

**EDEN TOWNSHIP**

**REQUEST FOR PROPOSALS**

PENSION PLAN INVESTMENT, CUSTODIAL,  
ACTUARIAL & ADMINISTRATIVE SERVICES

Non-uniformed Employee Pension Plan

January 13, 2025

PROPOSALS MUST BE RECEIVED NO LATER THAN  
**February 17, 2025**

489 Stony Hill Road  
Quarryville, PA 17566  
717-786-7915  
edentwp@comcast.net

## **I. INTRODUCTION.**

Eden Township, Lancaster County, Pennsylvania, is seeking written proposals for pension plan investment, banking/custodial, actuarial, and administrative services related to its Non-Uniformed Employee Pension Plan for general municipal employees. This Request for Proposals provides additional introductory information, describes the general scope of work, sets forth proposal requirements, and outlines the Township's selection procedures.

## **II. SERVICES REQUESTED.**

The consultant will provide a full range of investment, custodial and recordkeeping services for the Township's Non-Uniformed Employee Pension Plan (the "Plan"), including the following:

1. Custodial services to provide secure possession, investment placement and reporting of pension assets.
2. Investment counseling services to provide sound strategies for the stability, preservation, and growth of pension assets.
3. Actuarial services to provide data and information relative to the funding adequacy of the municipal pension system(s) administered by the township pension system.
4. Administrative services to provide counseling, educational, and documentation services for the system(s) day-to-day pension operations.
5. Processing payments to retirees and terminated employees as directed by the Township and in accordance with the Township's pension plan documents.
6. Monthly and annual financial statements of each plan's accounts and account activity to the Township Secretary for accounting and monitoring purposes of the pension plans.
7. Semi-annual meetings with the Board of Supervisors to review the investments performance and asset allocation of the pension plans and to address the Township's questions and concerns.

The Plan is a defined contribution plan that has net assets held in trust for pension benefits in the approximate amount of \$178,000.00. The membership in the Plan consists of (as of the date of the issuance of this RFP) 2 active employees and 0 retirees currently receiving benefits.

## **III. MINIMUM REQUIREMENTS TO RESPOND.**

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

1. Ability to provide a clearly functional services platform that addresses all desired services described in the Request for Proposal;
2. Five (5) or more years' experience providing pension services to PA municipal government entities;
3. Ten (10) or more Pennsylvania clients under contract for pension services similar to those described in this RFP; and
4. Full disclosure: Applicants shall 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, if applicable. Failure to do so will result in immediate disqualification from the RFP process.

Applicants must submit proposals for all of the services sought herein.

#### IV. PROPOSALS.

Applicants should fully complete Appendix A: Request for Proposal Application and Appendix B: Act 44 Standard Disclosure Form, subject to the following:

1. The proposal should describe your approach to the Services Requested. It is intended that each Applicant furnish all information requested by this RFP. Unless specifically requested, promotional literature is not desired and will not be considered to meet any of the requirements of this RFP. The proposal should provide sufficient detail to enable the Township to thoroughly evaluate and compare it to other proposals. The proposal format should closely follow the format for the RFP. It should include the information requested and any other information your firm believes is pertinent.
2. All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documentation submitted shall become the property of the Township when received and are subject to public disclosure to the extent required by Act 44. Any restrictions on the use of data contained in the proposal which you consider to be confidential within the meaning given that term in Act 44 must be clearly stated in the proposal itself. In the event the Township disagrees with your designation of any material in the proposal as confidential, the Township will bring the disagreement to your attention before disclosing the information to the public. Unresolved differences of opinion as to what is and is not confidential information may be grounds for rejecting your proposal.
3. Eden Township reserves the right to reject in whole or in part any or all proposals, to waive any informalities and to accept the proposal, in whole or in part, of the person or persons determined by the Township to be most qualified to provide the services the Township seeks. This solicitation may also be cancelled in whole or part if determined to be in the best interest of the Township.
4. Submit **five (5) copies** of the proposal within a single sealed envelope or container, and transmit additional PDF copy to **edentwp@comcast.net**. The lower left corner of the envelope or container, and email subject line, should have the following notation: **“PROPOSAL – EDEN TOWNSHIP PENSION PLAN INVESTMENT MANAGER AND ADMINISTRATOR”**.
5. Proposals shall be received by **3:00 p.m. on February 17, 2025** at:

Szilvia Troutman, Township Secretary  
Eden Township  
489 Stony Hill Road  
Quarryville, PA 17566

Proposals received after February 17, 2025 **WILL NOT** be accepted. Actual receipt by stated time is required and deposit in the mail is insufficient.

6. Applicant's e-mail address, telephone and fax numbers must be included with proposal.
7. Applicants may **only** make inquiries for clarification of technical or administrative information. All inquiries regarding this RFP must be in written form and be directed only to Szilvia Troutman, Township Secretary, 489 Stony Hill Road, Quarryville, PA 17566, or email: edentwp@comcast.net, by **3:00 p.m. on February 10, 2025**. No phone calls/inquiries will be accepted and no other employees shall respond to any questions, written or verbal. The inquiries and subsequent answers will be documented and distributed to all RFP recipients prior to the submission deadline. It is the responsibility of each Applicant who is interested in receiving answers to inquiries to notify the Point of Contact by email and to provide the name and contact information of the individual to receive such communications.
8. All costs incurred in the preparation and/or presentation of the proposal shall be the responsibility of the Applicant.

## **V. PRELIMINARY SELECTION PROCESS TIMELINE.**

The calendar for the selection process is provided as follows. The Township reserves the right to modify the preliminary selection process calendar.

Release RFP	January 13, 2025
Deadline for submission of inquiries	February 10, 2025 at 3:00 p.m.
Deadline for submission of proposals	February 17, 2025 at 3:00 p.m.
Evaluation of Applications	March 10, 2025
Interviews (if necessary)	TBD
Final Selection	April 14, 2025

Final Selection is anticipated either at April 14, 2025 Board of Supervisors meeting or at next specially or regularly scheduled public meeting thereafter.

A mandatory notification period will commence on the day following the close of the selection process. The Township has 10 consecutive days from this date to forward all documents related to the proceedings to all non-selected applicants. From the date these notices are mailed, a mandatory waiting period will commence. The Township will wait seven (7) consecutive days before closing the RFP process and entering into contract negotiations with the newly selected professional service provider(s), as mandated by Act 44, Chapter 7-A.

## **VI. SELECTION PROCESS.**

The procedures for receiving and evaluation of applications to determine the most qualified applicant include a review of the applicant's qualifications, experience, expertise, and fees to be charged. Note that the contract will not necessarily be awarded to the lowest bidder. Upon review, the Township may request all, some, or none of the applicants submit to an interview. The Township will review proposals, analyze them based on the criteria, determine a list of finalists, and make a decision for contract award at a public meeting of the Board of Supervisors.

The Township will consider the following criteria in evaluation of the proposals and interview presentation:

1. Past record of performance of the firm/project team with similar municipal clients.
2. Quality and content of written proposal/interview presentation.
3. Specialized experience and technical competence of the firm and team assigned including any subcontractors and associate firms as they relate to the specific needs of the Township.
4. Familiarity of the firm with applicable Pennsylvania statutes, Township regulations, the type of local issues and potential alternatives applicable to the Township's needs.
5. Understanding of an agreement with the firm's approach and methodology including our general feeling or confidence in the firm to perform the work.
6. Cost of services will be one factor in the decision, though the Township need not award the contract to the lowest bidder.

**Appendix A**  
**REQUEST FOR PROPOSAL APPLICATION**

**Proposal For:** Eden Township Non-Uniform Employee Pension Plan  
**Services Requested:** Investment, Custodial, Actuarial and Administrative Services  
**Date of RFP:** January 13, 2025  
**RFP Closing Date:** February 17, 2025

**INSTRUCTIONS:**

This Application is available in WORD format upon request to allow you to insert your responses without transposing the questions to a separate document.

**STATEMENT OF CONFIDENTIALITY ON INFORMATION PROVIDED:**

All Applicants to this RFP are advised that this application and its contents shall be held in a confidential status until the conclusion of the Request for Proposal process, after which, all information provided on this application will become publicly accessible and may be disseminated in accordance with the other previously established policies of this municipal entity and the specific disclosure requirements of Act 44 of 2009, Chapter 7-A, except, information that is considered proprietary in nature and/or otherwise protected by law.

<b>APPLICANT INFORMATION</b>	
<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Person:</b>	
<b>Contact Person Phone:</b>	
<b>Contact Person Email:</b>	

**APPLICATION QUESTIONS**

**PART 1. APPLICANT’S HISTORY, OWNERSHIP AND ORGANZIATION.**

1. Briefly describe the organization, the year it was founded, location of its headquarters and other offices, its ownership structure and affiliation with other companies.
2. Describe how long your firm has been providing the types of pension services sought under this RFP, specifically, to municipal government entities in Pennsylvania.
3. Describe the make-up of your current municipal client base:
  - a. How many of your current public pension clients are Pennsylvania municipal pension clients at the township, borough, or municipal authority level (commonly referred to as local government entities)?

- b. What are the total pension assets of those Pennsylvania municipalities that your firm has under direct financial management?
  - c. How many plans do you provide administrative services for? Consultative services? Custodial services?
  - d. Describe your organization's level of experience and knowledge of the particular elements of the Township's pension program.
  - e. Describe your level of experience in advising townships on defined contribution and defined benefit programs.
4. 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 or disposition.
  5. Identify the consultants and other key staff who would be involved in serving our account. Provide resumes for these individuals.
  6. Describe all subcontracts and associations, if any, with other firms your firm proposes to utilize in the performance of this work. Explain fully the intended working relationships and responsibilities of each firm.
  7. Identify a single point of contact person who will be the Township's liaison at your firm. This person should be in attendance at the interview should your firm be selected to be interviewed.
  8. Provide your most current Form ADV Part 2, including changes, updates and supplements to the date of your proposal.
  9. Provide a description of the level of insurance coverage, for errors and omissions and for professional liability, carried by your firm.
  10. Identify the level of bonding carried by your firm.
  11. Provide a statement affirming that you are able to perform the scope of professional investment and pension plan services set forth in this RFP and the manner in which you propose to perform such services.
  12. Provide a list of municipal defined contribution pension plan references and contact information (at least three (3)).
  13. Provide a copy of your firm's SOC 1 Report (System and Organization Controls Report) and a description of internal controls.

## **PART 2. SERVICES PROPOSED, FEES AND CUSTOMER SERVICE.**

**NOTICE:** Your firm **MUST** disclose **all fees** associated with any portion of investment or administration services. These will include but are not limited to: fees directly deducted from plan assets or billed separately to the Pension Plan; and/or any indirect fees of any form to include fees associated with mutual funds such as expense ratios and other administrative fees or loads - front or back-end. This must also

include any fees paid directly or indirectly to any subcontractor or advisor your firm will employ in meeting the requirements of this RFP. **Failure to disclose all fees will result in immediate disqualification.**

1. Describe your proposal concerning the following services:
  - a. Investment services;
  - b. Custodial services;
  - c. Actuarial services; and
  - d. Administrative services.
  
2. Please indicate whether your firm proposes to provide the following services:
  - e. Attendance participant and Board meetings upon request.
  - f. All benefit calculations.
  - g. Annual benefit statements for all active participants.
  - h. Maintenance of relevant records for all active, retired and terminated vested members of each plan.
  - i. Timely updates on any changing legislation and regulations that are relevant to the administration of the pension plans.
  - j. Copies of all files, correspondence, and records, at no cost to the Township, within thirty (30) days upon termination of services.
  - k. Consultative and participant communication services as needed.
  - l. Plan documents (457, 401a, etc.) as required along with restatements as required.
  
3. For each of the services listed in response to Questions 1 and 2, provide the following information:
  - a. List the fees associated with each;
  - b. Describe how these fees are calculated;
  - c. Explain how these fees are paid - directly billed to the plan or indirect (extracted from the returns before returns are posted);
  - d. Explain how these fees are accounted for on plan statements or other reports routinely produced.
  - e. Does your firm receive any direct or indirect compensation or commission as a result of buying or selling assets?
  - f. Do you receive any direct or indirect compensation from investment product providers?
  - g. Identify the limits, if any, of services provided under your proposed fee and your fee schedule for other services.
  
4. Specify any additional or ancillary services:
  - a. Does your firm offer any other services that are not included in response to Questions 1 and 2? If so, please list them and the fees associated with each.
  - b. Does your firm require a specific term or length of contract? If so, indicate the minimum period of time your firm typically contracts for. Also specify what, if any, penalties or fees are contractually imposed for early termination.

- c. Does your firm provide periodic meetings with the township leadership to discuss investment performance, administrative or custodial matters? How often do you suggest these meetings should be held?
5. Describe your firm's approach to client support and specifically, if selected, to provide services to Eden Township and how the plan will be integrated into your client support network.

### **PART 3. INVESTMENT POLICY, RESEARCH AND REPORTING.**

1. Describe your approach to investment research.
2. If your firm plans to provide the investment services portion via a structured or multi-employer trust, please provide:
  - a. An overview of the trust's structure;
  - b. How investment managers are chosen; and
  - c. Who is responsible for investment advising and allocation selection.
3. If your firm **does not** plan to provide the investment services portion via a structured or multi-employer trust, please identify:
  - a. Who is responsible for investment manager selection (or mutual fund selection), asset allocation, monitoring and advising.
  - b. How often the account is reviewed and reallocated or rebalanced.
4. How are investment managers evaluated?
5. 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.
6. Describe your asset allocation process for pension investments. Be sure to address the development of investment policies, portfolio structure, and guidelines for investment managers.
7. What is your firm's process for establishing the client's investment objectives?
8. Describe the due diligence process utilized in the selection and monitoring of investment products.
9. Do you receive any direct or indirect compensation from investment product providers?
10. Comment on your philosophy regarding portfolio structure for municipal pension plans.
11. Describe the educational services to participants and the governing authority which you expect to provide or make available within the quoted fee.
12. Describe your reporting procedures.
13. What methods and sources of data do you use in calculating investment performance of a pension portfolio? How often are performance reports produced and delivered to participants and to the governing authority? Include a sample performance evaluation report.



14. Describe how participants, in a participant directed plan, can change investment allocations. Describe how the governing authority can change the plan's investment allocation in a plan that does not allow participant investment elections.
15. Describe your firm's approach to monitoring and managing regulatory changes imposed by state and federal government entities and how you assist municipal clients in maintaining compliance. Additionally, describe your firm's approach to handling adverse audit findings by the PA Auditor General's Office - should they occur.
16. 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 to Eden Township, if you are selected. What are the costs for providing this report?
17. Please provide one example of a recent Investment Summary Report. Provide information on the timing and distribution of investment performance reports following the end of a reporting period. Specifically describe what types of exhibits (reports) would be presented in a summary report, those provided in a detailed report, and the frequency of each. What are the costs for providing this report?
18. What types of reviews or audits does your firm routinely conduct when assuming a new client? Are there additional fees incurred for these reviews or audits and if so, what do they typically cost?

Appendix B  
**ACT 44 DISCLOSURE FORM**

**ACT 44 DISCLOSURE FORM FOR INDIVIDUALS/ENTITIES SUBMITTING  
PROPOSALS FOR PROFESSIONAL PENSION SERVICES TO EDEN TOWNSHIP**

CHAPTER 7-A OF ACT 44 OF 2009 MANDATES the disclosure of certain information by every entity (hereinafter “**Consultant**”) which is a party to a professional services contract with Eden Township (hereinafter the “**Requesting Municipality**”) funded by one or more of the pension funds of the **Requesting Municipality**. Act 44 disclosure requirements apply to **Consultants** who currently provide professional pension services or are submitting proposals to provide professional services and do or may receive payment of any kind from the **Requesting Municipality**’s pension fund(s). The **Requesting Municipality** has determined that your company falls under the requirements of Act 44 and must complete this disclosure form. You are expected to submit this completed form along with a proposal to provide professional services to Eden Township at the address below.

Szilvia Troutman, Township Secretary  
Eden Township  
489 Stony Hill Road  
Quarryville, PA 17566  
edentwp@comcast.net

## DEFINITIONS FOR DISCLOSURE

TERM:	DEFINITION:
<b>CONSULTANT</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. The term “Consultant” also applies to any person, company, or other entity that is submitting a proposal to perform professional services for payment.
<b>SUBCONSULTANT OR ADVISOR</b>	Anyone who is paid a fee or receives compensation from a municipal pension system – directly or indirectly from or through a Consultant.
<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, 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, 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code
<b>EXECUTIVE LEVEL EMPLOYEE</b>	Any employee or person or the person’s affiliated entity who: <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>MUNICIPAL PENSION SYSTEM OFFICIALS AND EMPLOYEES; MUNICIPAL OFFICIALS AND EMPLOYEES</b>	Certain requests for information in this form will refer to a “ <b>List of Municipal Officials.</b> ” 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 “ <b>List of Municipal Officials.</b> ” <p><b>Elected Officials:</b>  Joseph Rineer, Chair, Board of Supervisors  David Rineer, Vice Chair, Board of Supervisors  Lawrence Stoltzfus, Board of Supervisors</p> <p><b>Appointed Officials:</b>  Szilvia Troutman, Township Secretary  Angela Sanders, Solicitor</p>
<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.

## APPLICANT STANDARD DISCLOSURE QUESTIONS

**INSTRUCTIONS:** For all that follow, you may answer the questions / items on a separate sheet of paper and attach it to this Disclosure if the space provided is not sufficient. Please reference each question / item you are responding to by the appropriate number. (**example: Disclosure – Item #1.**)

1. Please provide the names and titles of all individuals providing or prospectively providing professional services to the **Requesting Municipality's** pension plan(s) identified above. Also include the names and titles of any advisors and subconsultants of the Consultant who provide or may provide professional services related to the **Requesting Municipality's** pension plan(s) identified above, identifying them as such. After each name provide a description of the responsibilities of that person with regard to the professional services being provided or to be 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**, identify: (a) the name of the person(s) employed; (b) their position with the municipality; (c) dates of employment; and (d) their responsibilities with regard to the proposed contract.
  
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**, identify: (1) the name of the individual(s); (2) whether they are a state or federal lobbyist; (3) the date of their most recent registration/renewal; and (4) their responsibilities with regard to the proposed contract.

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

5. Since December 17, 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: (a) the third party intermediary, agent, or lobbyist that was paid the compensation or employed by the **Consultant** or **Affiliated Entity**; (b) 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**; (c) the official they communicated with; and (d) the dates of this service.

6. Since December 17, 2009, has the **Consultant** or **Affiliated Entity**, or any agent, officer, director or employee of the **Consultant**, or an **Affiliated Entity** solicited any contribution to any municipal officer 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 of who solicited the contribution and the municipal officials, candidates, political party or political committee to whom such contribution was solicited.

7. Since December 17, 2009, has the **Consultant** 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 Consultant, 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 **Consultant** or an **Affiliated Entity** have any direct financial, commercial or business relationship (other than the contract to provide professional services to the pension plan(s) of the **Requesting Municipality**) with any official identified on the **List of Municipal Officials**, of the **Requesting Municipality**?

→ **IF YES**, identify the individual with whom the relationship exists and give a detailed description of that relationship.

**NOTE:** 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 **Consultant** or an **Affiliated Entity** given any gifts having more than a nominal value to any official, employee or fiduciary – specifically, those on the **List of Municipal Officials** 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 five (5) years.
- b. The contribution was made by an officer, director, executive-level employee or owner of at least five percent (5%) of the **Consultant** 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 by 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 **Consultant** or **Affiliated Entity**, 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 plan(s) 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 **Consultant** 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.

**VERIFICATION**

I, \_\_\_\_\_ (Name), hereby state that I am the \_\_\_\_\_ (Position) for \_\_\_\_\_ (Consultant) and I am authorized to make this verification.

I hereby verify that the facts set forth in the foregoing Act 44 Disclosure Form for RFP Applicants seeking to provide Professional Services to Eden Township’s 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