

REQUEST FOR PROPOSAL NOTICE

Honey Brook Township announces the following **REQUEST FOR PROPOSAL**:

Proposal For: Act 205 Pension Plan Services

Services Provided For: Non-Uniformed Employee Pension Plan

RFP Issue Date: September 1, 2021

RFP Closing Date: September 17, 2021, at 2:00 p.m.

DESCRIPTION OF SERVICES REQUIRED:

Honey Brook Township is seeking a firm to provide Act 205 Services for its non-uniformed employee 401(a) defined contribution retirement plan. Applicants that respond to this Request for Proposal (“RFP”) must be able to complete the Township’s biennial Act 205 filing, prepare the annual minimum municipal obligation (MMO) form, and perform related plan services as more fully set forth in the RFP.

RFP RESPONSE DOCUMENTS:

Applicants that respond to this RFP must be able to provide a complete and responsive Proposal, including a completed *Disclosure of Information for Prospective Professional Service Provider to the Honey Brook Township Pension System* (Appendix to RFP), by the RFP Closing Date listed above.

PROCEDURES FOR RESPONDING TO THIS RFP ANNOUNCEMENT:

1. **Request a copy of the *Request for Proposal*** in person at Honey Brook Township building, or by email, from the Township’s Point of Contact, and review its contents thoroughly.
2. **ON OR BEFORE September 17, 2021 at 2:00 p.m.:** Deliver 6 hard copies of the RFP Response Documents listed above and any additional information requested in the RFP to the Point of Contact at the Township building.
3. Forward questions pertaining to this RFP to the Point of Contact **ONLY**, as instructed below.
4. Be prepared to respond to any additional requests for information, interview and / or further directives.

More detailed information about the selection process is included in the RFP.

COMMUNICATIONS:

A strict communications policy between the Township and Applicants or potential Applicants shall be in effect as of September 1, 2021. 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 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:

Steven C. Landes, Manager
Honey Brook Township
500 Suplee Road
Honey Brook, PA 19344
Email: manager@honeybrooktp.org
Office Hours: Mon-Fri 9:00am-3:00pm

Phone calls **will not** be accepted or returned.
Correspondence should be clearly directed to Point of Contact, not merely to Township.

To be published in the Daily Local News on Wednesday, September 1, 2021 and Monday, September 6, 2021.

**Honey Brook Township
500 Suplee Road
P O Box 1281
Honey Brook, PA 19344
610 273-3970**

**Request for Proposals to provide
ACT 205 Pension Plan Services**

Issued Date: Wednesday, September 1, 2021

Submission Deadline: Friday, September 17, 2021 at 2:00 p.m.

DESIGNATED POINT OF CONTACT:

Steven C. Landes, Manager
Honey Brook Township
500 Suplee Road
Honey Brook, PA 19344
Email: manager@honeybrooktwp.org
Office Hours: Mon-Fri 9:00am-3:00pm

Phone calls **will not** be accepted or returned.
Correspondence should be clearly directed to Point of Contact, not merely to Township

REQUEST FOR PROPOSAL COVER SHEET

Honey Brook Township, Chester County (“Township”) is issuing this Request for Proposal (“RFP”) for a Non-Uniformed Employees’ Pension Plan ACT 205 Pension Plan Services..

Proposals must be received at the Township office no later than 2:00 on Friday, September 17, 2021. Any proposal (“Proposal”) arriving after that will be marked late and will receive no consideration for selection to provide the specified services.

All questions or requests for clarifications should be submitted in writing no later than 12:00 Noon on Wednesday, September 8, 2021 to Steven Landes at the Township Office or manager@honeybrooktwp.org .

The bidder (“Bidder”) declares to have read, understood and affirms, by its signature below, to be bound by all the instructions, terms, conditions and specifications of this RFP and agrees to fulfill the requirements of any contract (“Contract”) for which it is selected to provide the specified services at the fees proposed.

The Bidder certifies, by signature affixed to this “Request for Proposal Cover Sheet”, that the information provided in response to this RFP, including certified statements, is accurate and complete on behalf of Bidder’s firm and any subcontractors, partners and/or third parties included in the Bidder’s proposal.

| | | |
|---|---------------------|-------|
| Name of person signing proposal(Please print or type) | | Title |
| Bidder Name | | |
| Mailing address | | |
| City | State | ZIP |
| Telephone | Toll Free Telephone | |
| Contact Person | Fax Number | |
| E-Mail address | | |
| Authorized Signature (Original signature only) Please use Blue Ink. | | |

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL

REQUEST FOR PROPOSAL (RFP)

Non-Uniformed Employees' Pension Plan Act 205 Pension Services

RFP Issue Date: September 1, 2021

RFP Closing Date: September 17, 2021

Special Note: A RFP to provide the Township with a Full Range of Pension Administration Services for the Employees' Pension Plan excluding the Act 205 Services requested in this RFP is also available now. The submission deadline to provide the Full Range of Services is also Friday, September 17, 2021.

PROJECT OVERVIEW

- a. Honey Brook Township (Township) is seeking a firm to provide Act 205 Services for its non-uniformed employee 401(a) defined contribution retirement plan. The Township is a municipality of the State of Pennsylvania, and, as such, is not subject to the Employee Retirement Income Security Act of 1974 (ERISA). It is subject to the Pennsylvania pension regulations, namely Act 205 of 1984, as amended including all reporting requirements.
- b. All qualified consultants will be afforded the full opportunity to contract with the Township for the services being requested and will not be subject to discrimination on the grounds of race, creed, color, national origin, gender, or handicap in consideration for an award.

BACKGROUND

- a. The Township currently has 5 employees who are eligible to participate in the retirement plan with an annual payroll of approximately \$292,000.00.
- b. As of December 31, 2020 total plan assets in the 401(a) defined contribution retirement plan were valued at \$580,585.00. The Township contributes 10% of payroll. There are no mandatory Employee contributions.

COMMUNICATION

- a. Effective on the Issue Date for this RFP up to the time a decision is made by the Township Board of Supervisors 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 Township Elected Official or Employee of this municipality.

Applicant or potential Applicant, in violation of the foregoing terms shall be considered grounds for automatic disqualification.

- b. All questions or requests for clarifications should be submitted no later than 12:00 Noon on September 8, 2021 to: manager@honeybrooktwp.org. Bidders are encouraged to submit questions at any time during the inquiry period.

- c. The Township Manager may contact an Applicant to request additional information.
- d. No oral or telephone interpretations of the specifications shall be binding upon the Township.

SCOPE OF REQUIRED SERVICES

- a. The intent of this RFP is to engage a qualified firm to provide the following Act 205 required services to the Township for its defined contribution 401(a) pension plan:
 - Completion of the biennial Act 205 filing in accordance within the State's deadline starting with the 2021 filing.
 - Annual preparation of the Minimum Municipal Obligation (MMO) form, if required.
 - Routine correspondence and consulting regarding the plans, including assistance with interpretation of and compliance with the plan document.
 - Recommend plan amendments that may be required to maintain compliance with federal or state laws/regulations
- b. The proposer should submit the fee for each of the services above or an hourly rate schedule for services that are charged based on time.

REQUIRED SUBMITTALS

- a. Describe how the Scope of Work will be accomplished.
- b. Describe your technical ability and qualifications, demonstrated experience and expertise that qualifies you perform the Services.
- c. Act 205 Knowledge: Describe the proposer's knowledge of Act 205 and its requirements for a defined contribution plan, along with any other pertinent current or prospective Pennsylvania laws and regulations relating to such a plan.
- d. Compensation: Describe the Proposer's fees that will be in effect for the services that will be rendered under the contract.
- e. Meetings with the Township: Describe the Proposer's availability to periodically meet with the Township staff, Board or Pension Committee for periodic review of the services being provided for pension plan.
- f. Provide three (3) references of current clients that are similar to the Township and for whom the Bidder is providing similar services. For each reference please provide the following: organization's name, contact person's name, address, phone number and e-mail address.
- g. Identify the primary personnel assigned to the Township's contract and describe their role.

- h. Act 44 Disclosure Form: Each Proposer shall submit a complete Act 44 Disclosure Form with their proposal. Failure to submit the form will result in your proposal being eliminated from consideration.

COMPLIANCE WITH APPLICABLE LAWS

By submitting a Proposal for Work on the Project, the Bidder acknowledges that it is in compliance with applicable federal, state, and local laws and regulations, including, but not limited to, the following:

- a. Equal Employment Opportunity/Nondiscrimination. The Bidder agrees that if it is awarded a contract that, in the hiring of employees for performance of work under the Contract or any subcontract, neither it nor any subcontractor, or any person acting on its behalf or its subcontractor's behalf, shall discriminate against employees or potential employees by reason of race, creed, sex, disability.
- b. Ethics Laws. The Bidder represents that it is familiar with all applicable ethics law requirements, and certifies that it is in compliance with such requirements.
- c. PA statute Act 44 of 2009. Bidder and any partners or affiliates must complete the Act 44 disclosure form and include the disclosure(s) as an Appendix to the proposal.

PROPOSAL SUBMISSION REQUIREMENTS:

- a. The Bidder must address all of the requirements listed in the Request for Proposal.
- b. Six (6) copies of the proposal shall be delivered in a sealed envelope or appropriate packaging, with the title "Act 205 Services Proposal" clearly marked on the outside, addressed and delivered to the below address:

Honey Brook Township

500 Suplee Road

P.O. Box 1281

Honey Brook, PA 19344

- c. Any Proposal arriving after the due date and time will be marked late and will receive no consideration for selection to provide the specified services.

PROPOSAL INSTRUCTIONS

- a. Bidders are cautioned to carefully review all parts of the RFP. No allowance may be made for any error or negligence of the Bidder.

- b. Proposals are to be prepared in such a way as to provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of this RFP and provide sufficient information to fully establish the Bidder's ability to perform all of the actions, activities and functions described in this RFP.
- c. Emphasis should be on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness and clarity of content and should minimize extraneous marketing materials.
- d. Costs for developing the Proposal are entirely the responsibility of the Bidder and shall not be chargeable to the Township.

ESTIMATED PROJECTED TIMELINE

- a. Proposal Due Date – Friday, September 17, 2021 at 2:00 p.m.
- b. Interviews with Selection Committee – Township may request face-to-face, online or phone interviews with select applicants, or may forego interviews altogether.
- c. Potential Decision Dates – Wednesday, October 13, 2021 during the Board of Supervisors meeting held at 7:00 p.m. in the Township Administration Building.

REVIEW AND EVALUATION OF PROPOSALS

- a. The Township Manager shall receive proposals complete with additional materials that applicants choose to include through the deadline.
- b. The Township Manager will conduct a screening of all applications received by the deadline to ensure proposals include all required materials. Applications that are not complete will be eliminated from consideration.
- c. Complete applications will be distributed to a selection committee. The committee shall rank proposals based on the applicant's qualifications, experience, expertise, and fee schedule, among other considerations. The evaluation process shall include, but not be limited to, consideration of:
 - The applicant's technical ability and qualifications, demonstrated experience and expertise in meeting the work described in this RFP with an emphasis on knowledge of Pennsylvania Act 205, experience with municipal Defined Contribution Plans and preparation of accurate Pennsylvania Act 205 Reports that are submitted on behalf of the Township on time;
 - The primary personnel assigned to the project;

- Identify all applicable fees and charges for services requested, whether direct or indirect, to be charged by the Bidder. Indicate if the fee/charge is ongoing/periodic, one-time only (e.g. set up fee), or as needed. While fees are an important consideration in the evaluation process, they will not be the sole determining factor in the selection process.
- Results of discussion with the applicants references.

Based on the results of this evaluation, the highest rated proposers may be invited to make oral presentations to the selection committee.

CONTRACT AWARD

- a. The Township reserves the right to accept any proposal and to reject any and all proposals and to disapprove of any and all subcontractors, if any, as may be in the best interests of the Township.
- b. The selection of the successful proposal shall not be required to be the lowest quotation submitted, but shall be awarded to the professional service provider that is deemed by the Township to be the most qualified Proposer.
- c. The Township is not, by virtue of issuing this RFP, obligated to enter into a Contract and reserves the right to not issue a Contract as a result of this solicitation.
- d. The contract period shall commence upon the Township Board's authorization of the contract. The contract period shall extend at the discretion of both parties on a year-to-year basis.
- e. The Proposer that is awarded the contract is prohibited from subcontracting, assigning, transferring or otherwise disposing of the agreement or its rights, title or interest therein to any other party without the prior written consent of the Township. All approved assignments or other transfers referred to herein must abide by the provisions of this RFP and any authorization agreement.
- f. All Bidders that respond will receive notification if they have been selected or not.

PAYMENT FOR SERVICES

- a. The Township will make payment for any services rendered in accordance with this Proposal within thirty (30) days of receipt of an invoice.

Disclosure of Information for Prospective Professional Service Provider to the Honey Brook Township Pension System

Proposing Company Name - _____

The following disclosure information is required under Act 44 of 2009. Failure to fully comply with these requirements may void any contract with the municipal pension system.

Answer the following questions pertaining to any individuals who will be providing services under the proposed contract.

1. Please provide the name and describe the responsibilities for each individual, including employees, advisors and subcontractors, who would be working on the contract for Honey Brook Township.

2. Are any of the above individuals current or former officials (elected or appointed) or current or former employees of Honey Brook Township?

3. Are any of the above individuals a registered federal or state lobbyist?

4. Have any of the above individuals made a contribution in the past two years to a municipal official or candidate for office at Honey Brook Township?

5. Do any of the above individuals have a direct financial, commercial, or business relationship with any official of Honey Brook Township or the municipal pension system?

Disclosure of Information for Prospective Professional Service Provider to the Honey Brook Township Pension System

Answer the following regarding all your firm and affiliated entities.

1. Disclose all contributions from you or an “affiliated entity” to which all of the following apply (the relevant definitions of "contributions" and "affiliated entity" are provided below):
 - a. The contribution was made within the last five years.
 - b. The contribution was made by an officer, director, executive-level employee or owner of at least 5% of the firm or “affiliated entity.”
 - c. The amount of the contribution was at least \$500 in the form of
 - i. a single contribution by a person in subparagraph (b) above; or
 - ii. the aggregate of all contributions by all persons listed in subparagraph (b) above.
 - d. The contribution was made to:
 - i. a candidate for any public office in the Commonwealth or to an individual who holds that office; or
 - ii. a political committee of a candidate for public office in the Commonwealth or of an individual who holds that office.
 - e. The disclosures made under this subsection shall be updated annually.
2. For each contribution disclosed in your answer to No. 1 above, please provide the following information:
 - a. the name and address of the contributor;
 - b. the contributor’s relationship to the Contractor;
 - c. the name and office or position of each person receiving a contribution;
 - d. the amount of the contribution; and
 - e. the date of the contribution.
3. Disclose any gifts given by you or an “affiliated entity” to an official or employee of the municipal pension system or the municipality which controls the municipal pension system.

List any additional potential or actual conflicts of interest that may exist relative to contracting of services with Honey Brook Township.

Disclosure of Information for Prospective Professional Service Provider to the Honey Brook Township Pension System

The Pennsylvania Election Code, Section 1621 defines "Contribution" as follows:

(b) The word "contribution" shall mean any payment, gift, subscription, assessment, contract, payment for services, dues, loan, forbearance, advance or deposit of money or any valuable thing, to a candidate or political committee made for the purpose of influencing any election in this Commonwealth or for paying debts incurred by or for a candidate or committee before or after any election. "Contribution" shall also include the purchase of tickets for events such as dinners, luncheons, rallies and all other fund-raising events; the granting of discounts or rebates not available to the general public; or the granting of discounts or rebates by television and radio stations and newspapers not extended on an equal basis to all candidates for the same office; and any payments provided for the benefit of any candidate, including any payments for the services of any person serving as an agent of a candidate or committee by a person other than the candidate or committee or a person whose expenditures the candidate or committee must report under this act. The word "contribution" includes any receipt or use of anything of value received by a political committee from another political committee and also includes any return on investments by a political committee.

Act 44 defines "affiliated entity" as any of the following:

- 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. Sec. 501(c)) established by a lobbyist or lobbying firm or an affiliated entity.

A person who knowingly makes a material misstatement or omission on this disclosure form will be prohibited from entering into a contract with Honey Brook Township for three years.

**Disclosure of Information for Prospective Professional Service
Provider to the Honey Brook Township Pension System**

VERIFICATION

I, _____ (name of authorized person), **hereby state that I am the**
_____ (position in the company) **for** _____
(name of company) **and I am authorized to make this verification.**

I hereby verify that the facts set forth in the foregoing Act 44 Disclosure Form for Entities Providing Professional Services to the Honey Brook Township Pension System are true and correct to the best of my knowledge, information and belief. I also understand that knowingly making material misstatements or omissions in this form could subject the responding Applicant to the penalties in Section 705-A(e) of Act 44.

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