



Allen Township Supervisors

4714 Indian Trail Road

Northampton, Pennsylvania 18067

Larry Oberly, Chairman
Dale Hassler, Vice Chairman
Bruce Frack
Gary Behler
Gerald Montanari

Robert J. Cox, P.E., P.L.S.
B. Lincoln Treadwell, Jr., Esq.
Ilene M. Eckhart, Manager

January 28, 2019

Express Times

ATTENTION:LEGAL ADVERTISING

Dear Sir or Madam:

Please advertise the following in your newspaper on Thursday, January 31st, 2019.

An affidavit is requested along with the invoice.

ALLEN TOWNSHIP, NORTHAMPTON COUNTY, PA
NON UNIFORMED PENSION PLAN
REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

Allen Township, Northampton County, announces the release of a Request for Proposal (RFP) for a Pension Plan Investment Counseling and Custodial Services Provider for the Allen Township Non-Uniformed Employee Defined Benefit Pension Plan.

RFP NOTICE NUMBER: 2019-01

RFP NOTICE DATE: January 31, 2019

RFP CLOSING DATE: February 18, 2019

The Minimum Requirements to Respond, Description of Desired Services and Procedures to Compete for Professional Services are detailed in the posted Request for Proposal document.

All specifications relating to this RFP, other associated documents, and all instructions are posted on the Allen Township Website: www.allentownship.org

All interested parties may obtain copies of the official RFP, RFP Application and Standard Disclosure Form via the Township's website.

Questions pertaining to the RFP may be e-mailed to: manager@allentownship.org
Phone calls or other forms of inquiries will not be accepted nor returned.

Ilene Eckhart, Township Manager

If you have any questions concerning these items please feel free to contact me.

Phone: (610) 262-7012

www.allentownship.org

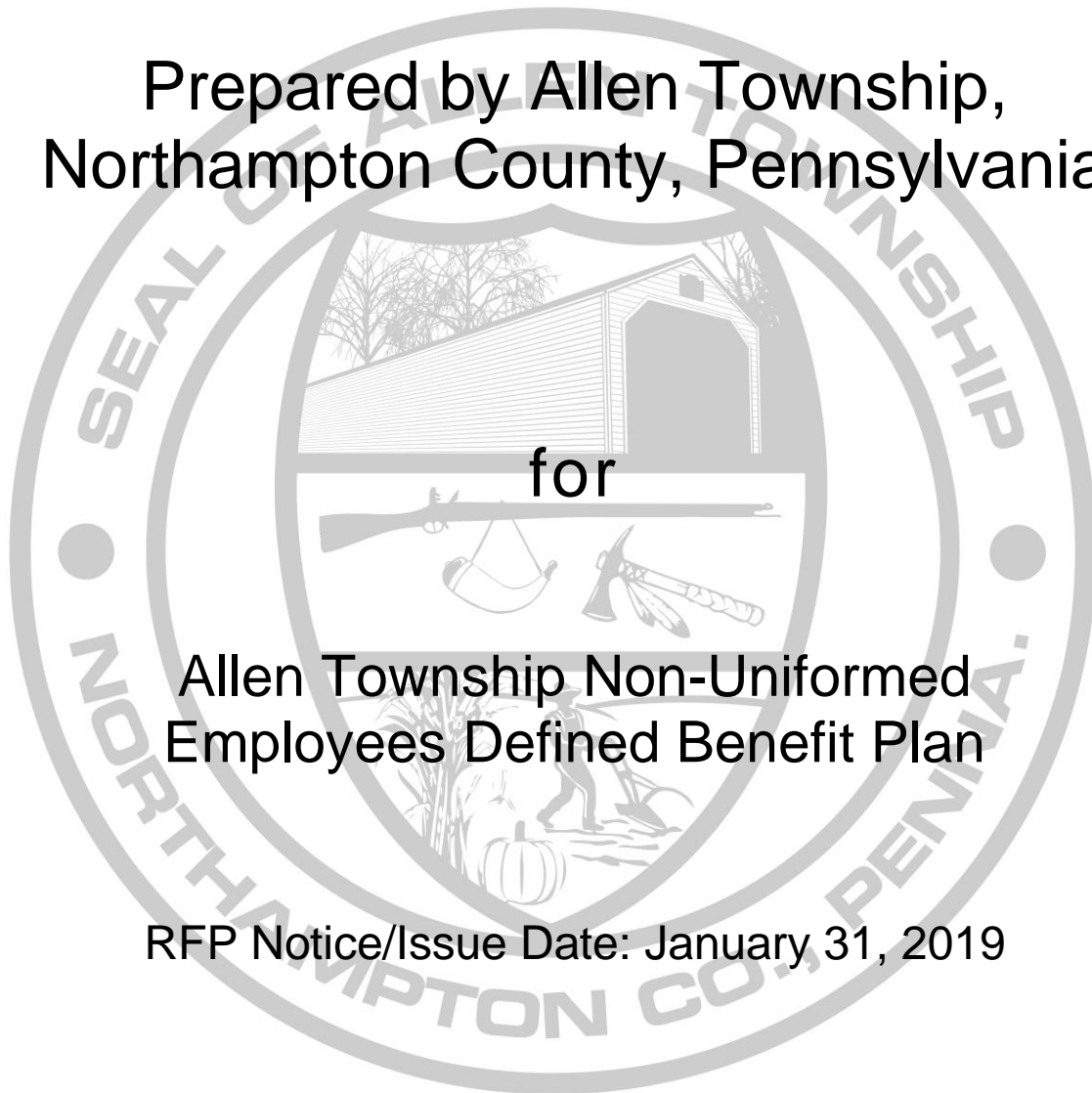
Fax: (610)262-7364

Sincerely,

Ilene Marie Eckhart
Manager
ALLEN TOWNSHIP

Request for Proposal Investment Counseling and Custodial Services

Prepared by Allen Township,
Northampton County, Pennsylvania



for
Allen Township Non-Uniformed
Employees Defined Benefit Plan

RFP Notice/Issue Date: January 31, 2019

RFP Closing Date: February 18, 2019 3:00 PM

Ilene M. Eckhart, Township Manager
4714 Indian Trail Road, Northampton, PA 18067

INTRODUCTION

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EVALUATION PROCESS

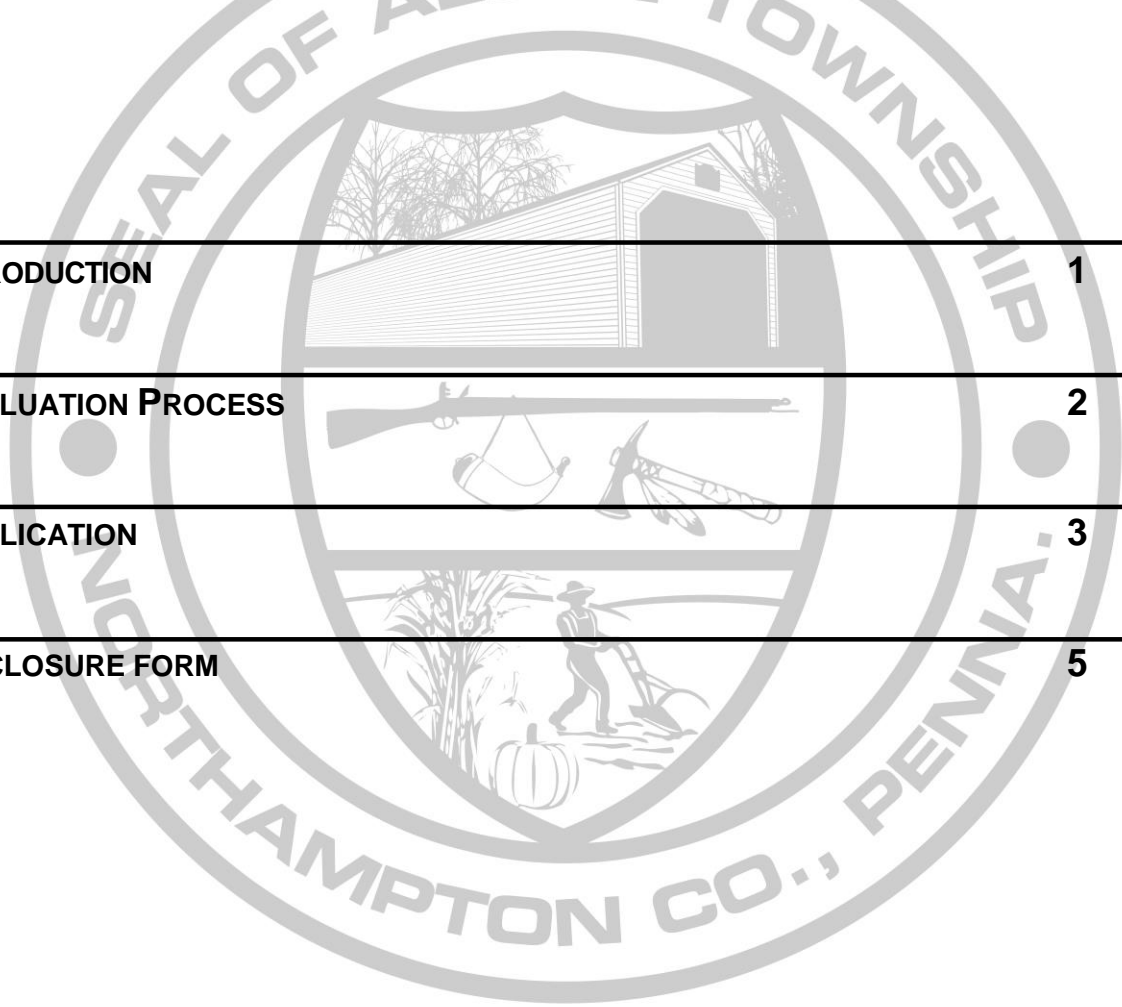
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APPLICATION

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DISCLOSURE FORM

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INTRODUCTION

Allen Township is seeking a service provider for the services listed below. We will employ the enclosed Evaluation Process and will require evidence that the responder has a history of providing a complete package of services.

Allen Township sponsors a non-uniformed defined benefit pension plan. The Non-Uniformed Defined Benefit Plan has assets of approximately \$500,000 as of 12/31/2018. The pension plan is currently managed with one asset account. The Township's Auditor computes the split between the Plans and attributes the assets based on the losses and gains of the account. The Township is soliciting proposals to provide the following services:

1. Custodial services to provide secure possession, investment placement, reporting and distribution of pension assets.
2. Investment counseling services to provide sound strategies for the stability, preservation and growth of pension assets.

Requests for clarification to this RFP may only be made to Ilene M. Eckhart, manager@allentownship.org. No communication other than clarification requests are allowed. No communication with any other Township official other than the Township Manager is allowed. The answer to a clarification request will be posted for all to see.

In responding to this request, please:

1. Identify and describe the specific professional services with respect to which you are proposing. This description should address the concept of both single and separate trust/asset accounts throughout all responses.
2. Describe your history and experience in providing such services to current clients, including Pennsylvania municipal defined benefit pension plans.
3. Identify the limits, if any, of services provided under your proposed fee, and your fee schedule for other services.
4. Describe with particularity the nature and frequency of consultative services you will provide.
5. Set forth any facts or factors, not otherwise addressed in this RFP, which you feel are relevant to the Township's selection of professional service providers.
6. Submit all required disclosures under Act 44 of 2009. Refer to the back of this RFP for guidance.
7. Additionally, Applicants that respond to this RFP must provide documentation which demonstrates their firms ability to meet or exceed the following

minimum criteria in order to be considered for the resulting award of the professional services contract:

- A. Nine or more Pennsylvania municipal pension clients under contract for pension services – Defined Benefit and/or Defined Contribution plans.
- B. Four or more Pennsylvania Municipal Non-Uniformed Pension Plans under contract.
- C. \$75 million or more in Pennsylvania municipal pension client assets under direct management – Defined Benefit or Defined Contribution plans.
- D. Ability to provide a clearly functional services platform that addresses all desired services described in this RFP – directly or in partnership with a subcontractor.
- E. Nine or more years' experience providing similar pension services to PA municipal government entities as desired under this RFP.

All interested respondents must complete each section of the enclosed Application and Disclosure Form and forward six (6) paper copies and email a .pdf file of each to:

Ilene M. Eckhart, Township Manager, 4714 Indian Trail Road, Northampton PA 18067 manager@allentownship.org

Proposals and disclosure forms must be received no later than 3:00 PM on February 18, 2019.

EVALUATION PROCESS

The evaluation of responses to this RFP and final decision will be conducted by the Township Board of Supervisors. The Board will conduct preliminary evaluations and to recommend one or more finalists for further review and investigation.

The relevant factors that bear upon the Board's decision will be summarized in a written statement to be included in the documents of award. Within ten (10) days after the award, the application/proposal (except proprietary information) of the successful applicant, a summary of the basis for the award, and all required disclosure forms will be transmitted to all unsuccessful applicants, upon request. Applicants must identify information it believes to be proprietary in a distinguishable manner to be considered for exclusion.

The criteria to be used shall center upon the responder's qualifications, experience, expertise, proposed fee schedule, the Board's prior experience with and knowledge of the responder, and the Board's cumulative confidence in the successful responder. We will consider a number of factors in combination. These factors will include, but not be limited to, the four sections as referenced below and in the RFP. Final decisions will be based on responses in these four sections in totality.

- Responder's history and organization
- Investment policy and philosophy
- Services
- Fees

APPLICATION

All proposals must follow the order of questions as listed below. You may provide attachments and refer to them. Your submission should consist of six (6) paper copies of the proposal and one (1) .pdf file either emailed to the Township Manager or delivered via USB flash drive.

List your organization's complete name, address, telephone and fax numbers. Also include contact information in the event that the Township has specific questions on your proposal.

Responder's history, ownership and organization

1. Briefly describe the organization, the year it was founded, location of its headquarters and other offices, its ownership structure, and business focus.
2. What is the total asset base and number of municipal pension funds on which you consult?
3. Briefly describe any prior experience with the Township.
4. Identify the consultants and other key staff who would be involved in serving our account. Provide brief resumes of these individuals.
5. Describe the turnover that your organization has had over the last five years with consultants that provide the requested investment advisory services.
6. Within the last five years has your organization or an officer or principal been involved in any business litigation or other legal proceedings relating to your professional activities? If so, provide an explanation and indicate the current status.
7. Describe your knowledge and experience with Act 44 of 2009.

Investment policy and philosophy

1. Describe the investment philosophy you would employ for this portfolio.
2. Do you believe an index fund only philosophy would net comparable results as an actively managed portfolio? Why or why not? What percentage of the portfolio would you recommend for indexed investments?
3. What methods do you use in calculating investment performance and benchmarking of a pension portfolio? How often are performance reports produced and delivered? Include a sample performance evaluation report.
4. Describe your asset allocation process for pension investments.
5. Will you state in writing that you will act as a fiduciary of our investment program?
6. Provide three references from plans of comparable size that we may contact where you provide investment management services and employ a philosophy which you have described above.
7. Confirm that your base services include preparation of an investment policy, and list the key components of the policy.

Services

1. Describe your proposal regarding investment services.
2. Describe your proposal regarding custodial services. Include a description of how monthly payments and lump sums are issued, including tax withholding and submission, as well as tax reporting to IRS and to retirees. Do you accept contact from individual retirees or just the municipal pension administrator?
3. Who will the municipal pension administrator work with to resolve custodial issues?
4. Do you provide web access? Describe how that works, including security measures to

prevent unauthorized transactions.

Fees

Please identify all fees under both scenarios of single and separate trusts/asset accounts. These fees should include both direct and indirect fees, whether paid to you or to another entity. Please specify in terms of both dollar amounts and percent of asset fees. Complete the following chart, which includes the fee column (express as both dollar amount and % of assets) and the explanation column, where we are looking for a complete explanation as to how the fee in that category is being calculated.

ANNUAL/ONGOING \$XX		
Portfolios(s)		
Description	Fee	Explanation
Custodian Direct cost for custodial services	%/\$	Explain how fee is calculated. Example, annual fee of \$500 plus 0.10% of assets.
Investment Advisory Direct cost for investment advisory services	%/\$	Explain how fee is calculated. Example, annual fee of \$500 plus 0.10% of assets.
Mutual Fund Expenses Individual mutual fund fees	%/\$	This is the dollar weighted average expense ratio based on the assets that will be placed in mutual funds.
Investment Expenses Fees for underlying investments outside of mutual funds (separate account manager fees, etc.)	%/\$	This is the dollar weighted average expense based on the assets placed in separate accounts.
TOTAL ANNUAL FEES	%/\$	This represents the total all in fee.
Other Potential Fees		Explain what the additional fee would be for and the amount. Example \$50 wire fee.

Do you receive any direct or indirect compensation from investment product providers?

Set forth any facts or factors, not otherwise addressed in this RFP, which you feel are relevant to the selection of the respondent providing investment consulting and custodial services.

DISCLOSURE FORM

Definitions for Disclosure Questions

The following definitions apply for answering the questions in this disclosure form:

Affiliated Entity: 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. §501(c)) established by a lobbyist or lobbying firm or an affiliated entity.

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. The term Applicant shall also include an Affiliated Entity of the Applicant.

Contributions: As defined in section 1621 of the act of June 3, 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code.

Executive Level Employee: An employee of a person or the person's affiliated entity who: (1) can affect or influence the outcome of the person's or affiliated entity's actions, policies or decision related to pension and the conduct of business with a municipality or a municipal pension system; or (2) is directly involved in the implementation or development of policies relating to pensions, investments, contracts or procurement or to the conduct of business with a municipality or a municipal pension system.

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.

Professional Services Contract: A contract to which the municipal pension system is a party that is: (1) for the purchase or provision 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.

List of Municipal Officials

Certain disclosures refer to municipal pension system officials and employees as well as municipal officials and employees. 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.

Name	Address	Position
Larry Oberly	154 Atlas Rd., Northampton, PA 18067	Board of Supervisors
Dale Hassler	115 Millrace Rd., Northampton, PA 18067	Board of Supervisors
Bruce Frack	204 Windsor Dr., Northampton, PA 18067	Board of Supervisors
Gary Behler	233 W. 32 nd St., Northampton, PA 18067	Board of Supervisors
Gerald Montanari, Jr.	242 Tomahawk Trail, Northampton, PA 18067	Board of Supervisors
Ilene Eckhart	4714 Indian Trail Rd, Northampton, PA 18067	Township Manager
B. Lincoln Treadwell, Jr.	915 W. Broad St., Bethlehem, PA 18018	Township Solicitor
France, Anderson and Basile, and Co, PC	903 Chestnut St., Emmaus, PA 18049	Township Auditor
Beyer-Barber	1136 Hamilton St., Suite 103, Allentown, PA 18101	Pension Actuary

DISCLOSURE FORM (CONTINUED)

Disclosure by Firms Responding to the RFP

1. Provide the names and titles of all individuals who would provide services to Allen Township including advisors and subcontractors of the Applicant. After each name provide a description of the responsibilities of that person with regard to the professional services being provided to each designated pension plan.

- a. List the names of any of the above individuals who are a current or former official or employee of Allen Township and their position with the Township.
- b. List the name of any of the above individuals who has been a registered Federal or Pennsylvania State lobbyist and the date of the most recent renewal/registration.

2. Since December 17, 2009, has the Applicant or an Affiliated Entity employed or paid compensation to a third party intermediary, agent or lobbyist to directly or indirectly communicate with any individual on the List of Municipal Officials in connection with any transaction or investment involving the Applicant and the Township? This question does not apply to any officer or employee of the Applicant who is acting within the scope of the Applicant's standard professional duties on behalf of the Applicant including the actual provision of legal, accounting, engineering, real estate or other professional advice, services or assistance pursuant to its professional services contract with the municipal pension system.

- a. If the answer is yes, please list the name and compensation of such person or firms.

DISCLOSURE FORM (CONTINUED)

3. Since December 17, 2009, has any agent, officer, director or employee of the Applicant solicited a third party to make a political contribution to any municipal official or candidate for municipal office in Allen Township or to the political party or political action committee of that official or candidate?

a. If the answer is yes, please identify: the agent, officer, director or employee who made the solicitation; the individual or individuals who were solicited; and the municipal officials, candidates, political party or political committee for whom the solicitation was made.

4. Since December 17, 2009, has the Applicant or an Affiliated Entity made any contribution to a municipal official or candidate for municipal office in Allen Township?

a. If the answer is yes, please identify the recipient, the amount, and the date of the contribution.

5. Does the Application or an Affiliated Entity have a direct financial, commercial or business relationship with any individual on the List of Municipal Officials?

a. With respect to every municipal official for which the answer is yes, identify that individual and provide a detailed written description of that relationship.

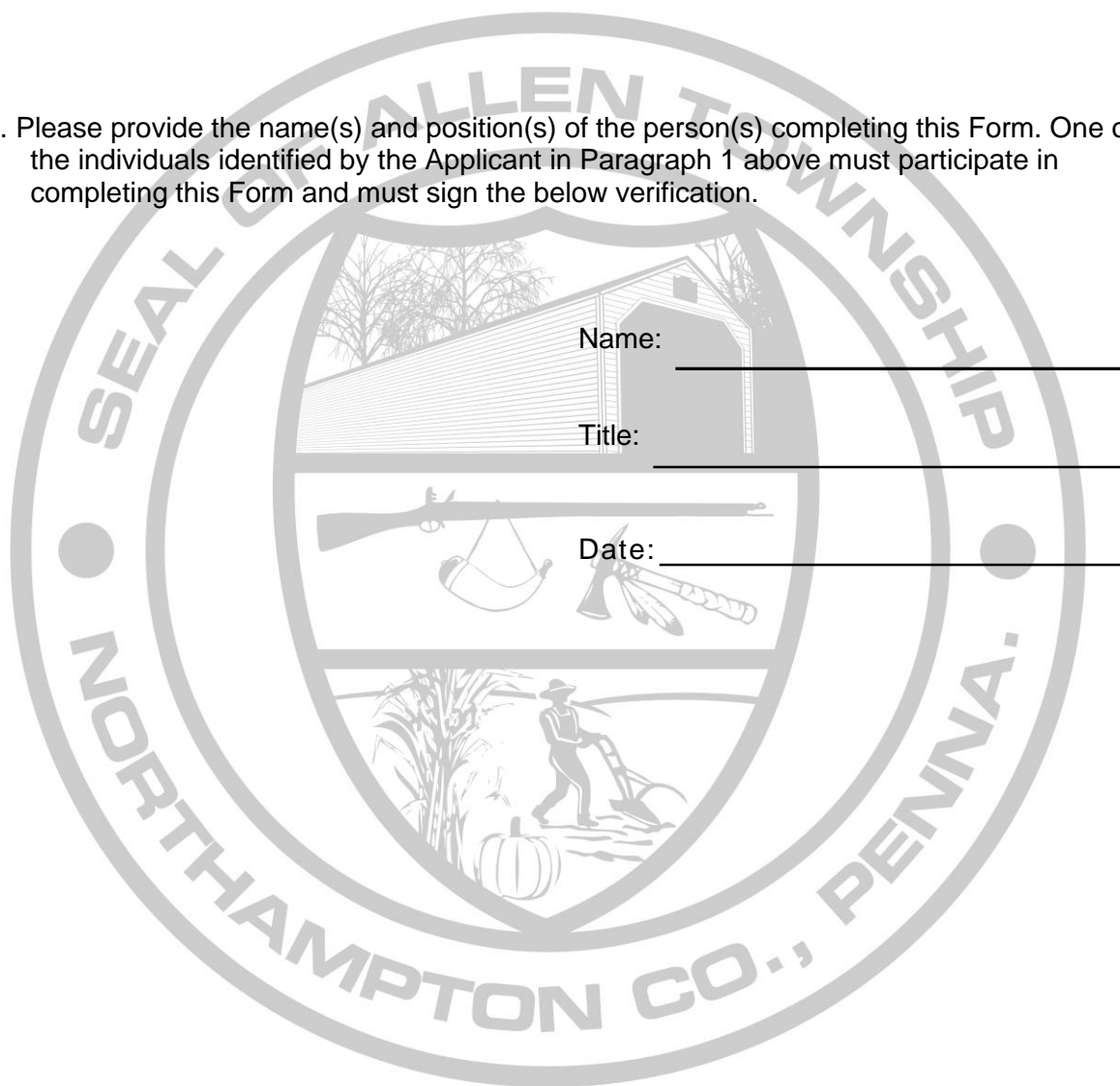
DISCLOSURE FORM (CONTINUED)

6. Since December 17, 2009, has the Applicant or an Affiliated Entity conferred any gift of more than nominal value to any individual on the List of Municipal Officials? A gift includes money, services, loans, travel, lodging, entertainment, discount, or other thing of value.
- a. With respect to every municipal official for which the answer is yes, identify the recipient, the gift, and the date it was conferred.
7. Did the Applicant or an Affiliated Entity make political contributions that meet all of the following four criteria: (i) The contribution was made in the last five years; (ii) The contribution was made by an officer, director, executive-level employee or owner of at least five percent (5%) of the Applicant or Affiliated Entity; (iii) The amount of the contribution was at least \$500 in the form of either a single contribution by a person in (ii) or the aggregate of all contributions by all persons in (ii); and (iv) The contribution was made to a candidate for any public office in the Commonwealth or to an individual who holds that office, or to a political committee of a candidate for public office in the Commonwealth or of an individual who holds that office.
- a. If the answer is yes, then the Applicant shall provide the following information: the name and address of the contributor; the contributor's relationship to the Applicant; the name and office or position of each recipient; the amount of the contribution; and the date of the contribution.
8. With respect to your provision of professional services to Allen Township, are you aware of any apparent, potential or actual conflict of interest with respect to any officer, director or employee of the Applicant and officials or employees of the Township?

DISCLOSURE FORM (CONTINUED)

- a. If the answer is yes, please provide a detailed written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential or actual conflict of interest may exist.

9. Please provide the name(s) and position(s) of the person(s) completing this Form. One of the individuals identified by the Applicant in Paragraph 1 above must participate in completing this Form and must sign the below verification.

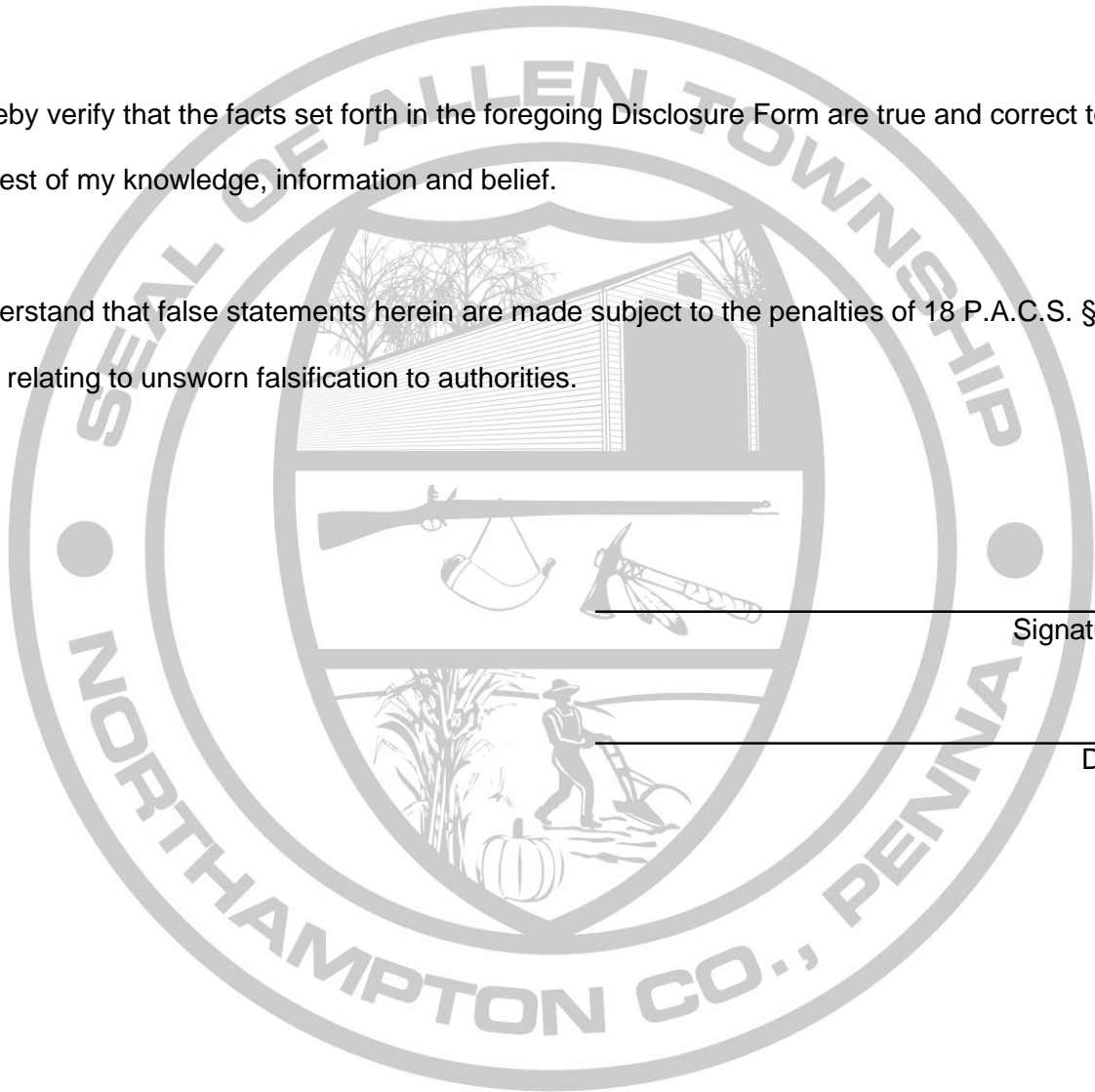


VERIFICATION

I, _____, hereby state that I am _____ (title) for the _____ (Applicant's Firm), and I am authorized to make this verification.

I hereby verify that the facts set forth in the foregoing Disclosure Form are true and correct to the best of my knowledge, information and belief.

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