

## CITY OF COATESVILLE

### Pension Funds Investment Management Advisory Services

### Request for Proposals

**RFP Opening Date: Friday, October 17, 2014**

**RFP Closing Date: Friday, November 07, 2014, 12:00PM EST**

#### A. INTRODUCTION

1. The City of Coatesville is soliciting proposals from interested firms for the provision of pension fund investment management advisory services for the City of Coatesville Police Pension, Firefighters Pension, and Non-Uniformed Pension Funds including the consulting, monitoring, and associated ancillary services for the City's pension funds, which currently have approximately \$14.5 million in combined assets. The questions contained in the RFP will apply to all firms interested in responding with the intent of providing investment management advisory services and will also frame the specifications that will be used to evaluate proposals. Please respond completely and concisely to all the information requests in the RFP in the order and format requested.
2. Written proposals must be received **no later than 12:00 PM (EST) on Friday, November 07, 2014**. Proposals must be sealed and clearly marked "**Proposal for Pension Funds Investment Management Advisory Services**" on the envelope. Seven (7) complete copies of each proposal are to be submitted.
3. The Coatesville City Council will consider procuring pension funds investment management advisory services from a single firm for the period **January 01, 2015 through December 31, 2017**. The City reserves the right, upon mutual agreement with the selected firm, to extend the agreement period for up to three one (1) year extensions of the existing agreement. The City reserves the right to terminate the agreement with thirty (30) days written notice.
4. No proposal shall be accepted after the above stated date and time. All proposals become the property of the City and will not be returned. All costs incurred by the respondents in the preparation and submission of a proposal shall be the sole responsibility of the respondent. The information submitted in the proposals may be subject to public disclosure pursuant to federal and state laws.

5. The City may select a proposal other than the lowest cost provider. The City reserves the right to suspend, withdraw, or amend this RFP at any time. The City reserves the right to reject any and all proposals.
6. Respondents shall receive notice in writing from the City as to the award made pursuant to this RFP.
7. Resolution No. 2013-06 is an attachment (#1) to this RFP and shall be considered a part of the RFP.

**B. COMMUNICATION RESTRICTION**

1. Except as specifically authorized in this RFP, effective as of the RFP opening date above and prior to the time of a decision by the City of Coatesville and subsequent closing of this RFP process, 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 a prospective applicant and any:
  - a. Elected Official of the City of Coatesville;
  - b. Employee of the City of Coatesville;
  - c. Any consultant or advisor currently engaged in assisting the City with the RFP process;
  - d. Any individual in a position to influence the decision with respect to this RFP.
2. Applicants may not permit or cause any employee or a third party to directly or indirectly violate these communications restrictions. Any communication by any applicant or third party on behalf of an applicant that violates the terms of this communications policy is grounds for immediate disqualification of that applicant.
3. Applicants may make inquiries for clarification of technical or administrative information to the designated contact for the City of Coatesville. No other questions or forms of communication are authorized between the City of Coatesville, its officials and employees and any individual or entity associated with the applicant. This does not preclude the designated contact from contacting the applicant to request additional materials and information to manage the RFP process. The designated contact for the City of Coatesville is:

John Marcarelli, Director of Finance, City of Coatesville, 1 City Hall Place  
Coatesville, PA 19030, Email: JMarcarelli@coatesville.org, Fax: (610)  
384-1769

**C. RFP REQUIREMENTS**

Applicants that respond to this RFP must be able to meet or exceed the following minimum criteria in order to be considered for the award of the professional services contract. Applicants will be required to document that they meet or exceed the minimum criteria stated below.

1. The firm's designated team has a minimum of five (5) years of experience providing similar pension services to Pennsylvania municipal government entities as desired under this RFP;
2. The firm has ten (10) or more Pennsylvania municipal pension clients under contract for pension services and the firm has five (5) or more current clients which are defined benefit (DB) plans;
3. The firm currently has a minimum of \$1 billion under direct management;
4. The firm has \$200 million or more in municipal pension client assets under direct management;
5. Ability to provide a clearly functional services platform that addresses all desired services in this RFP – directly or in partnership with a subcontractor;
6. The firm shall have the capability of providing the following platform of services:
  - Administrative,
  - Investment management & oversight,
  - Portfolio performance tracking & reporting, and
  - Money manager database/selection/monitoring/retention & dismissal

**Other Requirements:**

- No Proprietary investments
- No Brokerage firms
- No contractor shall be a provider of other professional services for any of the three (3) City pension plans

**D. OVERVIEW OF RFP EVALUATION PROCESS**

1. The City receives RFP proposals, disclosures and additional materials from applicants and conducts a pre-screening to ensure all materials have been submitted.

2. An initial screening is conducted to determine whether applicants meet the minimum eligibility requirements as outlined by the City of Coatesville.
3. Applications will be reviewed by a committee designated to review proposals using a standardized evaluation form.
4. The review committee shall select finalists for interview.
5. After interviews, a recommendation for selection shall be made to the City Council for approval.
6. It is anticipated that the City Council will make a final selection on December 8, 2014.
7. The selected firm will be requested to enter into an agreement with the City with a January 1, 2015 starting date.

**E. ORGANIZATION AND BACKGROUND**

1. Briefly describe the organization, the year it was founded, location of its headquarters and office that would handle the City of Coatesville as a client (if separate from headquarters), its ownership structure, and any affiliations with other companies.
2. How long the firm has investment management advisory services for pension funds. What is the total asset base of pension funds that the firm actively consults? Provide a listing of all key pension fund clients, including all PA municipal pension funds. Also include the dollar amount of assets for which the firm currently provides investment management advisory services for all PA DB plan clients.
3. Disclose all potential conflicts of interest the firm has in serving in an investment advisor relationship. In particular, the firm should indicate its compliance with the Act 44 conflict of interest standard. Attached to this RFP is an Act 44 – Professional Services Contract – Required Disclosure Information form (attachment#2), which will need to be completed and submitted with the firm's proposal.
4. What policies or procedures do you have in place to ensure objectivity in the evaluation of money managers?
5. Provide documentation that the firm is listed as Registered Investment Advisor with the U. S. Securities and Exchange Commission (SEC). Have there been any SEC investigations of your firm that resulted in admonishment or other penalties?

6. Within the last five (5) years has your organization or an officer or principal been involved in any business litigation or other legal proceedings, including arbitrations, relating to your consulting activities? If so provide an explanation and indicate the current status or disposition.
7. Does your firm, its principals and affiliates, subscribe to a professional Code of Ethics? Please provide a copy of any formal ethics or conflicts of interest policy.
8. What forms of insurance does the firm have against errors & omissions? The firm shall furnish the City with a copy of a certificate of insurance as evidence that this type of coverage is in place.
9. During the entire period of the agreement, the selected firm shall maintain professional liability insurance with a minimum limit of \$2,000,000 per occurrence and provide the City with a certificate of insurance.

**F. STAFFING**

List the personnel (the team) you propose to assign to this relationship and their responsibilities. Provide brief biographical information on each individual, including their positions in the company, education, training, years and type of experience in investment management, major clients and experience.

**G. CLIENTS/REFERENCES**

1. Provide a representative list of current clients.
2. Attach list of references. Indicate the contact name, address and telephone number.
3. What is your client satisfaction monitoring process, etc?

**H. PROCESS**

1. What is the firm's process for setting client objectives and developing the Investment Policy?
2. Describe the process for developing an asset allocation recommendation.
3. Describe your Due Diligence Process utilized in Money Manager Selection.

Include information about the database utilized to monitor and evaluate investment managers' performance for the purpose of manager selection. Is it proprietary or third-party? If third-party, who is the vendor? Do you receive any direct or indirect compensation from investment managers to be included in your database? How many investment managers are included in the database? How frequently is the investment management information updated, and what are the sources of data?

4. Explain the methodology used to compute investment manager rates of return. If the rates of return include the use of accrued income, provide a description of how you incorporate accrued income into the calculations of returns.
5. Describe your overall philosophy in conducting investment manager research.
6. Describe your firm's policy regarding frequency of on-site manager visits.
7. What was the number (and average dollar amount) of manager searches conducted for the previous year?
8. Give an overview of your firm's approach and criteria for placing a manager on a Watch List.
9. Describe how your firm handles the termination of an investment firm.

**I. PERFORMANCE MEASUREMENT/ONGOING REVIEW**

1. Describe the methods and sources of data used for analyzing the performance of investment managers and the portfolio. Specifically, include the monitoring of performance, risk, style integrity, manager guideline compliance, account restrictions, etc.
2. How many business days after the end of a reporting period are the performance reports available? Can the reports be customized?
3. Do you reconcile your calculated performance with investment managers and custodians? Describe the process.
4. Describe how benchmarks are chosen or developed.
5. Provide a sample quarterly client report and a sample monthly performance update.

6. What do you believe sets your performance measurement services apart from the competition?

## **J. ADMINISTRATION**

1. Who will have primary responsibility for servicing our account?
2. What is the firm's account representative-to-support team member ratio?
3. What is the account representative-to-client ratio for the proposed team?

We will require a minimum of a quarterly review meeting with the account representative and a minimum of twelve (12) copies of written reports to be reviewed at each quarterly review meeting. The City may from time to time request an additional meeting or meetings with the investment advisor and interim reports on the status of the pension fund portfolios, e.g. monthly update.

4. Explain how the firm will provide administrative support for funds management, including preparation of correspondence and documents necessary for movement of funds in the event a rebalancing of the portfolio is called for.

## **K. FEES**

What are the proposed fees for a full retainer basis (including all internal fees, and fund expenses)? Itemize and explain ALL proposed fees and costs. Complete the FEE SUMMARY attachment (#3) and include as part of the proposal.

## **L. SUMMARY**

What do you believe sets the firm's services apart from the competition, and what unique value-added services could you provide?

RESOLUTION No. 2013-06

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COATESVILLE, CHESTER COUNTY, PENNSYLVANIA, ADOPTING A PROFESSIONAL SERVICES CONTRACT POLICY FOR THE CITY OF COATESVILLE PENSION PLANS, AS REQUIRED BY ACT 44 OF 2009.**

**WHEREAS**, the City of Coatesville has established pension plans for the eligible employee groups (Police, Fire & Non-Uniform Plans); and

**WHEREAS**, the Pennsylvania legislature enacted Act 44 on September 18, 2009; and

**WHEREAS**, the City is required by Act 44 of 2009 to establish policies and procedures for the procurement of professional services for municipal pension plans; and

**WHEREAS**, the City desires to establish policies and procedures for Act 44 of 2009 compliance; and

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Coatesville hereby adopts the Professional Services Contract Policy for the Pension Plans, attached hereto as "Exhibit A".

**FURTHER RESOLVED**, that if any provision, sentence, clause, section, or part of this Resolution shall for any reason be found to be unconstitutional, illegal or invalid, such determination shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Resolution, and it is hereby declared to be the intent of the City Council that this Resolution would have been adopted had such unconstitutional, illegal or invalid provision, sentence, clause, section or part not been included herein.

**FURTHER RESOLVED**, that all Resolutions or parts of Resolutions inconsistent with this Resolution are hereby superseded.

**FURTHER RESOLVED**, that this Resolution shall become effective immediately.

**IN WITNESS WHEREOF**, the City Council has caused this Resolution to be passed this 11th day of February 2013.

CITY OF COATESVILLE

BY:



David Collins  
President, City Council

ATTEST:

BY:

  
\_\_\_\_\_  
Kirby A. Hudson  
City Manager

I hereby certify that the foregoing is a true and correct copy of the said Resolution duly adopted at a Meeting of City Council held on February 11, 2013 and recorded in the Minutes as such.

BY:

  
\_\_\_\_\_  
Kirby A. Hudson  
City Manager

EXHIBIT A

**Professional Services Contract Policy for the City of Coatesville Pension Plans**

The purpose of this policy is to assure compliance with Act 44 of 2009, 53 PS. §§ 895.701-A through 895.707-A, by setting forth policies and procedures applicable to any pension plan or system in which employees participate.

The Chief Administrative Officer shall be responsible for distributing and receiving information relating to or arising from this Policy in accordance with the following guidelines:

1. **DEFINITIONS**

**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

**City** – refers to City of Coatesville, Chester County, Pennsylvania, and includes the City Council.

**City Pension system** – Any pension plan operated for the benefit of City of Coatesville employees.

**Contributions** – any payment, gift, subscription, assessment, contract, payment for services, dues, loan, forbearance, advance or deposit of money or any valuable thing, to a candidate or political committee made for the purpose of influencing any election in this Commonwealth or for paying debts incurred by or for a candidate or committee before or after any election. “Contribution” shall also include the purchase of tickets for events such as dinners, luncheons, rallies and all other fund-raising events; the granting of discounts or rebates not available to the general public; or the granting of discounts or rebates by television and radio stations and newspapers not extended on an equal basis to all candidates for the same office; and any payments provided for the benefit of any candidate, including any payments for the services of any person serving as an agent of a candidate or committee by a person other than the candidate or committee or a person whose expenditures the candidate or committee must report under this act. The word “contribution” includes any receipt or use of anything of value received by a political committee from another political committee and also includes any return on investments by a political committee. (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 affiliated entity who:

(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 the City or City 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 the City or City 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 (“any committee, club, association or other group of persons which receives contributions or makes expenditures”)

**Professional services contract** – A contract to which the City 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.

## **II. PROCUREMENT FOR PROFESSIONAL SERVICES CONTRACTS**

**A. Procedures** – The procedures adopted by the City are intended to ensure selection of the most qualified contractor to enter into a professional services contract. Advertisement of the availability of a professional services contract will occur in a timely and efficient manner. Applications and disclosure forms are to be used to submit a proposal for review and to receive the award of a professional services contract.

**B. Advertisement** – An advertisement of the availability of a proposal for a professional services contract shall set forth:

- 1) The services that are the subject of the proposed contract,
- 2) Specifications relating to the services,
- 3) Procedures to compete for the contracts, and
- 4) Required disclosures

**C. Review** – Procedures to select the most qualified contractor shall include a review of the contractor's qualifications, experience and expertise and the compensation to be charged.

**D. Personnel** –

- 1) Prior to entering into a professional services contract with the City pension system, the contractor shall disclose the names and titles of each individual who will be providing professional services to the City pension

system, including advisors or subcontractors of the contractor.

- 2) Disclosure under this subsection shall include all of the following:
  - (i) Whether the individual is a current or former official or employee of the City.
  - (ii) Whether the individual has been a registered Federal or State lobbyist
  - (iii) A description of the responsibilities of each individual with regard to the Contract
- 3) The resume' of an individual included in the disclosure shall be provided to the City upon request
- 4) The information required under this subsection shall be updated as changes occur

**E. Conflict of interest** – The City's policy relating to potential conflicts of interest includes a minimum one-year restriction on:

- 1) Participation by a former employee of a contractor or potential contractor in the review of a proposal or negotiation of a contract with that contractor.
- 2) Participation by a former employee of the municipal pension system in the submission of a proposal or the performance of a contract.

The City may determine whether any restriction imposed due to a conflict of interest should extend beyond one year.

**F. Public information** – Following the award of a professional services contract, all applications and disclosure forms shall be public except for proprietary information or other information protected by law.

**G. Increase** – A professional services contract shall not be amended to increase the cost of the contract by more than 10% or \$10,000, whichever is greater, unless the increase and a written justification for the increase are public and posted on the City's pension system Internet website, if an Internet website is maintained, at least (7) days prior to the effective date of the amendment.

**H. Notice and summary** – The relevant factors that resulted in the award of the professional services contract must be summarized in a written statement to be included in or attached to the documents awarding the contract. Within ten (10) days of the award of the professional services contract, the original application, a summary of the basis for the award and all required disclosure forms must be transmitted to all unsuccessful applicants. If an Internet website is maintained, such documents also must be posted on the municipal pension system's

Internet website at least seven (7) days prior to the execution of the professional services contract.

### **III. AGENTS/SOLICITATION**

**A. Disclosure** – A person or an affiliated entity that intends to enter or that enters into a professional services contract shall disclose the employment or compensation of a third party intermediary, agent or lobbyist to directly or indirectly communicate with a City pension system official or employee or a City official or employee in connection with any transaction or investment involving the contractor and the City pension system. The disclosure shall not apply to an officer or employee of the investment firm 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 a professional services contract with the City pension system.

**B. Solicitation** – A person that enters into or has applied for, submitted an offer or bid for, responded to a request for proposal on or otherwise solicited a professional services contract with a City pension system or an agent, officer, director or employee of that person may not solicit a contribution to any City official or candidate for City office or to the political party or political action committee of that official or candidate.

**C. Limitation on communication** – Upon the advertisement for professional services contract by the City pension system, the contractor may not cause or agree to allow a third party to communicate with officials or employees of the city pension system except for requests for technical clarification. Requests for technical clarification shall be made by a designated employee of the City pension system. Nothing in this subsection shall preclude a potential contractor from responding to requests for clarification or additional information from the City pension system.

### **IV. DISQUALIFICATION**

**A. Contributors** - A person or an affiliated entity that, within the past two (2) years, has made a contribution to a City official or candidate for City office may not enter into a professional services contract with the City pension system, except that the two-year restriction shall not apply to any contribution made prior to the effective date of this subsection

**B. Relationships** –A person or an affiliated entity that enters into a professional services contract with the City pension system may not have a direct financial, commercial or business relationship with any official of the City pension system or the City unless the City pension system consents in writing to the relationship following full disclosure

**C. Gifts** – A person with a professional services contract may not offer or confer a gift

having more than a nominal value, including money, services, loans, travel, lodging, entertainment discount or other thing of value, to any official, employee or fiduciary of the City pension system.

**V. DISCLOSURES**

**A. Contractors –**

1) A person or an affiliated entity that has a professional services contract with the City pension system shall disclose all contributions to which all of the following apply:

(i) the contribution was made within the last five years

(ii) the contribution was made by an officer, director, executive-level employee or owner of at least 5% of the person or affiliated entity

(iii) the amount of the contribution was at least \$500 in the form of:

(A) a single contribution by a person included in subparagraph (ii), or

(B) the aggregate of contributions by all persons listed in subparagraph (ii)

(iv) the contribution was made to:

(A) A candidate for any public office in the Commonwealth or to an individual who holds that office, or

(B) A political committee of a candidate for public office in the Commonwealth or of an individual who holds that office

2) The information provided under this subsection shall be updated annually

**B. Additional disclosure –** A person or an affiliated entity that has a professional services contract with the City pension system shall disclose all of the following:

1) Information relating to individuals making contributions, including:

(i) the name and address of the contributor.

(ii) the contributor's relationship to the contractor.

(iii) the name and office or position of each person receiving a contribution.

(iv) the amount of the contribution.

(v) the date of the contribution.

- 2) Gifts to an official or employee of the City pension system or the City
- 3) The employment or retention of any third-party intermediary, agent or lobbyist and the duties of that person.
- 4) The existence of any financial relationship under section IV(B) above

**C. Applicability** – The provisions of section IV(A) above shall apply to a person and an affiliated entity that has applied for, submitted an offer or bid for, responded to a request for proposal or otherwise solicited a professional services contract with the City pension system.

**D. Forms** – Required disclosure shall be made on a form prepared by the City pension system. The form will be attached to the contract and posted on the system's Internet website. during the term of the contract, an updated form shall be filed annually in accordance with procedures adopted by the plan.

**E. Penalties** – The following shall apply:

- 1) The City pension system shall void the professional services contract of a person that knowingly makes a material misstatement of omission in a disclosure form under this chapter and shall prohibit the person from entering into a contract for a period of up to three (3) years.
- 2) If a contractor or person that has submitted a proposal or bid in violation of paragraph (1) more than two times in a 36-month period, all contracts between that contractor and the City pension system shall be void and the person shall be debarred for a period of at least (3) years from the date of the last violation.

## **VI. DUTY TO ACT**

If a person that enters into or has applied for, submitted an offer or bid for, responded to a request for proposal on or otherwise solicited a contract with the City system or an officer, director or employee of the City pension system is aware or reasonably should be aware of an apparent, potential or actual conflict of interest, the person shall disclose the conflict and promptly eliminate the conflict.

## **VII. NO PREEMPTION OF STRICTER RULES OR LAWS**

This Policy shall not be construed to preempt or limit the application of any provision, regulation or law imposing a stricter code of ethics.

**CITY OF COATESVILLE**  
**ACT 44 - PROFESSIONAL SERVICES CONTRACT**  
**REQUIRED DISCLOSURE INFORMATION**

In accordance with Pennsylvania Act 44 of 2009 (PA Act 44), all potential Contractors bidding on a Professional Services Contract with one of the pension funds of the City of Coatesville must disclose the following information in their Request for Proposal (RFP) response documents. Potential Contractors should refer to PA Act 44 and become familiar with its required disclosures.

NOTE: RFP APPLICATIONS AND DISCLOSURE FORMS ARE PUBLIC DOCUMENTS AND SHALL BE PUBLIC EXCEPT FOR PROPRIETARY INFORMATION OR INFORMATION OTHERWISE PROTECTED BY LAW.

YOU MUST IDENTIFY ANY CLAIM OF CONFIDENTIALITY AT THE TIME YOUR RFP APPLICATION MATERIALS ARE SUBMITTED.

**DEFINITIONS FOR DISCLOSURE**

<b>TERM:</b>	<b>DEFINITION:</b>
<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: 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.
<b>CITY</b>	Refers to the City of Coatesville, Chester County, Pennsylvania, and includes the City Council.
<b>CITY PENSION SYSTEM</b>	Any pension plan operated for the benefit of City of Coatesville employees.
<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>	An employee of a person or the affiliated entity who: 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 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.
<b>CITY OF COATESVILLE ELECTED AND APPOINTED OFFICIALS, EMPLOYEES AND PENSION PLAN COMMISSION MEMBERS</b>	<u>Specifically</u> , those listed on the “List of Municipal Officials for the Requesting Municipality”.
<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, actuarial services, and other consulting services; and, (2) not subject to a requirement that the lowest bid be accepted.

## **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 pension 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**

Joseph Hamrick, President – City Council/ Pension Commission Member\*  
David C. Collins, Vice President – City Council  
C. Arvilla Hunt – City Council  
Ingrid W. Jones – City Council  
Linda Lavender-Norris – City Council  
Marie Hess Lawson – City Council  
Edward W. Simpson, Jr. – City Council

### **Appointed Officials or Employees**

Kirby A. Hudson, City Manager/ Pension Commission Member\*  
John Marcarelli, Director of Finance/ Pension Commission Member\*  
John W. Carnes, Jr., City Solicitor

### **Police Pension Commission**

John W. Laufer, III, Chief of Police/Pension Committee Member  
Brandon Harris, Detective Sergeant, Pension Committee Member  
Alan R. Bernard, Pension Committee Member

### **Fire Pension Commission**

Michael Pawlowski, Pension Committee Member  
Craig E. Weaver, Pension Committee Member  
Nicholas Saites, Ex-officio Pension Committee Member

### **Non-Uniformed Pension Commission**

William E. Barnes, Jr., Pension Committee Member  
Brenda M. Geesey, Pension Committee Member

\* Member of all three pension commissions

**NOTE:** 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.

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

**Indicate all that apply with an "X":**

**Police Plan**       **Fire Plan**       **Non-Uniform Plan**

1. Please provide the names and titles of each individual who will be providing professional services to the City of Coatesville pension plan identified above. Also include the names and titles of any advisors or subcontractors, identifying them as such. After each name provide a description of the responsibilities of that person with respect to the pension plan, and attach a resume for the individual. (This information should be updated as changes occur)

a. Is the individual(s) listed above a current or former official or employee of the City of Coatesville? \_\_\_\_\_ If yes, please explain below.

b. Is the individual(s) listed above a registered Federal or State lobbyist? \_\_\_\_\_ If yes, please explain below.

2. Are you aware of any apparent, potential, or actual conflict of interest with respect to any person or entity who potentially enters into, applies for, submits an offer or bid for, responds to a request for, or otherwise solicits, a proposal or a contract with a City of Coatesville pension fund? \_\_\_\_\_. If yes, please 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.

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) a brief synopsis of the conflict of interest, and (b) an explanation of the steps taken to address this apparent, potential, or actual conflict of interest.

3. Please provide the terms of employment/compensation of any third party intermediary agent or lobbyist of the potential Contractor or an Affiliated Entity who will directly or indirectly communicate with a City of Coatesville pension plan official or employee or a City of Coatesville official or employee in connection with an investment transaction or investment involving the Contractor and a City of Coatesville pension plan.

NOTE: This question does not apply to an officer or employee of the potential 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, or other professional advice, services, or assistance pursuant to the Professional Services Contract with a City of Coatesville pension plan.

4. Please provide the names of any person that may enter into a Professional Services Contract with a City of Coatesville pension plan that has a direct financial, commercial, or business relationship with any City of Coatesville pension plan official or employee or City of Coatesville official or employee. If applicable, please explain the relationship.

5. Please disclose all political contributions and gifts to which all of the following apply:
  - a. A contribution was made in the last five (5) years of the issue date of the RFP;
  - b. A contribution was made by an officer, director, executive-level employee, or owner of at least 5% of the Contractor.
  - c. The amount of the contribution was at least \$500 in the aggregate.
  - d. The contribution was made to a candidate for any public office serving in the Commonwealth of Pennsylvania or to an individual who holds that office;
  - e. The contribution was made to a political committee of a candidate for public office in the Commonwealth or to an individual who holds that office.

If applicable, please list the name and address of the contributor, the contributor's relationship to the potential Contractor, the name, office, and position of each person receiving a contribution, the amount of the contribution, and any gifts to an official or employee of a City of Coatesville pension plan or City of Coatesville official or employee.

**VERIFICATION**

I, \_\_\_\_\_, hereby state that I am \_\_\_\_\_ for  
(Name) (Position)

\_\_\_\_\_ and I am authorized to make this verification.  
(Applicant)

I verify that the facts set forth in the foregoing disclosures are true and correct to the best of my knowledge, information and belief. I also understand that knowingly making material misstatements, misrepresentations, or omissions in this form could subject the applicant to the penalties of section 705-A(e) of PA Act 44 of 2009.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**CITY OF COATESVILLE**  
**Request for Proposals - Pension Funds Investment Management Advisory Services**  
**FEE SUMMARY**

Name of Firm: \_\_\_\_\_

Description	Fee in Basis Points	Fee in \$ (based on \$15M)	Explanation
Investment Advisory Direct cost for investment advisory services			
Mutual Fund Expenses Individual mutual fund/manager fees			
Custodian Direct cost for custodial services (if applicable)			
Other Potential Fees			
<b>TOTAL ANNUAL FEES</b>			