

## REQUEST FOR PROPOSAL

for Guilford Township Authority, Franklin County, Pennsylvania and Guilford Water Authority, Franklin County, Pennsylvania

Proposal for: Record Keeping, Investment Management and Education Services

Services Provided For: 457(b) and 401(a) Deferred Compensation Plans

Eric Harbaugh, Manager  
Guilford Township Authority  
115 Spring Valley Road  
Chambersburg, PA 17202  
(717) 264-7653, Opt. 2  
[eharbaugh@guilfordtwp.us](mailto:eharbaugh@guilfordtwp.us)

Gary Yeager, Manager  
Guilford Water Authority  
115 Spring Valley Road  
Chambersburg, PA 17202  
(717) 263-2813, Opt. 1  
[gyeager@guilfordtwp.us](mailto:gyeager@guilfordtwp.us)

## INTRODUCTION

Guilford Township Authority and Guilford Water Authority (hereinafter collectively referred to as the “Authority”), both of Franklin County, seek a service provider for the services listed below. As this Plan is an elective plan, it is uncertain how many employees will participate. The Authorities, collectively, employ twenty-six (26) full-time employees who will be eligible and this will be a joint plan between the two Authorities. The Authority will employ the disclosed evaluation process and will require evidence that the responder has a history of providing a complete package of services. The Authority is soliciting proposals from interested individuals and firms for the provision of plan fund investment consulting services to the Authority for the supervision, monitoring, and ongoing evaluation of 457(b) and possible 401(a) Deferred Compensation Plans. The Authority will determine whether it chooses to include the 401(a) Plan after obtaining information.

The Authority is soliciting proposals to provide: A defined contribution/money purchase investment plan under IRC 457(b) and 401(a), plan administration services, record-keeping and education.

Requests for clarification to this RFP may only be directed to Dee Himes, Finance Manager, Guilford Township Authority, via email at [dhimes@guilfordtwp.us](mailto:dhimes@guilfordtwp.us) or phone at (717) 264-7653, Opt. 2. No communication other than clarification requests may be made to any Authority officials either by the applicant or by a third party.

In responding to this request, please identify and describe the scope of proposed services; your history and experience in providing such services to current clients, including Pennsylvania municipal and authority retirement plans; the limits, if any, of services provided under your proposed fee, and your fee schedule for these and other possible ancillary services; the nature and frequency of consultative services you will provide; and any other facts or factors not otherwise addressed in this RFP, which you feel are relevant to the selection of professional service providers.

Submissions must be received by 4:00 p.m. on Friday, September 5, 2025, and must be submitted in written form by mail or email to [dhimes@guilfordtp.us](mailto:dhimes@guilfordtp.us). No exceptions to this deadline will be allowed unless the Authority extends the deadline. Proposals become the property of the Authority upon submission and will not be returned. You may submit questions in writing by mail or email no later than Wednesday, September 3, 2025, at 4:00 p.m. Substantive questions will not be accepted by telephone and must be submitted in writing. You may submit proposals for all or any of the requested services.

## **EVALUATION PROCESS**

The evaluation of responses to this RFP and final decision will be conducted by the Boards of Directors of Guilford Township Authority and Guilford Water Authority. The relevant factors that bear upon the Board's decision will be summarized in a written statement to be included in the documents of award. All proposals, responses, inquiries, documents or correspondence relating to or in reference to this RFP shall become the property of the Authority 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.

The criteria to be used shall center upon the responder's qualifications, experience, expertise, proposed fee schedule, the Authority's prior experience with and knowledge of the responder, and the Boards' cumulative confidence in the successful responder. All proposals will be reviewed. The Authority may elect to interview a short list of firms that demonstrate the qualifications, expertise and experience required by the Authority. If selected for an interview, your firm is expected to make a presentation not more than twenty (20) minutes long. Final decisions will be based on responses evaluating the following criteria: responder's history and organization, investment policy and philosophy, scope of services, and fees.

The Authority reserves the right to cancel this RFP at any time and to reject any and all proposals submitted in response to this RFP if the Authority determines that such action is in the best interest of the membership of the plan and Authority. The Authority also reserves the right to request clarification of any submission, modify or alter the Scope of Services and solicit new submissions, reject any or all submissions, and waive immaterial irregularities in any submission. If you would like an email copy of this Request for Proposal in Word format, please contact Dee Himes, Finance Manager, Guilford Township Authority, via email at [dhimes@guilfordtwp.us](mailto:dhimes@guilfordtwp.us).

## **SELECTION PROCESS**

The Authority shall notify the tentative selectee and all other unsuccessful Applicants following the public meeting at which it makes its tentative selection. Both the Guilford Township Authority and Guilford Water Authority Boards must vote publicly on a tentative selectee. Once the tentative selectee and unsuccessful Applicants are notified, the Authority shall wait eight (8) consecutive days during which any unsuccessful Applicant may notify the Authority in writing of their objection to the selection and/or process. Objections must be received by the Authority prior to 4:00 p.m. on the eighth (8<sup>th</sup>) day following the Notification. Any objection will delay the award of the services agreement until such time that the Authority Solicitor has reviewed the objection for its validity and further action. Once this review of an objection has begun, the Authority will not, under any circumstances, provide any details or respond to any type of communication regarding these proceedings to any interested party. All inquiries made to the designated point of contact for the RFP Process will be unanswered and immediately forwarded to the Authority Solicitor. Until otherwise directed by the Authority Solicitor, all communications regarding the objection and the RFP process will come from the office of the Authority Solicitor.

## **APPLICATION**

**All applicants who respond to this RFP** must be capable of providing the following minimum general specifications related to the services desired:

### **SCOPE OF SERVICES**

The proposal should describe your firm's approach to the various services identified below with sufficient detail to enable the Authority to evaluate and compare it with other proposals.

#### **Investment Services and Investment Strategy**

Investment Services must include:

1. Providing general plan administration, including, without limitation, the provision of quarterly statements to plan participants and periodic summaries of all accounts to the Authority
2. At the request of the Authority, assisting in the establishment of an investment policy statement
3. Recommending plan investment options that meet the parameters of the investment policy
4. Accepting the role of Plan Fiduciary
5. Ongoing management of the plan and acting as a resource for the Authority on plan investment funds
6. Providing annual investment fund reviews, including the identification of under-performing funds, providing alternatives, and recommendations for fund replacements
7. Management of fund changes and communicating fund changes to the Authority
8. At the request of the Authority, the preparation of periodic investment presentations
9. At the request of the Authority, making presentations regarding investment advice for plan participants
10. Providing access for plan participants regarding plan investment questions
11. Clearly identifying all fees related to the plan in the proposal, and clearly showing all fees on the quarterly participant statement and the participant account online

Investments may not include:

1. Any product prohibited under PA Law
2. Investments of any type generally prohibited for municipal or authority retirement plans

### **The ability to provide additional administrative or advisory services**

The service provider must be willing to provide additional administrative services relevant to the administration of the Authority's Retirement Plan when requested to do so by the Authority. Identify whether your firm makes web-based services available to participants.

### **Offer periodical meetings with the Authority leadership to review retirement plans**

The service provider must be willing to attend periodic meetings with Authority leadership to discuss topics related to any retirement plan issues.

All proposals must respond to the questions below as applicable in the order presented:

1. List your organization's complete name, address, telephone, and fax numbers, as well as contact information should the Authority require clarification on your proposal.
2. Describe responder's organization, year it was founded, location of offices, ownership structure, and business focus, as well as experience with municipal and authority retirement funds.
3. Identify the key staff who will service the account and provide resumes for those staff.
4. Within the last five years, has your organization or an officer or principal been involved in any business litigation or other legal proceeding relating to your professional activities? If so, provide an explanation and the current status.
5. Identify how many public sector 457(b) and/or 401(a) deferred compensation plans your firm currently administers with reference to the amount of assets and number of participants.
6. Provide three references of public sector defined contribution and deferred compensation plans you currently administer. Include a contact name, title, phone number, and email address.
7. Confirm that your base services include the preparation of an investment policy and list the key components of the policy.
8. Describe your firm's enrollment program, educational program provided to employees, and disclose any required minimum levels of employee participation.
9. Describe the process for the Authority to enroll participants and to submit employee and/or employer contributions to your firm.
10. Provide example investment options typically offered in plans that are participant-directed, how you monitor funds and replace underperforming funds, and the number of options employees may have with regard to investment funds.
11. Discuss your firm's ability to provide investment vehicles for defined contribution plans and disclosure if you provide these vehicles in-house or through external managers such as mutual funds. Identify which vehicles are available for each type of Plan.
12. Describe any other services provided to the participants and any related fees.
13. Identify your fees for all services requested in this RFP, including both direct and indirect fees, whether paid to you or another organization. Please specify in terms of both dollar amounts and percent of asset fees.
14. Identify whether employee and employer (if any) contributions, pre- and post-tax employee contributions, and rollover contributions are tracked.
15. Identify what options are available for terminated/retired participants.

16. Identify whether your firm will serve as trustee and whether there are additional costs for this service. Identify those additional costs, if any.

### **COMPLIANCE With PA ACT 44**

In compliance with the provisions of PA Act 44 please disclose the following:

1. The payment of any political contributions, as well as financial, commercial, business relations with Authority officials.
2. Whether the firm, or any representative or employee of is a former official of Authority.
3. Whether any representative or employee of your firm is a registered federal or State lobbyist.
4. Whether any representative or employee of your company has made political contributions within the Commonwealth of Pennsylvania to any office holder, candidate, or political party that exceeded \$500.00 annually.