Request for Proposal ("RFP")

Prepared and Issued by
Chippewa Township

For

Township Employee, Non-Uniformed Pension Plan

Township Employee, Uniformed Pension Plan

Section 457 Deferred-Compensation Plan

Chippewa Township is a 2nd Class Municipality located in southwestern Pennsylvania. The Township has a Uniform and Non-Uniform Pension Plan that is mandatory for all employees and a Section 457 Deferred Compensation Plan that is voluntary for employees and offers 3% matching funds by the Township. It seeks an investment advisor and record keeping services to manage all pension and deferred compensation plans. Approximately $6.5 million dollars are part of our Non-Uniform and Uniform Pension Plans, and approximately $720,000 are part of our Deferred Compensation Plan. All township employees participate in the township sponsored pension plan and approximately 95% of employees participate in the voluntary 457 Deferred Compensation Plan.

The Township is soliciting proposals to provide custodial services, including, but not limited to providing secure possession, investment placement, reporting and distribution of our Township Uniform and Non-Uniform Pension Plans, and our 457 Deferred Compensation Plan. The scope of this RFP also includes any tasks which are reasonably related to the above areas.

All proposals must submit required information. The full details required can be obtained from the Chippewa Township Website at www.chippewa-twp.org or email hr@chippewa-twp.org requesting a copy of the requirements.

Bid Opening: Sealed bids shall be hand delivered, mailed, or emailed to the Chippewa Township offices at:

Attn: Mark Taylor
Township Manager – Chippewa Township
2811 Darlington Road, Beaver Falls, PA 15010
hr@chippewa-twp.org
724-843-8177

Proposals must be received no later than 4:00 PM on June 19, 2024.

All Bids will be opened at the Township Supervisors Meeting on Wednesday June 19th at 7:00 pm.

The evaluation of responses to this RFP will be conducted by the Township. After a thorough review, it will pass a resolution appointing/announcing the provider of services.

Prior to doing so, the Township may or may not request one or more personal interviews of the representatives from responding entities who will be providing services.

The criteria to be used shall center upon the responder's qualifications, experience, expertise, proposed fee schedule, depth of personnel who can provide the required services, and the cumulative confidence in the successful responder. The Chippewa Township reserves the right to reject any or all proposals, to waive any informalities and to award the contract in the best interest of the Township as it shall determine.

All proposals must follow the order of questions as listed below. You may provide attachments as appropriate.

List your organization's complete name, address and telephone number. 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 retirement/pension funds on which you consult?
3. Describe your history and experience in providing such services to current clients, including Pennsylvania municipal retirement plans. The Township may, as part of the evaluation process, contact references to discuss services provided by your entity. As part of your response to the RFP, you consent to such contact.
4. Identify the consultants and other key staff who would be involved in serving our account. Provide brief resumes of these individuals.
5. Within the last five (5) 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.
6. Within the last ten (10) years, has your organization been terminated by the owner, operator or other responsible entity from providing custodial or pension investment related services due to malfeasance, professional negligence or based upon other allegations involving a failure to properly perform assigned duties, regardless of whether or not such termination involved subsequent litigation? If so, provide an explanation.
7. Describe in complete detail the nature and frequency of consultative services you will provide.
8. 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.

SERVICES
1. Describe how your firm provides recordkeeping, internet access, trading, and participating reporting services. Please explain the benefits of your approach.
2. Will you act as a fiduciary of the plan?
3. Confirm your availability to meet with the Township for periodic reviews and to answer operational or other questions.
4. Can you provide the Township with on-line access to the accounts?
5. How often are performance reports produced and delivered? Include a sample performance evaluation report and/or statement of account.

6. Identify and describe, with specificity, the investment options that will be afforded to

the Township's employees for the Section 457 deferred- compensation plan.

FEES
Please identify all custodial and investment advisory fees that you propose charging if selected as a consultant in response to 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/or percent of asset fees. Also state whether the fees below are based on the combined assets of all plans, or whether each plan is separate with respect to fees charged.

VERIFICATION

I,_____ hereby state that I am_____(title)
for the _____ *(Applicant's* Firm), and I am authorized to
make this verification. Everything submitted in this application is true and correct
to the best of my knowledge.

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: _____