

REQUEST FOR PROPOSALS

**PENSION PLAN INVESTMENT, CUSTODIAL,
ACTUARIAL & ADMINISTRATIVE
SERVICES**

**WEST COCALICO TOWNSHIP,
LANCASTER COUNTY,
PENNSYLVANIA**

**PROPOSALS MUST BE RECEIVED NO LATER THAN
October 1, 2021**

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PART A: DETAILED RFP REQUIREMENTS AND SPECIFICATIONS

INTRODUCTION

West Cocalico Township, Lancaster County, Pennsylvania, is issuing this Request for Proposals (RFP) to obtain written proposals for pension plan investment, banking/custodial, actuarial, and administrative services. This Request for Proposals provides additional introductory information, describes the general scope of work, sets forth proposal requirements, and outlines the Township’s selection procedures. Applicants may submit proposals for some or all of the services sought herein.

BACKGROUND

West Cocalico Township is located in Lancaster County, Pennsylvania. The Township operates a Non-Uniformed Defined Contribution Plan for general municipal employees.

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 award of a professional services contract:

1. Ability to provide a clearly functional services platform that addresses all desired services described in the Request for Proposal;
2. Five or more years’ experience providing pension services to PA municipal government entities;
3. Ten or more Pennsylvania clients under contract for pension services similar to those described in this RFP; and
4. Full disclosure: Applicants shall disclose all fees, direct and indirect, associated with any aspect of the services proposed. This includes all fees paid to or received by all subcontractors and advisors to the contractor including all mutual fund costs such as Expense Ratios, if applicable. Failure to do so will result in immediate disqualification from the RFP process.

PROPOSALS

Applicants should fully complete Part B: Request for Proposal Application and Part C: Act 44 Standard Disclosure Form. The proposal should describe your approach to the Scope of Services. It is intended that each Applicant furnish all information requested by this RFP. Unless specifically requested, promotional literature is not desired and will not be considered to meet any of the requirements of this RFP. The proposal should provide sufficient detail to enable the Township to thoroughly evaluate and compare it to other proposals. The proposal format should closely follow the format for the RFP. It should include the information requested and any other information your firm believes is pertinent.

PROPOSAL SPECIFICS

1. All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documentation submitted shall become the property of the Township when received and are subject to public disclosure to the extent required by Act 44. Any restrictions on the use of data contained in the proposal which you consider to be confidential within the meaning given that term in Act 44 must be clearly stated in the proposal itself. In the event the Township disagrees with your designation of any material in the proposal as confidential, the Township will bring the disagreement to your attention before disclosing the information to the public. Unresolved differences of opinion as to what is and is not confidential information may be grounds for rejecting your proposal.
2. West Cocalico Township reserves the right to reject in whole or in part any or all proposals, to waive any informalities and to accept the proposal, in whole or in part, of the person or persons determined by the Township to be most qualified to provide the services the Township seeks. This solicitation may also be cancelled in whole or part if determined to be in the best interest of the Township.
3. Submit five (5) bound copies and one (1) unbound copy of the proposal within a single sealed envelope or container, and transmit additional PDF copy to [email address]. The lower left corner of the envelope or container, and email subject line, should have the following notation: **“PROPOSAL – WEST COCALICO TOWNSHIP PENSION PLAN INVESTMENT MANAGER AND ADMINISTRATOR”**.
4. Proposals shall be received by October 1, 2021 at:

Carolyn Hildebrand, Manager
West Cocalico Township
PO Box 244, 156 B West Main
Street
Reinholds, PA 17569
5. Applicant’s e-mail address, telephone and fax numbers must be included with proposal.
6. Applicants may **only** make inquiries for clarification of technical or administrative information. All inquiries regarding this RFP must be in written form and be directed only to Carolyn Hildebrand, Township Manager, PO Box 244, Reinholds, PA 17569, or email: wccalico@gmail.com by 4:00 P.M., on September 27, 2021. No phone calls/inquiries will be accepted and no other employees shall respond to any questions, written or verbal. The inquiries and subsequent answers will be documented and distributed to all RFP recipients prior to the submission deadline. It is the responsibility of each Applicant who is interested in receiving answers to inquiries to notify the Point of Contact by email and to provide the name and contact information of the individual to receive such communications.
7. All costs incurred in the preparation and/or presentation of the proposal shall be the responsibility of the Applicant.

PRELIMINARY SELECTION PROCESS CALENDAR

The calendar for the selection process is provided as follows. The Township reserves the right to modify the preliminary selection process calendar.

Release RFP	September 2, 2021
Deadline for submitted inquiries	September 27, 2021
Deadline - Submittal of proposals	October 1, 2021
Evaluation of Applications	October 7, 2021
Interviews (if necessary)	TBD
Final Selection	October 21, 2021

*Earliest Decision Date. Final Selection is anticipated either at October 21, 2021 Board of Supervisors meeting or at next specially or regularly scheduled public meeting thereafter.

A mandatory notification period will commence on the day following the close of the selection process. The Township has 10 consecutive days from this date to forward all documents related to the proceedings to all non-selected applicants. From the date these notices are mailed, a mandatory waiting period will commence. The Township will wait 7 consecutive days before closing the RFP process and entering into contract negotiations with the newly selected professional service provider(s), as mandated by Act 44, Chapter 7-A.

PROPOSAL DUE DATE

Responses to the RFP will be due in the West Cocalico Township Office by **October 1, 2021**. Proposals received after that day and time **WILL NOT** be accepted. Actual receipt by stated time is required and deposit in the mail is insufficient.

PROPOSAL REVIEW

All proposals received will be reviewed. Depending upon the responses received to this RFP, the Township may elect to, but is not required to, short list firms that demonstrate the qualifications, expertise and experience required by the Township. These firms will then be scheduled for interviews.

INTERVIEW

Firms submitting proposals for this project may be scheduled for interviews. The interview will enable your firm to present your proposal and approach to the scope of services.

1. Your firm is expected to make a presentation if selected for an interview.
2. Your presentation during the interview should be limited to 45 minutes.
3. The interview may be attended by representatives of the Township Board of Supervisors, the Township Solicitor, the Township Manager and/or others designated by the Board of Supervisors.

CONSULTANT SELECTION

The Township will consider the following criteria in evaluation of the proposals and interview presentation:

1. Past record of performance of the firm/project team with similar municipal clients.
2. Quality and content of written proposal/interview presentation.
3. Specialized experience and technical competence of the firm and team assigned including any subcontractors and associate firms as they relate to the specific needs of the Township. The specific needs include those set forth below in the section entitled Scope of Work.
4. Familiarity of the firm with applicable Pennsylvania statutes, Township regulations, the type of local issues and potential alternatives applicable to the Township's needs.
5. Understanding of an agreement with the firm's approach and methodology including our general feeling or confidence in the firm to perform the work.
6. Cost of services will be one factor in the decision, though the Township need not award the contract to the lowest bidder.

SCOPE OF SERVICES

The scope of services for the Township retirement consultant is set forth below in the Scope of Work section.

The primary point of contact will be the Township Manager. Attendance will be required at meetings set forth by the Board of Supervisors not less often than semi-annually. Attendance at Board of Supervisors meetings will be on an "as required" basis and may be separately bid on a per meeting basis at your option.

The scope of the services to be provided by the Consultant shall include, but not be limited to, the elements identified in this RFP. This is a guide to prospective consultants. Consultant creativity and ideas on approaches for strengthening the process are strongly encouraged. The Township expects any investment firm selected to meet the specific needs and unique circumstances of the Township.

GENERAL OBJECTIVES -- SCOPE OF WORK

Applicants that respond to this RFP have the option of providing one or more of the following desired services:

Comprehensive Investment Services

Investment Services must include:

- Diversity in the investment portfolio
- Policy design that is commensurate with legal requirements and contemporary investment strategies for Pennsylvania municipal pension plans
- Periodical reviews with municipal leadership on investment strategy and return on investments
- A fiduciary process that includes a written plan and documentation to prove fiduciary compliance
- Investment process and documentation
- Asset allocation advice
- Performance monitoring against benchmarks
- Development, review and maintenance of an investment policy statement
- Training of our plan fiduciaries as to duties and obligations
- Preparation of retirement committee minutes
- Quarterly monitoring report for Non-Uniform Pension Plans that will include at least the following: Executive Summary; Market Overviews; Asset Allocation; Asset Class Representation; Current Quarter Review; Fund Performance Table with comparisons to benchmarks.

Administrative Services:

Administrative Services should include:

- Provide counseling, educational and documentation services for the pension day-to-day operation of the pension system.
- Preparation of reports required for government retirement plans
- Monitor retirement plans for compliance with current legal requirements
- Online access to the Defined Contribution Plan statements by participants
- Quarterly benefit statements to participants of the Defined Contribution Plan
- Participant (active or inactive), alternative payee, beneficiary, contingent annuitant and retiree recordkeeping & reporting to include but is not limited to contributions, payments, tax documents, tax withholding, benefit selection, benefit calculation
- Collaborate with Township Actuary, as necessary, by providing required reports necessary for the Township's Actuary to prepare Act 205 actuarial valuations on a timely basis.

The ability to provide additional administrative or advisory services

- Relevant to retirement plan administration, when requested by the municipality.
- These services may not necessarily be part of the main menu of services (listed previously) and may be charged at agreed rates.

Banking and Custodial Services:

Banking and Custodial Services must include:

- Provide all banking and custodial services commensurate with maintaining a municipal pension plan that include but are not limited to accounting a reporting of all transactions within the plans.
- Maintain secure possession and investment of pension assets.

Actuarial Services:

Actuarial Services should include an annual cost for these regular annual services:

- Preparation of the bi-annual Act 205 Report, including the Actuarial Valuation Report.
- Annual meetings to review the actuarial valuation and discuss the status of the defined benefit plans.
- Preparation of the participant benefit statements for those who participate in the defined benefit plans, which summarize each participant's current and projected monthly retirement benefits, as of January 1 of each year.
- Calculation of plan benefits for terminating and retiring participants in defined benefit plans, including preparation of forms for participants to make any required elections.
- Routine consulting services.

- In addition, the Township may require the following non-routine, optional services:
 - Assistance with other plan design issues.
 - Assisting legal counsel with plan design issues, preparation of plan documents, ordinances or resolutions governing the plan.
 - Assistance with State Audits and Response to Findings.
 - Non-routine consulting services.

Please provide a fee schedule or hourly rates (or otherwise address the cost) to provide the foregoing non-routine, optional services.

COMMUNICATIONS RESTRICTION:

Except as specifically authorized in this RFP, effective as of the RFP Notice Date and prior to the time of a decision by the Selection Committee 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 Perspective 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 Committee's decision at any time during the RFP process in regard 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 forgoing terms shall be considered grounds for automatic disqualification of that applicant.

Applicants may only make inquiries for clarification of technical or administrative information.

PART B: REQUEST FOR PROPOSAL – APPLICATION

WEST COCALICO TOWNSHIP, PA

PROPOSAL FOR: Investment, Custodial, Actuarial & Administrative Services
SERVICES PROVIDED FOR: West Cocalico Twp. Non-Uniform
 Employee Defined Contribution Pension Plan

NOTICE DATE: September 2, 2021

RFP CLOSING DATE: October 1, 2021

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:		

Proposal For:

	<i>Check</i>
Investment Services	
Custodial Services	
Actuarial Services	
Administrative Services	
All Services	

STATEMENT OF CONFIDENTIALITY ON INFORMATION PROVIDED:

All Applicants to this RFP - be 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 municipal entity 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.

**APPLICATION INSTRUCTIONS & QUESTIONS:
GENERAL INSTRUCTIONS:**

This Application is available in **WORD format** to allow you to insert your responses without transposing the questions to a separate document. **Applicants must** submit their response to each question below that question and preface each one with the word ***Response:*** in Bold Italic format. All responses are to be in Times New Roman font – 12 point. Please do not reformat the Application. **NOTE: NO OTHER FORM OF WRITTEN RESPONSE IS ACCEPTABLE. SPECIAL INSTRUCTIONS:**

If you require additional information that is not provided in order to properly respond to this RFP, please request this information by immediately **e-mailing** the designated **RFP Point of Contact**. Please explain - briefly – why the requested information is necessary. Further, West Cocalico Township realizes that if the assets are more or less than those stated at the time the applicant assumes the assets, that the quoted fees may also change, commensurate with the change (+ or -) in assets. The fee quotes are therefore considered a “good faith” estimate by the applicant based on the information provided at the time of application.

Assets of the Plan – 284,874.55*
(*as of 2019 Account Activity Summary)

APPLICANTS' GENERAL QUALIFICATIONS AND SERVICES VERIFICATION STATEMENTS:

1. *“In accordance with the criteria stated in the **REQUEST FOR PROPOSAL**, under the section: **MINIMUM REQUIREMENTS TO RESPOND**”, I (we) certify that my (our) firm has:
 - a) Ability to provide a clearly functional services platform that addresses all desired services described in the Request for Proposal;
 - b) Five or more years’ experience providing pension services to PA municipal government entities; and
 - c) Ten or more Pennsylvania clients under contract for pension services similar to those described in this RFP.*

2. *“In accordance with the criteria stated in the **REQUEST FOR PROPOSAL**, under the section: **“MINIMUM REQUIREMENTS TO RESPOND”**, I (we) certify that my (our) firm has made a full and complete disclosure of all fees - direct and indirect, associated with any aspect of the services proposed. This includes all fees paid to or received by all subcontractors and advisors to the contractor including all mutual fund costs such as Expense Ratios and other fees as may be applicable.”*

3. *“I (we) certify that my (our) firm and my (our) disclosed subcontractors, affiliates, and Advisors are fully capable of providing the services specified in this **REQUEST FOR PROPOSAL**, and I (we) certify that I (we) have made a full disclosure of the duties and responsibilities of each, with regard to services to be rendered to the pension plan within the appropriate questions of this application.”*

Certifying Official:

Name: _____

Signature: _____

Title: _____

APPLICATION QUESTIONS:

PART 1 - QUALIFICATIONS & EXPERIENCE

1. Please provide the names and titles of all individuals who will be providing professional services to the **West Cocalico Township Pension Plan** identified in the RFP. Further, if your firm will employ any subcontractor or company that will be a party to providing any of the proposed services relative to this RFP, or in an advisory capacity, please indicate all respective parties and their capacity, relative to servicing this pension plan.
2. Regarding Qualifications and Experience, please provide the following:
 - a) Describe how long your firm has been providing the types of pension services sought under this RFP, **specifically**, to municipal government entities in Pennsylvania.
 - b) Provide some **brief specifics** relative to the qualifications, experience and expertise of the principal individuals responsible for providing **Investment Management and/or Administrative Services**. Specifically address their experience with **PA municipal pensions**.
3. In general terms, describe the make-up of your current municipal client base: **(1)** How many of your current public pension clients are **Pennsylvania municipal pension clients** at the township, borough, or municipal authority level (commonly referred to as *local government entities*) and, **(2)** What are the total pension assets of those Pennsylvania municipalities that your firm has under direct financial management?
4. Provide resumes of all professionals who may be actively working for the Township should your firm be selected. Resumes should list related experience and expertise and include copies of current certifications.
5. Provide a list of five clients with similar requirements as those outlined in this request for proposals. Include referred clients' name, address and name of contact person and telephone number.

PART 2 - SERVICES PROPOSED, FEES, & CUSTOMER SERVICE

WARNING: Your firm **MUST disclose all fees** associated with any portion of investment or administration services. These will include but are not limited to: fees directly deducted from plan assets or billed separately to the Pension Plan; and/or any indirect fees of any form to include fees associated with mutual funds such as expense ratios and other administrative fees or loads - front or back-end. This must also include any fees paid directly or indirectly to any subcontractor or advisor your firm will employ in meeting the requirements of this RFP. **Failure to disclose all fees** will result in immediate disqualification.

7. Provide Services information: Insert a table or provide a complete list of services your firm (and/or in cooperation with your subcontractors & advisors) will provide – (a) investment, (b) custodial, (c) actuarial, and (d) administrative services. Then, for each section or category of services:
 - a) List the fees associated with each;
 - b) Describe how these fees are calculated;
 - c) Explain how these fees are paid - directly billed to the plan or indirect (extracted from the returns before returns are posted);
 - d) Explain how these fees are accounted for on plan statements or other reports routinely produced.
8. Describe your proposal regarding: (a) investment, (b) banking and custodial, (c) actuarial, and (d) administrative services.
9. Specify any additional or ancillary services:
 - a) Does your firm offer any other services that are not included in the general services menu and the fees listed in Question 6 a-d? If so please list them and the fees associated with each.
 - b) Does your firm require a specific term or length of contract? If so, indicate the minimum period of time your firm typically contracts for. **Also specify what, if any, penalties or fees are contractually imposed for early termination.**
 - c) Does your firm provide periodic meetings with the township leadership to discuss investment performance, administrative or custodial matters? How often do you suggest these meetings should be held?
10. Briefly describe a situation when your firm provided a timely and effective solution to a new client's crisis or circumstance that resulted in a positive resolution or elimination of the issue.
11. Describe your firm's approach to client support and specifically, if selected, to provide services to West Cocalico Township and how the plan will be integrated into your client support network.
12. Briefly describe any unique characteristics of the overall services platform your firm proposes and why (in your opinion) you feel it is best suited to meet the needs of the West Cocalico Township Pension Plan.
13. Describe your firm's intended relationship with the West Cocalico Township Board of Supervisors, Manager, and staff.
14. Describe your understanding of the Township's needs and your staffing commitments to assure your ability to meet the Township's requirements.

15. Describe all subcontracts and associations, if any, with other firms your firm proposes to utilize in the performance of this work. Explain fully the intended working relationships and responsibilities of each firm.
16. Identify a single point of contact person who will be the Township's liaison at your firm. This person should be in attendance at the interview should your firm be selected to be interviewed.
17. Provide your most current Form ADV Part 2, including changes, updates and supplements to the date of your proposal.
18. Provide information on your Board's composition (Board members' names, professional affiliations, etc.)
19. A description of the level of insurance coverage, for errors and omissions and for professional liability, carried by your firm.
20. Identify the level of bonding carried by your firm.
21. State, for the five (5) year period preceding the date of this solicitation, a description of any judicial or administrative proceeding that is material to Applicant's business or financial capability or to the subject matter of this solicitation, or that could interfere with Applicant's performance of the work requested by this solicitation, including, but not limited to, any civil, criminal or bankruptcy litigation; any debarment or suspension proceeding; any criminal conviction or indictment; and any order or agreement with or issued by a court or local, state or federal agency.

PART 3- REPORTING & ACCOUNTABILITY

22. 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. Additionally, describe your firm's approach to handling adverse audit findings by the PA Auditor General's Office - should they occur.
23. Provide a sample of an Annual Summary Statement or Annual Plan Statement that indicates transactions within the plan. This must be of the same design as the one your firm will routinely provide to West Cocalico Township, if you are selected. What are the costs for providing this report?
24. Please provide one example of a recent Investment Summary Report. 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. What are the costs for providing this report?
25. 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?

PART 4 - INVESTMENT PERFORMANCE & MANAGEMENT

26. 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 discuss who is responsible for investment manager selection (or mutual fund selection), asset allocation, monitoring and advising. Also indicate how often the account is reviewed and reallocated or rebalanced.
27. Is your organization (or parent or affiliate) is a registered investment advisor with the SEC pursuant to the Investment Advisors Act of 1940.
28. Describe the process which you utilize to review or establish an investment policy.
29. Describe in detail 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 the West Cocalico Township Pension Plan? How often is the portfolio reviewed?
30. **Past Performance Data:**
- a) Provide the Annualized NET rate of return for one client your firm manages with the same or similar asset allocation mix as you have proposed. Respond for each of the timeframes indicated below and the index (or indexes) your firm uses as a benchmark to measure performance.

Investment Returns Chart

Timeframe	Net Rate of Return %
Year ended – 12/31/20	
3 years – 12/31/20	
5 years – 12/31/20	
10 years – 12/31/20 or since inception*	
* If date of inception is used, please indicate the specific date of inception.	
Index (or Indexes) used as a Performance Benchmark:	

- b) Based on your answer to *part a) of this Question*, what were the *net rates of return and the benchmark net return* specifically for each of the last 10 years. Please insert a table in the document providing this data.

PART 5 – CUSTODIAL

- 31.** Identify the amount of assets under custody (not including bank mutual funds or commingled pooled trust).
- 32.** Identify the number and dollar amount of custody accounts gained or lost over the last 12 months.
- 33.** Identify the year your Firm began performing custody services for clients other than for bank mutual funds or commingled pooled trusts.
- 34.** List the custody software used by your firm and state if it is proprietary or licensed.
- 35.** Describe your online service to which the client and any authorized third party can have access.
- 36.** State how soon after the close of the month client reports will be available.
- 37.** Enclose a sample client statement and available options on statements (i.e., - trade date, including accrued income, etc.)

PART C: ACT 44 STANDARD DISCLOSURE FORM

WEST COCALICO TOWNSHIP, PENNSYLVANIA

LIST OF MUNICIPAL OFFICIALS & EMPLOYEES OF THE REQUESTING MUNICIPAL ENTITY

APPLICANTS: Certain questions on this Disclosure 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 relevant employees.

MUNICIPALITY: Enter below, a list of municipal officials that have any involvement in the administration or management of the pension system - Elected Officials, Appointed Officials and Employees, Board Members, or other Pension Committee Members (if applicable). Do not include employees that are not in a management position or do not serve on a pension committee or in a decision-making position relative to this pension system. If a category listed below is not applicable, so state.

Elected Officials			
Name:	Title:	Name:	Title:
[Insert Names]	Chairman		
	Vice-Chairman		
	Supervisor		
Employees or Appointed Officials:			
Name:	Title:	Name:	Title:
	Township Manager		
	Treasurer		
	Solicitor		
Other: Pension Committee Members (if applicable) (not listed above):			
Name:	Title:	Name:	Title:

APPLICANT STANDARD DISCLOSURE QUESTIONS

APPLICANT INSTRUCTIONS: In accordance with Chapter 7-A of Act 44, 2009, ALL applicants responding to this RFP must complete the following Standard Disclosure Form Questions.

1. Initial each question (except **Q1**) to provide your response in the space provided to the right of each question.
2. **THEN:** provide explanations for all "**Yes**" or "**Applies**" responses **AND**, the information requested in **Q1:** (mandatory), on a separate sheet(s) of paper with the question you are responding to clearly noted. Attach your response sheet to this Disclosure Form.

Questions	If your answer is "Yes" or Applies", please provide this information as instructed above.	Initial here for "Yes" or "Applies"	Initial here for "No" or "Does not Apply"
Q1: Please provide the names and titles of all individuals who will be providing professional services to the Requesting Municipal Entity'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 brief description of the responsibilities of that person with regard to the professional services being provided.	**ALL Applicants: Provide all information as stated in the question on a separate page and attach it to this disclosure.	N/A	N/A
Q2: 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)	Provide all information as stated in the question.		
Q3: Are any of the individuals named in Question 1 or 2 above, a current, former official or employee of the Requesting Municipal Entity?	If "YES", provide the name and job title of the person employed, their position with the municipality, and dates of employment.		
Q4: Are any of the individuals named in Question 1 or 2 above, a current or former registered Federal or State lobbyist?	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.		
Q5: 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 Municipal entity (OR), any municipal official or employee of the Requesting Municipal entity in connection with any transaction or investment involving the Applicant (or an Affiliated Entity) and the Municipal Pension System of the Requesting Municipality. <u>This question does not apply:</u> 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 the following: (1)(The third party intermediary, agent, or lobbyist) whom 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.		

Questions	If your answer is "Yes" or Applies", please provide this information as instructed above.	Initial here for "Yes" or "Applies"	Initial here for "No" or "Does not Apply"
<p>Q6: Since December 17, 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 Municipal entity, or to the political action committee of that official or candidate?</p>	<p>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).</p>		
<p>Q7: In the past 2 years: Has the <i>Applicant</i> or an <i>Affiliated Entity</i> made any contributions to a municipal official or any candidate for municipal office in the Requesting Municipal entity?</p>	<p>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, and the amount of the contribution.</p>		
<p>Q8: Does the <i>Applicant</i> or an <i>Affiliated Entity</i> have any direct financial, commercial or business relationship with any official identified on the <i>List of Municipal Officials</i>, of the Requesting Municipal entity?</p>	<p>IF "YES", identify the individual with whom the relationship exists and give a detailed description of that relationship.</p>		
<p>Q9: Since December 17, 2009: Has the <i>Applicant</i> or an <i>Affiliated Entity</i> given any gifts having more than a nominal value to any official, employee or fiduciary-specifically, those on the <i>List of Municipal Officials</i> of the Requesting Municipal entity?</p>	<p>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.</p>		
<p>Q10: Disclosure of contributions to any political entity in the Commonwealth of Pennsylvania.</p> <p>Applicability: A "YES" response is required, and full disclosure is required <u>ONLY WHEN ALL</u> of the following applies:</p> <ol style="list-style-type: none"> 1. The contribution was made within the last 5 years. 2. The contribution was made by an officer, director, executive-level employee or owner of at least 5% of the <i>Applicant</i> or <i>Affiliated Entity</i>. 3. The amount of the contribution was at least \$500 and in the form of: A single contribution by a person in (2) above <u>OR</u>, the aggregate of all contributions by all persons in (2) above; 4. The contribution was made to: A candidate for any public office in the Commonwealth or any person who holds that office <u>OR</u>: A political committee of a candidate for public office in the Commonwealth or of an individual that holds that office. 	<p>IF "YES", provide the name and address of the person(s) making the contribution, the contributor's relationship to the <i>Applicant</i>, the name and office or position of the person receiving the contribution (or the political entity/party receiving the contribution), the date of the contribution, and the amount of the contribution.</p>		

Questions	If your answer is "Yes" or Applies", please provide this information as instructed above.	Initial here for "Yes" or "Applies"	Initial here for "No" or "Does not Apply"
<p>Q11: With respect to your provisions of professional services to the Municipal Pension System of the Requesting Municipal entity: Are you aware of any apparent, potential or actual conflicts of interest with respect to any officer, director or employee of the <i>Applicant</i> (includes: subcontractors, advisors, or any Affiliated Entity of or for the Applicant), and any of the officials or employees of the Requesting Municipality?</p>	<p>IF "YES", provide a detailed explanation of the circumstances which provide you with a basis to conclude that an apparent, potential, or actual conflict of interest may exist.</p>		
<p>Q12: Former Employment- To your knowledge, is anyone now employed by your firm that was employed by the Requesting Municipality entity within the past one year OR is there anyone listed in the <i>List of Municipal Officials</i> above that was formerly employed at your firm within the past one year?</p>	<p>IF "YES", provide the name of the person employed, their position with the municipality, and dates of employment. Note: Pursuant to Act 44.2009. §702-A <u>Subparagraph (e) "Conflict of Interest"</u>: A one year restriction is imposed without exception, on either circumstance of this question.</p>		

DEFINITIONS FOR THIS DISCLOSURE FORM

THIS PAGE is for the benefit of the Respondent in completing this Disclosure Form.

DO NOT include: Discard this page after completion of the Disclosure form this page as part of a completed Disclosure Form to the Requesting 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 System in exchange for rendering professional services for the benefit of the Municipal Pension System. This term shall also apply to any Applicant who solicits, applies for, or responds to a Request for Proposal 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, 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, 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code
EXECUTIVE EMPLOYEE	<u>ANY</u> 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 Non-Uniformed Pension Plan for West Cocalico Township</i>
MUNICIPAL PENSION SYSTEM OFFICIALS AND EMPLOYEES; MUNICIPAL OFFICIALS AND EMPLOYEES	<u>Specifically</u> , those listed in the preceding section titled: " <i>List of Municipal Officials & Employees for the Requesting Municipality:</i> " and I or whenever applicable, may include 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.