

Issue Date: December 12, 2023

# ***REQUEST FOR PROPOSAL***

for Retirement Plan Services

Prepared by Royersford Borough, Montgomery County,  
Pennsylvania

*for*

**Royersford Borough Non-Uniformed  
and Police Pension Plans**

Donna Ziegler, Manager  
Royersford Borough  
300 Main Street  
Royersford, PA 19468  
dziegler@royersfordborough.org  
610-948-3737

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# Introduction

Royersford Borough 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.

Royersford Borough sponsors defined contribution pension plans for non-uniformed and police employees. The Royersford Borough Municipal Pension Plans have assets of approximately \$2,104,586.00 in the non-uniformed fund and \$3,387,472.00 in the police pension fund. Royersford Borough is soliciting proposals to provide the following retirement plan services for both funds:

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.
3. Actuarial services including preparation of actuarial valuation reports and forms to be submitted to the Public Employee Retirement Commission under Act 205.

Requests for clarification to this RFP may only be made to [dziegler@royersfordborough.org](mailto:dziegler@royersfordborough.org). No communication other than clarification requests may be made to any Borough officials either by the applicant or by a third party.

In responding to this request, please:

1. Identify and describe the specific professional services with respect to which you are proposing.
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 in detail 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 's selection of professional service providers.
6. Submit all required disclosures under Act 44 of 2009. Refer to the attachments to this RFP for guidance.
7. Note that responders may submit proposals for one, two or all three of the requested services.

All interested respondents must complete each section of the enclosed Application and Disclosure Form and forward 4 copies of each to:

Royersford Borough  
Donna Ziegler, Manager  
300 Main Street  
Royersford, PA 19468

An electronic version should also be sent to [dziegler@royersfordborough.org](mailto:dziegler@royersfordborough.org).

**Proposals and disclosure forms must be received no later than 3:00 PM on January 2, 2024.**



# Evaluation Process and Criteria

The evaluation of responses to this RFP and final decision will be conducted by the Borough Council of the Borough of Royersford. The Council may appoint a committee to conduct preliminary evaluations and to recommend one or more finalists for further review and investigation.

The relevant factors that bear upon the Council'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 Act 44 disclosure forms will be transmitted to all unsuccessful applicants.

The criteria to be used shall center upon the responder's qualifications, experience, expertise, proposed fee schedule, the Council's prior experience with and knowledge of the responder, and the Council'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. Final decisions will be based on responses in these four sections. Royersford Borough Council will review all written proposals submitted by the deadline.

Royersford Borough will review all written proposals submitted by the deadline. Should they decide, it may conduct interviews of selected candidates. The Borough Council of the Borough of Royersford will make the final selection. Candidates will be evaluated using the following criteria:

- Responder's History and Organization
- Investment Policy and Philosophy
- Actuarial Services
- Fees

## Miscellaneous Provisions

The Borough Council of the Borough of Royersford reserves the right to cancel this RFP at any time and to reject any and all proposals submitted in response to this RFP, if the Borough Council of the Borough of Royersford determines such action or actions to be in the best interest of the membership of the pension plans.

The Borough Council of the Borough of Royersford also reserves the right to request clarification of any submission, modify or alter the Scope of Services and solicit new submissions, reject any or all submissions, and wave immaterial irregularities in any submission.

# Application

All proposals must follow the order of questions listed below. You may provide attachments and refer to them.

List your organization's complete name, address, telephone and fax numbers. Also include contact information in the event that the 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, years in business, its ownership structure, and business focus.
2. What is the total asset base and number of municipal pension funds on which you consult?
3. Identify the consultants and other key staff who would be involved in serving our account. Provide brief resumes of these individuals.
4. Describe the turnover that your organization has had over the last five years with consultants that provide the requested investment advisory and actuarial services.
5. 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.

## **Investment policy and philosophy**

1. Describe the investment philosophy you would employ for this portfolio.
2. Describe your asset allocation process for pension investments.
3. How many investments are on your approved list and what are the guidelines you impose on the investment managers?
4. Provide three references that we may contact where you provide investment management services and employ a philosophy which you have described above.
5. Confirm that your base services include preparation of an investment policy and list the key components of the policy.
6. Will you state in writing that you will act as a fiduciary of our investment program?
7. 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.

## **Actuarial Services**

1. How many years has the firm been providing actuarial services to Pennsylvania municipalities?
2. How many Pennsylvania municipal retirement plans is the firm currently providing actuarial services?
3. Describe your knowledge and experience with Act 205 and Act 600.
4. Describe the number of actuaries from the firm that provide actuarial services to PA municipal retirement plans.
5. Provide three references that we may contact where you provide Act 205 actuarial services.



# Application (continued)

## Fees

1. Please identify all fees for all services requested in this RFP. 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.
Annual Actuarial/ Administration	%/\$	
<b>TOTAL ANNUAL FEES</b>	<b>%/\$</b>	This represents the total "all in" fee.

2. Do you receive any direct or indirect compensation from investment product providers?
3. Describe any limits on the above services and any additional fees that the plans may incur for other potential services.

# Submission of Proposals

Responders should submit their proposals to:

Royersford Borough  
Donna Ziegler, Manager  
300 Main Street  
Royersford, PA 19468  
dziegler@royersfordborough.org

Proposals must be received by 3:00 PM on January 2, 2024 .

No exceptions to this deadline will be allowed unless the extends the deadline, whereupon it will notify recipients of the RFP. You should submit four (4) copies of your proposal.

Responders may submit proposals for one, two or all three of the requested services.

Proposals become the property of Royersford Borough upon submission and will not be returned.

All costs for developing proposals are entirely the responsibility of the submitting firm and shall not be chargeable to Royersford Borough. Royersford Borough accepts no responsibility for lost or late delivery of proposals.

Questions about the Request for Proposal must be submitted in writing by email or mail no later than December 22, 2023.

**ACT 44 DISCLOSURE FORM FOR ENTITIES PROVIDING  
PROFESSIONAL SERVICES TO THE  
ROYERSFORD BOROUGH NON-UNIFORMED  
AND POLICE PENSION PLANS**

CHAPTER 7-A OF ACT 44 OF 2009 MANDATES the annual disclosure of certain information by every entity (hereinafter "Contractor") which is a party to a professional services contract with one or more of the pension funds of the above municipality (hereinafter the "Requesting Municipality"). Act 44 disclosure requirements apply to Contractors who provide professional pension services and receive payment of any kind from the Requesting Municipality's pension fund. The Contractor believes we fall under the requirements of Act 44 and therefore, we are submitting the attached disclosure form.



## DEFINITIONS FOR DISCLOSURE

TERM:	DEFINITION:
<b>CONTRACTOR</b>	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.
<b>SUBCONTRACTOR OR ADVISOR</b>	Anyone who is paid a fee or receives compensation from a municipal pension system – directly or indirectly from or through a contractor.
<b>AFFILIATED ENTITY</b>	Any of the following: <ol style="list-style-type: none"> <li>1. A subsidiary or holding company of a lobbying firm or other business entity owned in whole or in part by a lobbying firm.</li> <li>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.</li> </ol>
<b>CONTRIBUTIONS</b>	As defined in section 1621 of the act of June 3 <sup>rd</sup> , 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code
<b>POLITICAL COMMITTEE</b>	As defined in section 1621 of the act of June 3 <sup>rd</sup> , 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code
<b>EXECUTIVE LEVEL EMPLOYEE</b>	<b>Any employee or person or the person's affiliated entity who:</b> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol>
<b>MUNICIPAL PENSION SYSTEM</b>	Any qualifying pension plan, under Pennsylvania state law, for any municipality within the Commonwealth of Pennsylvania; includes the Pennsylvania Municipal Retirement System.
<b>PROFESSIONAL SERVICES CONTRACT</b>	A contract to which the municipal pension system is a party 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.

## IDENTIFICATION OF CONTRACTORS & RELATED PERSONNEL

**CONTRACTORS:** (See “Definitions” – page 2) Any entity who currently provides service(s) by means of a Professional Services Contract to the Municipal Pension Plan of the Requesting Municipality, please complete all of the following:

**Identify the Municipal Pension plan(s) for which you are providing information:**

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1. Please provide the names and titles of all individuals providing professional services to the Requesting Municipality’s pension plan(s) identified above. Also include the names and titles of any advisors and subcontractors of the Contractor, identifying them as such. After each name provide a description of the responsibilities of that person with regard to the professional services being provided to each designated pension plan.
2. 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)
3. Are any of the individuals named in Item 1 or Item 2 above, a current or former official or employee of the Requesting Municipality? IF “YES”, provide the name and of the person employed, their position with the municipality, and dates of employment.
4. Are any of the individuals named in Item 1 or Item 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.

**NOTICE:** All information provided for items 1- 4 above must be updated as changes occur.



5. Since December 17<sup>th</sup> 2009, has the *Contractor* or an *Affiliated Entity* paid compensation to or employed any third party intermediary, agent, or lobbyist that is to directly or indirectly communicate with an official or employee of the *Municipal Pension System* of the Requesting Municipality (OR), any municipal official or employee of the Requesting Municipality in connection with any transaction or investment involving the *Contractor* and the *Municipal Pension System* of the Requesting Municipality?

This question does not apply to an officer or employee of the *Contractor* who is acting within the scope of the firm's standard professional duties on behalf of the firm, including the actual provision of legal, accounting, engineering, real estate, or other professional advice, services, or assistance pursuant to the professional services contact with municipality's pension system.

IF "YES", identify: (1) whom (the third party intermediary, agent, or lobbyist) was paid the compensation or employed by the *Contractor* 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, (3) the official they communicated with, and (4) the dates of this service.

6. Since December 17<sup>th</sup> 2009, has the *Contractor*, or any agent, officer, director or employee of the *Contractor* solicited a contribution to any municipal official or candidate for municipal office in the Requesting Municipality, or to the political party or political action committee of that official or candidate?

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).

7. Since December 17<sup>th</sup>, 2009: Has the *Contractor* or an *Affiliated Entity* made any contributions to a municipal official or any candidate for municipal office in the Requesting Municipality?

IF "YES", provide the name and address of the person(s) making the contribution, the contributor's relationship to the *Contractor*, the name and office or position of the person receiving the contribution, the date of the contribution, and the amount of the contribution.

8. Does the *Contractor* or an *Affiliated Entity* have any direct financial, commercial or business relationship with any official of the Requesting Municipality?

IF "YES", identify the individual with whom the relationship exists and give a detailed description of that relationship. A written letter is required from the Requesting Municipality acknowledging the relationship and consenting to its existence. The letter must be attached to this disclosure. Contact the Requesting Municipality to obtain this letter and attach it to this disclosure before submission.

9. Has the *Contractor* or an *Affiliated Entity* given any gifts having more than a nominal value to any official, employee or fiduciary of the Requesting Municipality?

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.

10. Disclosure of contributions to any political entity in the Commonwealth of Pennsylvania Applicability:

A "yes" response is required, and full disclosure is required ONLY WHEN ALL of the following applies:

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



- b) The contribution was made by an officer, director, executive-level employee or owner of at least 5% of the *Contractor* or *Affiliated Entity*.
- c) The amount of the contribution was at least \$500 and in the form of:
  - 1. A single contribution by a person in (b) above, OR
  - 2. The aggregate of all contributions to all persons in (b) above.
- d) The contribution was for:
  - 1. Any candidate for any public office or any person who holds an office in the Commonwealth of Pennsylvania.
  - 2. The political committee of a candidate for public office or any person that holds an office in the Commonwealth of Pennsylvania.

IF "YES", provide the name and address of the person(s) making the contribution, the contributor's relationship to the *Contractor*, 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.

**11.** With respect to your provision of professional services to the Municipal Pension System of the Requesting Municipality:

Are you aware of any apparent, potential, or actual conflicts of interest with respect to any officer, director or employee of the *Contractor* and officials or employees of the Requesting Municipality?

NOTE: If, in the future, you become aware of any apparent, potential, or actual conflict of interest, you are expected to update this Disclosure Form immediately in writing by:

- Providing a brief synopsis of the conflict of interest (and);
- An explanation of the steps taken to address this apparent, potential, or actual conflict of interest.

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.

**12.** To the extent that you believe that Chapter 7-A of Act 44 of 2009 requires you to disclose any additional information beyond what has been requested above, please provide that information below or on a separate piece of paper.

## **List of Municipal Officials for the Requesting Municipality**

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

### **Elected Officials:**

Anil Dham, President, Royersford Borough Council

### **Appointed Officials or Employees:**

Donna Ziegler, Borough Manager

# VERIFICATION

I, \_\_\_\_\_ (*name*), hereby state that I am a \_\_\_\_\_ for the Contractor 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 Royersford Borough 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 Contractor 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