Point of Contact at the address listed below. Once applications have been received and processed, the designated Point of Contact will send an e-mail response to confirm that the application has been received by municipality and will be considered during the RFP process.

ADDITIONAL DOCUMENTATION REQUESTED

None at this time – municipality will enter any additional documents they wish to request.

DESIGNATED POINT OF CONTACT

Designated point of contact is listed on the *Request for Proposal Notice*.

RFP PROCESS OVERVIEW

The RFP process shall be conducted in accordance with the *Policy & Procedure for Administration, Processing, and Procurement of Professional Services Contracts for All Municipal Pension Systems of and for Richmond Township, Berks County, Pennsylvania* (the “*RFP Policy*”). The RFP process will commence with the posting of the *RFP Notice*. The following is a brief overview of the steps the municipality will take in conducting this process and subsequent determination of the Most Qualified Applicant to receive award of the Professional Services Contract:

1. The Chief Administrative Officer (CAO) receives *Requests for Proposals*, Parts C through Part E, and any additional related material from prospective firms.
2. The CAO will conduct an initial Applicant Pre-Screening to ensure compliance with the *RFP Policy* and determine Applicant eligibility to compete. A status will be assigned to each Applicant; either Active Applicant or Disqualified Applicant.
3. The CAO will notify all Applicants of their respective status. Only those Applicants with an Active Applicant Status will be forwarded to the Selection Process Body for the next step.
4. The Selection Process Body will conduct a Detailed Applicant Review and rank each Applicant in accordance with procedural instructions. A score and ranking from this process will be determined and

- only the top three (3) ranked Applicants will continue to the next step. Applicants that rank below the top three (3) will be notified of their status and they are no longer eligible to compete under this RFP process.
5. The top three (3) Applicants will be notified of their status and an Applicant Interview scheduled.
 6. The Selection Process Body will conduct Applicant Interviews and rank each Applicant in accordance with procedural instructions. A Final RFP Composite Score is determined in accordance with procedural instructions. The Applicant with the highest Final RFP Composite Score will be considered the tentative selectee for recommendation of award of the Professional Services Contract under this RFP proceeding.
 7. The municipality's governing body will take official action to award the Professional Services Contract to the tentative selectee.
 8. All Applicants, following the RFP interview process will be notified of their respective status in accordance with the *RFP Policy*. This will conclude the RFP selection process.

DETAILED APPLICANT REVIEW & INTERVIEW RATING CRITERIA

The Selection Process Body will review, all Active Applicants' applications, rank, and score them based on the following criteria:

Detailed Applicant Review – 5 Categories:

- | | |
|---------------------------------|----------------------------------------------------|
| 1: EXPERIENCE AND EXPERTISE | 2: QUALITY OF SERVICES PROPOSED / CUSTOMER SERVICE |
| 3: REPORTING AND ACCOUNTABILITY | 4: INVESTMENT PERFORMANCE MANAGEMENT & SERVICE |
| 5: COST OF SERVICES | |

Once all Applicants have been reviewed and the corresponding scores assigned, the top three (3) scoring Applicants from the Detailed Applicant Review Phase will be tendered an invitation to interview. Interviewees will be ranked and scored on the following criteria:

1. Communication Skills
2. Understanding of Municipality's Goals
3. Investment Strategy
4. Investment Knowledge
5. Accessibility / Customer Service

Applicant Interview (only the top 3 applicants from the Detailed Applicant Review)

Applicants are ranked based on the quality of information presented during the interview and their perceived ability to best meet the municipality's pension needs as outlined in the RFP.

TIME TABLE OF EVENTS AND SPECIFIC CLOSING DATES *

EVENT	OPENING DATE*	CLOSING DATE*
REQUEST FOR PROPOSAL RESPONSE PERIOD – RFP'S ACCEPTED (15-30 DAYS)	June 16, 2022	July 1, 2022 12:00 PM / NOON
RFP PRE-SCREEN PROCESS (15 DAYS)	July 5, 2022	July 20, 2022
RFP DETAILED APPLICANT REVIEW AND RANKING (10 DAYS)	July 21, 2022	August 1, 2022
APPLICANT INTERVIEW AND SELECTION PROCESS (5 DAYS)	August 2, 2022	August 7, 2022
MUNICIPAL GOVERNING BODY – OFFICIAL ACTION (2 ND MONDAY)	August 8, 2022	August 8, 2022
APPLICANT NOTIFICATION (WITHIN 10 DAYS OF OFFICIAL ACTION)	August 9, 2022	August 19, 2022 (deadline to notify)
MANDATORY WAITING PERIOD FOLLOWING INTERVIEW AND SELECTION & REQUIRED POSTING PERIOD (8 DAYS AFTER NOTICE)	August 10-18, 2022 (period begins on	August 19-27, 2022 (9 th day following

	date of Applicant Notification)	date of Applicant Notification)
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* Dates are subject to adjustment / changes, if necessary, but not without notification to all Applicants. *Applicant Status Notification Form* will provide specific dates for the opening and closing of the mandatory waiting period.

STATUS NOTIFICATION FROM THE MUNICIPALITY TO APPLICANTS

Applicant Status Type	Means of Notification	Response Required by Applicant
Acknowledgement of Receipt of <i>RFP Application</i> from an Applicant	E-mail to Applicant from the municipality’s Point of Contact	None
Active Applicant – following Pre-Screening	<i>Applicant Status Notification Form</i> – by FAX	None
Disqualified Applicant – following Pre-Screening (or other disqualifying circumstance)	<i>Applicant Status Notification Form</i> – by FAX	None
Selected Applicant – following Detailed Review Process	<i>Applicant Status Notification Form</i> – by FAX	E-mail response *see below
Non-Selected Applicant – following Detailed Review Process	<i>Applicant Status Notification Form</i> – by FAX	E-mail response *see below
Non-Selected Applicant – following Interviews and municipal governing body approval of approved selectee	<i>Applicant Status Notification Form</i> and other required documents – by Certified US Mail (signature required)	None – except under “right to appeal”
Selected Applicant as <i>approved selectee</i> – Following Interviews and municipal governing body approval	<i>Applicant Status Notification Form, Summary of Award Notice</i> and Selectee Letter	E-mail response *see below
<p>* <u>Applicants must:</u> E-mail response to Municipality’s designated Point of Contact confirming receipt of <i>Applicant Status Notification Form</i> for either: <u>Non-Select Status</u> or <u>Selected Status</u> -Selected Status Applicants must also <u>confirm interview appointment</u> and <u>request Interview Prep Instructions</u>. -Approved Selectee – send e-mail response confirming receipt of official notice of selection.</p>		

COMMUNICATION: PROCEDURE FOR REQUESTING CLARIFICATION OF RFP PROCESS

In accordance with the previously stated communications policy (See *Request for Proposal* – “General”), the only permissible inquiries by an Applicant to the Municipality, are for clarification or explanation of technical or administrative information. Applicants will adhere to the following procedure to communicate their questions or requests for clarification to the designated POC and may expect to have them responded to in the manner prescribed below:

Permissible communications to the municipality shall be sent to the Point of Contact only in one of the following formats:

1. Email

- Subject line shall read “Pension RFP Inquiry”
- Email shall clearly identify the identity and contact information of the party sending the email

2. Fax

- Must include cover page indicating the Point of Contact as the intended recipient, and identifying the subject of the fax as “Pension RFP Inquiry”
- Cover page must not contain substantive information about the inquiry

3. Mail

- Must be addressed to the Point of Contact
- Documents must all be 8.5"x11"

The response from the municipality to every permissible communication shall be sent to all Applicants and potential Applicants who have obtained this Request for Proposal from the municipality. Such response shall be distributed in the form of an email which shall conceal the identity of the recipients of the email, and which email may contain attachments of scanned documents when the response is to a permissible communication which was made by fax or mail.

WAITING PERIOD & PROCEDURE FOR APPEAL TO NON-SELECTION

Waiting period and objection resolution procedure following a tentative selectee decision:

The waiting period between the time a tentative selectee and all other unsuccessful Applicants have been notified of their respective statuses and the expiration date of this period shall be eight (8) consecutive days. This period will commence when all notices have been mailed out and, if applicable, the same information has been simultaneously posted on the municipal website as prescribed in the municipality's *RFP Policy*. The waiting period will expire at the close of business on the 8th consecutive day following its commencement. After the expiration of this waiting period, the municipality may pursue the execution of the Professional Services Contract with the tentative selectee, without further impedance, provided no objection to the selection has been made by any unsuccessful Applicant under the criteria set forth below.

Appeal of Non-Selection Instructions: If an unsuccessful Applicant, having received notification of their non-selection status following the completion of the RFP interview process, objects to the decision and wishes to submit an appeal they must notify the municipality:

1. In writing and request confirmation of receipt by the municipality;
2. Clearly state the details supporting their objection and the specific reason(s) they believe the selection is/ was not in compliance with applicable laws and the *RFP Policy*; and
3. Ensure that the written objection is received by the municipality prior to 12:00 pm (noon) on the expiration date of the waiting period as stipulated above – the appeal deadline date.

It is the responsibility of the unsuccessful Applicant raising the objection to ensure that the preceding criteria are met. The municipality is not obligated to review or respond to any objection that does not conform to these criteria. If an objection is made, and all of the stated criteria are met, the municipality will notify via e-mail the unsuccessful Applicant and all other concerned parties that the criteria has been met, the objection is under review, and the RFP process has been suspended indefinitely until a determination of validity and a subsequent course of action has been made. The municipality will then forward all relevant documentation, including the original letter of objection provided by the unsuccessful Applicant to the Municipal Solicitor for determination of the objection's validity and further action(s). Once this review of an objection has begun the municipality will not, under any circumstances, provide any details or respond to any type of communication regarding these proceedings to any interested party. All inquiries made to the designated Point of Contact for the RFP process will be unanswered and immediately forwarded to the Municipal Solicitor. Until otherwise directed by the Municipal Solicitor, all communications regarding the objection and the RFP process will come from the office of the Municipal Solicitor.

APPLICANT STATEMENT OF RESPONSIBILITIES

It shall be the responsibility of any incumbent or prospective Contractor or Applicant; applying for, entering into contract for, submitting a bid or offer for, responding to a Request for Proposal on, or otherwise soliciting, a Professional Services Contract, to:

- (1) Thoroughly familiarize themselves with the RFP General Policy Guidelines (Part B hereof) and agree to abide by all guidelines and requirements stated herein;
- (2) Thoroughly familiarize themselves with all applicable statutes of the Commonwealth of Pennsylvania – most especially, Act 44 of 2009, Chapter 7-A;
- (3) Inform all subordinates of the company, subcontractors and advisors of the policies and laws in effect during the Request for Proposal process;
- (4) Maintain overall control of subordinates of the company, subcontractors and advisors, insuring that they do not violate this Policy and thereby cause the Applicant to be placed in a “Disqualified Applicant” status;
- (5) Acknowledge by participation that any breach or lack of compliance with such, whether intentional or otherwise, will result in immediate disqualification and debarment from the Request for Proposal process for up to a period of three years.

For the Applicant, the RFP process begins when an Applicant submits a completed RFP Packet in response to the posted *RFP Notice*. Submission of this will constitute an acknowledgement on the part of the Applicant, of a thorough understanding of the rules governing the RFP process, and an agreement to abide by the same. Furthermore, all employees of the Contractor (the Applicant), subcontractors, advisors, and other applicable third parties, are considered subject to the same terms of agreement as stated above.

Reminder: It is the responsibility of the Applicant to submit these documents and any additional requested information by the RFP closing date. Further, all Applicants are expected to respond to correspondences and other directives published in this RFP or as directed on those correspondences. Failure to comply with any of the preceding will result in the application being placed in the “Disqualified Applicant” status and the Applicant will not be permitted to compete for the Professional Services Contract under the current *Request for Proposal Notice*.

PART C
RFP APPLICATION AND STANDARD QUESTIONS

APPLICANT INFORMATION:

Company Name and Address:	Company's Principal Point of Contact:
Point of Contact's Phone Number: Point of Contact's FAX Number: Point of Contact's E-mail Address:	

This Application provides the majority of the necessary documentation and information required by the RFP Selection Process Body to adequately evaluate each Applicant's potential to fulfill the Professional Services Contract obligations desired by this Request for Proposal. It is the responsibility of each Applicant to provide sufficient and complete answers to each of the questions that follow.

STATEMENT OF CONFIDENTIALITY ON INFORMATION PROVIDED

All Applicants to this RFP are hereby advised that this application and its contents shall be held in a confidential status until the conclusion of the Request for Proposal process, after which, all information provided on this application will become publicly accessible and may be disseminated in accordance with the other previously established policies of this municipality and the specific disclosure requirements of Act 44 of 2009, Chapter 7-A, except, information that is considered proprietary in nature and/or otherwise protected by law.

RESPONDING TO THE APPLICATION QUESTIONS:

Applicants must submit all answers, properly referenced, on plain white bond paper, Times New Roman font, 12 point, and a one-inch border. These responses are to be attached to a copy of this part (PART C) of the *Request for Proposal*. No other form of written response is acceptable.

PLEASE transpose each question that follows to your response sheet and then provide an appropriate answer thereafter as shown in the example below.

- EXAMPLE QUESTION:** 1. State that your firm meets the "minimum requirements to respond" as stipulated on page 1 of the RFP announcement.
Answer: Our firm meets the stated minimum criteria

APPLICATION QUESTIONS:

1. Please provide the names and titles of all individuals who will be providing professional services to the Requesting Municipality's pension plan(s) identified. Also include the names and titles of any advisors and subcontractors of the Contractor, identifying them as such. After each name provide a description of the responsibilities of that person with regard to the professional services being provided.
2. Has your firm (the Contractor) or any subcontractor or company in an advisory capacity that will be a party to the proposed services relative to this RFP, been involved in: (a) any adverse criminal, civil, regulatory, or government actions against any director or principal officer in the past 5 years; or (b) any investigation of the same nature that has occurred within the past 36 months? If so, please indicate the outcome of said action or investigation. Furthermore, please indicate whether you have received notice or have any reasonable basis to believe that any criminal regulatory or similar investigation is likely to commence within the next 12 months.
3. Describe your firm's errors and omissions insurance and commercial general liability insurance and specific coverage.
4. Describe how long your firm has been providing the types of services sought under this RFP – specifically, to municipal government entities in Pennsylvania. If your firm will employ any subcontractor or company that will be a party to providing the proposed services relative to this RFP, or in an advisory capacity, please indicate their experience relative to servicing pensions of municipal government entities in Pennsylvania.
5. In general terms, describe the make-up of your current client base – public and private.
6. How many (specific number) of your current public clients are Pennsylvania municipal clients at the township, borough, or municipal authority level (commonly referred to as local government entities)? What are the total assets of these municipalities that your firm has under direct financial management?
7. For how many current clients do you provide a platform of product(s) and service(s) similar to the one you are proposing?
8. Provide some brief specifics relative to the qualifications and experience of the principal individuals primarily responsible for providing investment services.
9. Briefly describe the overall structure of the services platform your firm will employ to provide the desired services described under this RFP. Specifically address those services requested in Part A: Detailed RFP Requirements. Please indicate if there are any aspects of the desired menu of services that your firm is unable to perform or provide. Please indicate subcontractors and advisors and their respective capacity.
10. Describe your firm's approach to client support and if selected to provide services to this municipality, how this municipality will be integrated into your client support network.
11. Briefly describe any unique characteristics of the overall services platform your firm proposes and why (in your opinion) it is best suited to meet the needs of this municipality's pension(s).
12. Please provide the location(s) of the office(s) that will be providing services to the municipality. Who is (are) the person or persons primarily responsible for customer service inquiries? How long has this person (have these persons) served in this capacity for your firm?

13. Provide a brief overview of your firm's internal auditing and review procedures. Are there any reports generated from these procedures that are forwarded to clients?
14. Describe your firm's approach to monitoring and managing regulatory changes imposed by state and federal government entities and how you assist municipal clients in maintaining compliance.
15. What types of reviews or audits does your firm routinely conduct when assuming a new client? Are there additional fees incurred for these reviews or audits and if so, what do they typically cost?
16. Provide a sample of annual summary statement that indicates transactions within the plan.
17. Provide a brief history of your firm's investment services and include the years of experience relative to the principal party(ies) responsible for the investment portion of the services platform – both investment managers and advisors.
18. If your firm plans to provide the investment services portion via a structured or multi-employer trust, please provide an overview of the trust's structure, how investment managers are chosen, and who is responsible for investment advising and allocation selection. IF NOT, then indicate who is responsible for investment manager selection, asset allocation, monitoring and advising.
19. Describe the asset classes and allocation mix your firm proposes to employ if selected to provide investment services. Describe why you feel your firm's overall approach to asset management is best suited to meet the needs of this municipality? How often is the portfolio reviewed?
20. Provide the NET rate of return for your firm for each of the timeframes indicated below and the corresponding index(es) your firm uses as a benchmark for performance. Year ended – 2009, Last: 5 years (thru 2009), 10 years (thru 2009), 15 years (thru 2009).
21. Do these rates of return provided in response to question 21 reflect accounts that are (essentially) of the same make-up and design as you proposed in your response to question 20?
22. Provide information on the timing and distribution of investment performance reports following the end of a reporting period. Specifically describe what types of exhibits (reports) would be presented in a summary report, those provided in a detailed report, and the frequency of each. Please provide one example of a recent summary report. Are costs for these reports included as part of the general services provided or are they billed separately? If billed separately, please indicate the fees associated with each.
23. Provide a detailed list of the services your firm will provide. After each section, list the associated fees, provide a description of how the fees for these services are calculated and how they are billed or paid. Are all fees that are charged to the pension plan shown on the pension plan annual statement? If not, indicate why not and how and when these fees are disclosed.
24. Specify any services that are offered but not included in the general services menu and the fees associated with each.
25. Specify any fees associated with initial set-up or any fees that would be levied should the municipality withdraw or terminate the professional services contract with your firm.
26. Does your firm require a specific term or length of contract? If so, indicate the minimum period of time for which your firm typically contracts.
27. If requested, does your firm offer periodic meetings with municipal leadership to discuss investment matters? Are there additional costs incurred for these meetings? If yes, please specify the fees and how they are calculated, including travel expenses if applicable.

DEFINITIONS FOR PART D: DISCLOSURE FORM

THIS PAGE is for the benefit of the Applicant and does NOT have to be included as part of the RFP documents when completed and returned to the municipality. DISCARD THIS PAGE after completing the Disclosure Form.

TERM:	DEFINITION:
CONTRACTOR (ALSO – “APPLICANT”)	Any person, company, or other entity that receives payments, fees, or any other form of compensation from a municipal pension fund in exchange for rendering professional services for the benefit of the municipal pension fund. <u>This term shall also Apply</u> to any Applicant who solicits, applies for, or responds to an RFP for the purpose of gaining a professional services contract.
SUBCONTRACTOR OR ADVISOR	Anyone who is paid a fee or receives compensation from a municipal pension system – directly or indirectly from or through a contractor.
AFFILIATED ENTITY	Any of the following: <ol style="list-style-type: none"> 1. A subsidiary or holding company of a lobbying firm or other business entity owned in whole or in part by a lobbying firm. 2. An organization recognized by the Internal Revenue Service as a tax-exempt organization under section 501(c) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 501 (c)) established by a lobbyist or lobbying firm or an affiliated entity.
CONTRIBUTIONS	As defined in section 1621 of the act of June 3 rd , 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code
POLITICAL COMMITTEE	As defined in section 1621 of the act of June 3 rd , 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code
EXECUTIVE LEVEL EMPLOYEE	Any employee or person or the person’s affiliated entity who: <ol style="list-style-type: none"> 1. Can affect or influence the outcome of the person’s or affiliated entity’s actions, policies, or decisions relating to pensions and the conduct of business with a municipality or a municipal pension system; or 2. Is directly involved in the implementation or development policies relating to pensions, investments, contracts or procurement or the conduct of business with a municipality or municipal pension system.
MUNICIPAL PENSION SYSTEM	Any qualifying pension plan, under Pennsylvania state law, for any municipality within the Commonwealth of Pennsylvania; includes the Pennsylvania Municipal Retirement System. <i>Example: the Police Pension Plan for the Borough of Winchesterville</i>
MUNICIPAL PENSION SYSTEM OFFICIALS AND EMPLOYEES; MUNICIPAL OFFICIALS AND EMPLOYEES	<u>Specifically</u> , those listed in PART D titled: “ <i>List of Municipal Officials & Employees for the Requesting Municipality:</i> ” on the next page. Where applicable, includes <u>any</u> employee of the Requesting Municipality.
PROFESSIONAL SERVICES CONTRACT	A contract to which the municipal pension system is a party to that is: (1) for the purchase of professional services including investment services, legal services, real estate services, and other consulting services; and, (2) not subject to a requirement that the lowest bid be accepted.

PART D.....RFP STANDARD DISCLOSURE FORM

List of Municipal Officials & Employees for the Requesting Municipality:

Richmond Township, Berks County, PA

Certain requests for information in this form will refer to a “List of Municipal Officials.” To assist you in preparing your answers, you should consider the following names to be a complete list of pension system and municipal officials and employees. Throughout this Disclosure Form, the below names will be referred to as the “*List of Municipal Officials.*”

List of Municipal Officials:

Elected Officials

Brian S. Wanner, Chairman Board of Supervisors
Samuel Kemmerer, Vice-Chairman Board of Supervisors
Scott D. Brinker, Member Board of Supervisors

Appointed Officials or Employees

Jennifer Galomb, Township Manager, Secretary - Treasurer
Christopher J. Hartman, Esq., Hartman, Valeriano, Magovern & Lutz, P.C. – Township Solicitor

IDENTIFICATION OF APPLICANT & RELATED PERSONNEL

APPLICANT: (See “Definitions”) Any entity who is applying to provide service(s) by means of a Professional Services Contract to the Municipal Pension System of the Requesting Municipality, please complete all of the following:

Provide any explanations in the space provided or attach a separate sheet of paper with the proper response for “yes” answers that require further or more detailed explanations that the space provided permits. If the response is “No”, “None”, or “Does Not Apply”, initial the appropriate space provided to indicate this response.

1. Please list the name and title of any Affiliated Entity and their Executive-level Employee(s) that require disclosure; after each name, include a brief description of their duties. (See: Definitions)

Does Not Apply _____ (initial)

2. Are any of the individuals named in Item 1 of the application questions or Item 2 above, a current or former official or employee of the Requesting Municipality?

No / None _____ (initial)

IF “YES”, provide the name and of the person employed, their position with the municipality, and dates of employment.

3. Are any of the individuals named in Item 1 of the application questions or Item 2 above, a current or former registered Federal or State lobbyist?

No / None _____ (initial)

IF “YES”, provide the name of the individual, specify whether they are a state or federal lobbyist, and the date of their most recent registration /renewal.

4. Disclose the terms of employment / compensation of any third party intermediary, agent, or lobbyist that is to directly or indirectly communicate with an official or employee of the Municipal Pension System of the Requesting Municipality (OR), any municipal official or employee of the Requesting Municipality in connection with any transaction or investment involving the Applicant (or an Affiliated Entity) and the Municipal Pension System of the Requesting Municipality?

Does Not Apply - None _____ (initial)

This question does not apply to an officer or employee of the Applicant who is acting within the scope of the firm’s standard professional duties on behalf of the firm, pursuant to the professional services contract with municipality’s pension system.

IF “YES”, identify: (1) whom (the third party intermediary, agent, or lobbyist) will be paid the compensation or employed by the Applicant or Affiliated Entity, (2) their specific duties to directly or indirectly communicate with

an official or employee of the Municipal Pension System of the Requesting Municipality (OR), any municipal official or employee of the Requesting Municipality, and (3) the official they will communicate with.

5. Since December 17th 2009, has the Applicant, or any agent, officer, director or employee of the Applicant solicited a contribution to any municipal officer or candidate for municipal office in the Requesting Municipality, or to the political party or political action committee of that official or candidate?

No / None _____ (initial)

IF “YES”, identify the agent, officer, director or employee who made the solicitation and the municipal officials, candidates, political party or political committee who were solicited (to whom the solicitation was made).

6. Since December 17th, 2009: Has the Applicant or an Affiliated Entity made any contributions to a municipal official or any candidate for municipal office in the Requesting Municipality?

No / None _____ (initial)

IF “YES”, provide the name and address of the person(s) making the contribution, the contributor’s relationship to the Applicant, The name and office or position of the person receiving the contribution , the date of the contribution, and the amount of the contribution.

7. Does the Applicant or an Affiliated Entity have any direct financial, commercial or business relationship with any official identified on the List of Municipal Officials, of the Requesting Municipality?

No / None _____ (initial)

IF “YES”, identify the individual with whom the relationship exists and give a detailed description of that relationship. To the extent the existence of such relationship has been waived and deemed to not pose any detrimental conflicts of interest to the municipality, provide documentation of such.

8. Since December 17th, 2009: Has the Applicant or an Affiliated Entity given any gifts having more than a nominal value to any official, employee or fiduciary – specifically, those on the List of Municipal Officials of the Requesting Municipality?

No / None _____ (initial)

IF “YES”, Provide the name of the person conferring the gift, the person receiving the gift, the office or position of the person receiving the gift, specify what the gift was, and the date conferred.

9. Disclosure of contributions to any political entity in the Commonwealth of Pennsylvania

Applicability: A “yes” response is required and full disclosure is required **ONLY WHEN ALL** of the following applies:

- a) The contribution was made within the last 5 years

I understand that false statements herein are made subject to the penalties of 18 P.A.C.S. § 4904 relating to unsworn falsification to authorities.

Signature

Date

PART E

APPLICANT STATUS NOTIFICATION FORM

All applicants will complete the following header information only.

This notification will be sent to you, when applicable, to advise you of your firm’s status throughout the RFP Process. In most cases, it will be sent via FAX to the company’s designated point of contact listed below. It is the responsibility of this individual to acknowledge receipt of this notice by e-mail to the municipality’s designated RFP Point of Contact.

COMPANY NAME AND ADDRESS:	COMPANY’S PRINCIPAL POINT OF CONTACT:
	POC’S NAME: PH. NUMBER: FAX NUMBER: E-MAIL ADDRESS:

FOR OFFICAL USE ONLY:

The Chief Administrative Officer: Initial the appropriate lines to indicate the status being conveyed and sign / date the page(s) where provided. If only the first page is used for a particular notification, then only sign and send that page.

STATUS NOTICE FOLLOWING THE RFP INITIAL PRE-SCREENING _____

_____ Your Application has been placed in Active Applicant Status and will be processed for the next phase of the RFP process. It will continue in this status until you are notified otherwise.

_____ Your Application has been placed in a Disqualified Applicant Status for the following reason(s). Your Application will not be reviewed further and your firm is no longer in consideration for the remainder of this RFP process. Any additional disqualifications / provisions that may apply are also provided below:

Reason for disqualification: _____
 If Applicable, additional Disqualifications / Provisions: _____

****SPECIAL NOTICE – STATUS CHANGE DUE TO A POLICY VIOLATION OR PREVIOUSLY UNDISCOVERED DISQUALIFICATION _____**

_____ Your Application has been placed in a ***Disqualified Applicant Status*** for the following reason(s). Your Application will not be reviewed further and your firm is no longer in consideration for the remainder of this RFP process. Any additional disqualifications / provisions that may apply are also provided below:

Reason for disqualification: _____
If Applicable, additional
Disqualifications / Provisions: _____

STATUS NOTICE FOLLOWING THE RFP DETAILED APPLICANT REVIEW _____

_____ In accordance with the RFP Detailed Applicant Review Process, your firm was not selected to participate further in the RFP Process because your firm **did not rank in the top three (3) Applicants** at the conclusion of this review. In accordance with this municipality’s established *RFP Policy* and selection standards, only the top three ranking Applicants will move to the Interview portion of the selection process. The municipality thanks you for your participation and encourages your firm to apply to future RFPs posted by this municipality.

_____ Following the RFP Detailed Applicant Review Process, your firm **was ranked as one of the top three (3) Applicants**. As one of three (3) finalists, your firm will participate further in the RFP Process – the Interview. Your firm is scheduled to appear for interview on the date and time specified below. Please read the Status Notification from Municipality... section in Part B of the RFP and follow the instructions presented. **YOU MUST** confirm receipt of this notice by sending an e-mail to the municipality’s designated Point of Contact, as soon as possible. Failure to do so will result in disqualification from the process. Please state in the e-mail that you agree to appear for an interview at the appointed place, date, and time.

Interview Date: _____ **Time:** _____ **Place:** _____

**STATUS NOTICE FOLLOWING
THE RFP INTERVIEW – UNSUCCESSFUL APPLICANT _____**

_____ Your firm did not achieve the highest ranking following the RFP Detailed Review and RFP Interview Proceedings. Your application has therefore been placed in a ***Non-Selected Status*** following the Interview. A summary of the selection proceedings and the additional required documentation are provided for your review – see accompanying documents. In accordance with the stated *RFP Policy* of this municipality, you have the right to appeal this decision but only for a limited time – see “*Instructions for Appeal*” below for instructions.

Official Date of Notice: _____ **Appeal Deadline: 12:00p.m. (noon) on** _____

Instructions for Appeal

See Note, “*Instructions for Appeal*” under Part B RFP - General Policy Guidelines for Applicants – Waiting Period & Procedure for Appeal to Non-Selection.

Signature of Chief Administrative Officer

Date