

## REQUEST FOR PROPOSAL NOTICE

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

Proposal For: Pension Plan Administration 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 administer its 401(a) defined contribution retirement plan. 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. A more detailed description of the services desired is provided in the RFP, available from the Township.

### **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* (RFP Exhibit A), 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 any 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](mailto: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  
Non -Uniformed Employee Pension Plan  
Administration 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](mailto:manager@honeybrooktwp.org)

Office Hours: Mon-Fri 9:00am-3:00pm

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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 Program Administrator.

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@honeybrooktp.org](mailto:manager@honeybrooktp.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**

# **Non -Uniformed Employee Pension Plan Program Administrator REQUEST FOR PROPOSAL (RFP)**

**Issue Date: Wednesday, September 1, 2021**

**Closing: 2:00 p.m. on Friday, September 17, 2021**

*Special Note: There is a separate RFP to provide the Township with Act 205 Pension Services for this Pension Plan. The submission deadline to provide the Act 205 Services is also at 2:00 p.m. on Friday, September 17, 2021.*

## **PROJECT OVERVIEW**

- a. Honey Brook Township (Township) is seeking a firm to administer its 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). Further, it is subject to the Pennsylvania pension regulations, namely Act 205 of 1984, as amended.
  
- 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 Wednesday, September 8, 2021 in writing no later than 12:00 Noon on Wednesday, September 8, 2021 to Steven Landes at the Township Office or [manager@honeybrooktwp.org](mailto: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 SERVICES REQUIRED**

*Note: If the Bidder does not provide all of the services required within its firm, it may partner with one or more other firms to ensure that all services can be provided seamlessly. If partner firms are included in the proposal, responses to the requirements in the following section should include information for the partner firms and separate Act 44 Disclosure information should be completed by each participating firm.*

- a. Investment management and custody of plan assets
- b. Selection and monitoring of funds line-up
- c. Administration of individual participant accounts
- d. Full-service website, including online enrollment, changes in contribution rates, changes investment choices, view statements, track performance, etc.
- e. Toll-free customer service
- f. Maintenance of plan document (for governmental plan, not subject to ERISA)
- g. Review and approval/disapproval of participant requests for loans, hardship withdrawals, qualified domestic relations orders, roll-overs and all other withdrawal requests.
- h. Annual (in-person) review with the Township and with each plan participant.
- i. Financial education including, but not limited to, retirement counseling, investment & retirement planning seminars, Webinars, and Web-based tools & financial calculators.

**PROPOSAL REQUIREMENTS**

The Bidder must address all of the following requirements in its Proposal: Firm Background

**Firm Background - The Bidder shall:**

- a. Provide a brief description of its firm including how long it has been providing 401(a) administrative services, number of clients and total plan assets under administration. Describe any relevant parent/subsidiary/affiliate relationships. Attach applicable marketing materials as an addendum to its Proposal.

- b. Provide name, title and biography of all staff members that would have direct contact with the Township and/or plan participants. Attach firm organizational chart and staff resumes as an addendum to its Proposal.
- c. Provide the number of clients managed by the Bidder's proposed primary contact to the Township.
- d. Provide the number of plans similar to the size of the Township's administered by the Bidder.
- e. Provide the number of non-ERISA, governmental entity 401(a) plans administered by the Bidder.
- f. Provide its client retention statistics for each of the last three years.
- g. Describe its organization's commitment to quality and its philosophy/approach to client services.
- h. Describe any additional services provided by the Bidder that were not specifically requested by the Township.
- i. Identify all applicable fees and charges for services requested, whether direct or indirect, to be charged by the Bidder and any partner. Indicate if the fee/charge is ongoing/periodic, one-time only (e.g. set up fee), or as needed (distribution processing). Indicate if fee/charge would be paid by the participant or the Township.
- j. 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.
- k. Provide a transition plan including a description of Township responsibilities and estimated time line.

**Compliance Services - The Bidder shall:**

- a. Provide a brief summary of its overall plan-level compliance and administrative services capabilities and experience.
- b. Describe the checks and balances it has in place to ensure transactional integrity.
- c. Describe its processes and procedures to ensure data integrity
- d. Provide sample service agreements related to any plan-level services involving plan sponsor and the Bidder's organization and its partners

**Customer Service - The Bidder shall:**

- a. Describe the method and format of annual face-to-face meetings offered to each participant, as well as for an annual review of the plan with the Township's Pension Review Committee.
- b. Describe the account services and transaction capabilities available through its participant Website. Specify any transactions that cannot be processed through the Bidder's Website.

- c. Describe how Website transactions are processed and documented.
- d. Describe how confidential information is protected and secured by and within the system (e.g., PIN, audit trail, confirmations, etc.).
- e. Discuss its organization's ability to provide investment vehicles for 401(a) defined contribution plans. Disclose if the Bidder is providing these vehicles in-house or through external managers.
- f. Provide the number of years it has been providing investment services to public-employer plans.
- g. Describe the structure of investment offerings (i.e., mutual fund, annuity contract, etc.).
- h. Identify the number and types of investment funds it would make available to the Township's plan.
- i. For each investment fund being considered for the Township's plan, provide the annualized return for the 1, 3, 5 and 10 year (or since inception) periods ending on the last calendar quarter. Additionally, provide the aggregate fees and expenses associated with using each fund (e.g., expense ratio). A copy of the fund prospectus would be preferred. The Bidder shall provide this information as Exhibit A in its Proposal.

#### **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 of "Pension Administrator Proposal" clearly marked on the outside, to the below address:

Honey Brook Township  
500 Suplee Road  
P.O. Box 1281  
Honey Brook, PA 19344

- c. Any Proposal received after the due date and time shall 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.

## **PROPOSAL FORMAT**

To facilitate comparison of Proposals, Bidders must submit Proposals in a format that corresponds to the outline below. Proposals must include a table of contents listing all sections.

- a. Executive level summary of the proposed solution(s).
- b. Statement as to the Bidder's particular abilities and qualifications to include, but not limited to:
  - Brief history of the company.
  - Product and services offerings.
  - Describe the core competencies.
  - The number of years the Bidder has been in business.
  - Primary corporate location's address.
  - The geographical area of operations and professional affiliations.
  - Overview of the ownership structure of the company. Is the company private or public?
  - Size and composition of the organization.
  - Number of customers.
- c. Response to all items in the PROPOSAL REQUIREMENTS PROPOSAL section.
- d. The Bidder's Staffing Plan. Provide the name of each team member that will be assigned to this project and the role that they will play. Include a brief resume of experience, certifications, skills and abilities of each team member. This does not have to be all-inclusive. A summary of the core team will suffice.
- e. Disclose all information concerning any suits filed, judgments entered or claims made against the Bidder during the last five years with respect to services provided by the Bidder or any declaration of default or termination for cause against the Bidder with respect to such services. In addition, state if during the past five years the Bidder has been suspended from entering into any government contract.
- f. Provide three (3) references of current clients that are similar to the Township and for whom the Bidder is providing similar services.
- g. Include any other information documentation believed to be pertinent, but not specifically mentioned in this RFP, that may be useful and applicable to this project.

## **SELECTION PROCESS**

The Township's selection committee will review all Proposals and evaluate responses to the RFP. Criteria that will be considered during the proposal evaluation include, however, shall not be limited to, the following:

- a. Quality and comprehensiveness of the Proposal
- b. Demonstrated understanding, by the Bidder, of the Township and the Township's requirements
- c. Qualifications and ability to accomplish the required services.
- d. Responsiveness and adherence to RFP instructions.
- e. Bidder's experience on projects of similar scope and with governmental plans
- f. Input from reference contacts

The final decision will be based on the overall RFP response that is deemed to be the most qualified provider based on the information provided.

## **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**

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**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**

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**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**

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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**

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**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