

Request for Proposal

Western Berks Regional Police Department, 100 Reber Street, Wernersville, PA

Proposal For: Professional Services Provider – Municipal Pension Plan

Services For: Police Pension Plan – Defined Benefit

RFP NOTICE NUMBER: 2019-01

NOTICE DATE: February 13, 2019

RFP CLOSING DATE: February 18, 2019

The purpose of this Request for Proposal (RFP) is to announce the open application to any qualified provider, the opportunity to submit a proposal for review with respect to the professional services requested under this RFP. All necessary (required) services detailed later in this request for proposal. All applicants who meet the criteria in this RFP will be considered initially, while further consideration will depend on further review and the decisions of the Western Berks Regional Police Commission.

Minimum Requirements to Respond

Applicants that respond to this RFP must **meet or exceed** the following minimum criteria in order to be considered for the resulting award of a professional services contract:

1. **5 or more** Pennsylvania municipal **pension clients** under contract for pension services that are the same as those desired and that the applicant is proposing to provide for the WBRPD Commission (**Applies to all primary contractors** and sub-contractors – investment services, actuarial and administrative service providers) and;
2. **5 million** or more in Pennsylvania municipal **pension client assets** under **direct management** and;
3. Demonstrate the ability to provide a clearly functional services platform that covers all desired services and conforms to all services requirements / prohibitions described in this Request for Proposal and;
4. **10 or more years'** experience providing professional pension services to PA municipal government entities and;
5. **Provide full disclosure** – Applicants **will 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, and other additional costs as may be applicable. Failure to do so will result in immediate disqualification from the RFP Process.

Communications

COMMUNICATION 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 **COMMISSION** 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 **Prospective Applicant** and any:

- (1) Elected Official of the WBRPD Commission;
- (2) Employee of the WBRPD Commission;
- (3) Any consultant or adviser currently engaged in assisting the WBRPD Commission 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 **Commission's** decision at any time during the **RFP Process** in regards to this RFP, a proposal, or the awarding of the contract until the award is announced, except as requested by the WBRPD Commission 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 communications restrictions. Any communication by any applicant or third party on behalf of an applicant or potential applicant, in violation of the foregoing terms shall be considered grounds for **automatic disqualification** of that applicant.

Communications from the Applicant to the Western Berks PD Commission:

Applicants may **only** make inquiries for clarification of technical or administrative information and communicate those requests to the **Point of Contact** below.

Requesting clarification or asking questions: All requests for clarification of technical or administrative information must be sent via e-mail to the designated **POINT OF CONTACT** **prior to February 18, 2019**. **RESPONSES** will be returned via e-mail in the order they are received and in as timely a manner as possible.

Point of Contact: John E. Muir, Esquire - WBRPD Solicitor **Office Fax:** 610-670-2591

POC's E-mail: jmuir@kozloffstoudt.com

Office Address: Kozloff Stoudt Attorneys
 Attn: John E. Muir, Esquire
 2640 Westview Drive
 Wyomissing, PA 19610

Notifications from the WBRPD to Applicants

1. Applicants will be notified by e-mail, periodically, of changes to their applicant status. **AFTER EACH** notification, it is the applicants' responsibility to acknowledge receipt of such notification.
2. **AT NO TIME** or under any circumstance shall an applicant offer or submit a rebuttal (or challenge or contrary opinion) to any decision by the WBRPD Commission. All decisions are final and not open for discussion. Any such action on the part of a disqualified applicant will not be responded to.

3. Final Notice to the RFP finalists will be in the form of all required documents, including the Summary of Award Notice (IAW Act 44, Chapter 7-A, 2009) and sent by **Certified US Mail** (receipt signature required) to the unsuccessful finalists

RFP Requirements and Specifications

Services Required – General

All Applicants that respond to this RFP must be able to provide a complete package of pension services that will include:

1. Comprehensive investment services including investment management and advisory services,
2. Actuarial services: see “**Actuarial...**” in “**Specifications**” section below. (if desired)
3. A comprehensive menu of pension administrative services: see “**Specifications**” section.
4. All banking and custodial services commensurate with maintaining a municipal pension plan
5. Additional administrative or advisory services, relevant to a PA municipal **Defined Benefit Pension Plans**. These services may be on an as-requested basis and not necessarily part of the main menu of services
6. Attend meetings with the Pension Board(s) to review pension plans when requested.

Specifications for Services

All applicants that respond to this RFP must be capable of providing the following minimum specifications relative to the services required:

Investment Services must include:

1. An investment portfolio & products that are managed by certified, SEC registered Investment professionals;
2. An Investment portfolio that demonstrates competitive returns via contemporary investment strategies and quality investments, yet maintains a reasonable degree of conservancy in the investment portfolio – ***no more than 70% diversified equities;***
3. Policy design or re-design (as necessary) that is commensurate with prudent investment strategies for municipal pension plans – ***an investment mix that is at or about 60% diversified equities and 40% bond or fixed investments – with no more than 10% deviation is desirable.***
4. Bond Investments must be of reasonable quality and grade via investment grade bonds or bond funds investing in the same.

Investments may not include:

1. Suggested investment portfolio or investment mix that is considered to be or was obviously constructed (*“cherry picked”*) without regard for risk or volatility or with fee reduction as the primary consideration – quality investments are more desirable than simply cost reduction.
2. Money Market or Certificates of Deposit accounts - as a primary source of investments
3. ETF’s or Index Funds as the only source of the investment portfolio – not more than 50% of total portfolio
4. Investments of any type generally considered too high-risk or imprudent for municipal pensions
5. Hedge funds or other high-risk alternative investments that are highly leveraged, illiquid or undiversified

Actuarial Services for Defined Benefit Pension Plans – NOT APPLICABLE:

1. Preparation of the bi-annual Act 205 Actuarial Valuation Report
2. Preparation of the GASB 67 and 68
3. Additional cost studies or other definable actuarial functions that may be periodically required and chargeable on an as-needed basis (estimates for such must receive prior approval).

Administrative Services must include but are not limited to:

1. Preparation of financial statements annually and as needed
2. Preparation of all related pension forms required by PA and Federal government statutes
3. Preparation of the Minimum Municipal Obligation (MMO) as required by ACT 205
4. Maintaining accurate records of all active, vested, and retired plan members and other related data
5. Administrative services that include; document services, accounting and asset allocations, monthly transactions and periodic account statements
6. Retiree payments and tax related accounting functions including preparation of 1099R forms

All banking and custodial services:

Provide all banking and custodial services commensurate with maintaining a PA municipal pension plan that include but are not limited to accounting and reporting of all transactions within the plan

Offer periodical meetings with the municipal leadership to review pension plan: The service provider must be willing to attend periodic meetings with municipal leadership to discuss investment performance and other relevant topics or developments, as necessary.

Procedures to Compete & Other Guidelines

Procedures – General

For the Applicant, the **RFP Process begins** when an Applicant submits a completed RFP Packet in response to this **Request for Proposal**. Submission of this will constitute an acknowledgement on the part of the **Applicant**, of a thorough understanding of the rules governing the **RFP Process**, and an agreement to abide by the same. Furthermore, all employees of the **Contractor** (the **Applicant**), subcontractors, advisors, and other applicable third parties, are considered subject to the same terms of agreement as stated above.

Reminder: Failure to comply with all directives and/or requirements stated herein or via any subsequent official notification or request from the WBRPD Commission, will result in the application being placed in the “*Disqualified Applicant*” status and the **Applicant** will not be permitted to compete for the **Professional Services Contract** under the current **Request for Proposal**.

ALL Applicants must:

1. Be able to fulfill all the requirements stated above;
2. Be capable of providing the full menu of services requested;
3. Complete all required application material and return it to the **Point of Contact** by the application deadline;
4. Abide by all policy and procedural requirements stated on any RFP document;
5. Understand that The RFP application documents (the Application and Standard Disclosure form) of this RFP provide the majority of the necessary documentation and information required by the **Commission** to adequately evaluate each applicant’s potential to fulfill the **professional services contract** obligations desired;
6. Understand that unless specifically requested, no additional documentation is required or necessary – generally, this is specified in a section of this RFP labeled “***Additional Documentation Requested***”;
7. Understand that times and or scheduled events with respect to this RFP may be modified at any time at the discretion of the Commission but not without notice to all remaining applicants.

Responding to This RFP - Response Documents

Applicants that respond to this RFP must provide the following documents by the specified **RFP Closing Date, February 18, 2019 and not later than 5:00 pm prevailing time**. Applications received after this date and time **will not be considered** for selection under this RFP. Applications that do not meet this deadline or are otherwise deemed disqualified will not be returned. Once applications have been received and processed, the designated **Point of Contact** will send an **E-Mail response** to confirm that the application has been received by the WBRPD. All documents will be arranged in the order they are listed below. No other arrangement is acceptable or permissible.

Bound Document Copies – 10 copies (one for each WBRPD Commission Board Member + others):

1. A completed **RFP Application**
2. Additional documents requested by the WBRPD – See ***“Additional Documentation Requested”*** below.

E-MAIL COPY (PDF. VERSION) OF THESE DOCUMENTS – 1 COPY: Include “Pension RFP Services” in email subject line

1. A completed **RFP Application**
2. Additional documents requested by the WBRPD – See ***“Additional Documentation Requested”*** below
3. A completed **Act 44 Standard Disclosure Form**

NOTE: Please provide, **only when (if) requested**, a current resume of anyone listed on the **Standard Disclosure Form, Item # 1**, and / or additional information as needed or that may be requested. This information may be requested after the closing date and at the discretion of the WBRPD. Whenever applicable, applicants will be afforded sufficient time to respond to such requests.

Procedures for Responding

1. **Prepare and send or deliver**, the number of bound and the e-mail copy of the **RFP Response Documents** listed above and any additional information requested in this RFP to the WBRPD’s designated Point of Contact, **Not later than the closing date and time as previously stated**.
2. Be prepared (only if requested) to forward a current resume of anyone listed on the **Standard Disclosure Form, Item # 1**, to the WBRPD’s designated **POINT OF CONTACT**
3. Be prepared to respond to any additional requests for information and / or further directives

Additional Documentation Requested

Please do not provide letters of introduction, additional documents, references, exhibits, or other unsolicited information other than what is requested in this RFP and those items listed below. Failure to adhere to this request will result in disqualification. If the Commission decides that additional documentation is required, a request will be sent to all applicants and a new deadline for response specified.

Pursuant to Question #9 of the RFP Application: 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 the WBRPD Commission, if you are selected.

Pursuant to Question #10 of the RFP Application: Investment Performance Reports – Summary format: Provide one example of a recent summary report of investment performance (Quarterly or Annual Report **only**).

RFP Process Overview

The **RFP Process** will commence with the **Request for Proposal announcement posting (complete set of RFP documents) on the WBRPD’s website**. The following is a brief overview of the steps the WBRPD will take in conducting this process and subsequent determination of the *most qualified applicant* to receive award of the professional services contract:

1. The *Solicitor* monitors and acknowledges receipt of all applications.
2. The *Solicitor* closes the RFP Application process by the designated deadline.
3. The *Commission Board Members* conducts a Detailed Applicant Review and ranks each Applicant in accordance with the criteria outlined in the next section. A score or ranking from this process will be determined and **only** the top three (3) ranked Applicants **may** continue to the next step. Depending on the quality and quantity of applicants, fewer than three may be interviewed (at the **sole discretion** of the *Commission Board Members*). Applicants that do not rank in the top 3 or that the *Commission Board Members* does not wish to interview will be notified of their status and that they are no longer eligible to compete under this RFP Process.
4. Up to the top three Applicants (if applicable) will be notified of their status and an interview appointment established by the *Commission Board Members* and the *Solicitor* via e-mail. In the event that the *Commission Board Members* determine that it does not need to conduct interviews (with or without selecting a candidate) finalists will be notified of such determination.
5. If interviews are conducted, the *Commission Board Members* will conduct Applicant Interviews and rank each Applicant in accordance with the criteria that follows.
6. All Applicants, following the RFP Interview process will be notified of their respective status in accordance with the RFP. This will conclude the RFP Selection Process.

Final Selection

The decisions of the *Commission Board Members*, pending their final approval by vote, are final. There are no provisions under this RFP that allow a non-selected applicant to contest the selection. At the conclusion of the RFP process, a motion shall be made, and a vote taken by all commission members present to accept or decline the new service provider. After a vote for acceptance and selection of the new

service provider, The RFP Process shall continue in accordance with the requirements of Act 44, Chapter 7-A, regarding final selection and notifications.

Applicant Review & Interview Criteria:

The *Commission* will review, all *Active Applicants'* applications, rank them based on the following criteria:

Detailed Applicant Review Phase – 4 Categories:

Qualifications & Experience	[Quality of] Services Proposed, Fees & Customer Services
Reporting and Accountability	Investment Performance & Management

The *Commission (at their sole discretion)* may interview as many as the top three Applicants and rank them based on following criteria:

Applicant Interview Phase – 2 Categories:

- The quality of information presented during the interview
- The perceived ability of the Applicant to best meet the Western Berks Regional PD's pension needs.

Special Note for Interviewing Applicants: no additional information will be accepted or required during the interviews. Applicants will be expected to make presentations based on information provided in the applications and answer questions posed by the *Commission*.

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Timetable of Events and Specific Closing Dates (1)

EVENT	OPENING DATE*	CLOSING DATE*
REQUEST FOR PROPOSAL ADVERTISED & RESPONSES ACCEPTED PERIOD	<i>February 13</i>	<i>February 18</i>
RFP DETAILED APPLICATION REVIEW AND RANKING	<i>February 18</i>	<i>February 22</i>
APPLICANT INTERVIEW AND SELECTION DATE (IF THE COMMISSION ELECTS TO HOLD INTERVIEWS).	<i>February 18</i>	
MANDATORY NOTIFICATION AND WAITING PERIOD FOLLOWING INTERVIEW, SELECTION & COMMISSION'S VOTE TO ACCEPT:	<i>February 25 (2)</i>	

(1) Dates are subject to adjustment / changes, if necessary but not without notification to all applicants

(2) **A Mandatory Notification Period** will commence the day following the close of the **Selection Process**, which is scheduled for **February 25th, 2019**. The WBRPD has **10 consecutive days** from this date to forward all documents related to the proceedings to all non-select applicants. From the date these notices are mailed, a **Mandatory Waiting Period** will commence. The WBRPD will wait **7 consecutive days before closing the RFP Process** and entering into contract negotiations with the newly selected professional service provider (the *tentative selectee*) as mandated by Act 44, Chapter 7-A, 2009.

SPECIAL NOTE: *The following Documents are provided separately and in **Word.doc** format to facilitate applicant responses. They will be sent (or are posted and available on the website) to each applicant, along with this **Request for Proposal**:*

- 1. Request for Proposal – Standard Application**
- 2. Act 44 Standard Disclosure Form**