

NOTICE – REQUEST FOR PROPOSALS

Guilford Township Authority, Franklin County, Pennsylvania and Guilford Water Authority, Franklin County, Pennsylvania (collectively, the “Authority”) are soliciting a proposal for defined contribution record-keeping, investment management and education services for the possible establishment of a joint 457(b) and 401(a) deferred compensation plans for their currently combined twenty-six (26) employees.

Specifications:

The specifications are set forth in the full request for proposals that includes detailed questions associated with qualifications, experience, expertise and compensation to be charged. In order to compete for the work, a response to the RFP should be made as per the RFP on or before Friday, September 5, 2025, at 4:00 p.m. The Authority reserves the right to request additional information from any or all respondents, to waive any defect or abnormality to award or not award all or any portion of the described work, to issue modifications to the RFP, to award a portion of the work to one responding firm and to award a portion of the work to another responding firm or to otherwise move forward in the best interest of the authority

Closing date:

All responses must be received on or before Friday, September 5, 2025, at 4:00 p.m.

Response documents:

All Applicants that respond must provide the documents required by the FRP Closing Date as well as a completed RFP Application and any additional documents requested by the Authority.

Communications:

Any applicants / respondents to this **RFP Notice** are hereby warned that, effective August 1, 2025, the only authorized communication of any kind regarding this RFP between the authority and any applicant will be through the designated **POINT OF CONTACT**, as set forth in the RFP.

Substantive Communications are only authorized by mail or e-mail as stated below:

1. **Mail RFP Response** documents to the designated **POINT OF CONTACT** at the address listed below.
2. **E-mail questions** concerning the RFP to the designated **POINT OF CONTACT** at the e-mail address listed below. These e-mailed questions will be responded to in a timely manner as provided for in the RFP

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| DESIGNATED POINT OF CONTACT: | Dee Himes Finance Manager Guilford Township Authority, Franklin County 115 Spring Valley Road Chambersburg, PA 17202 dhimes@guilfordtwp.us (email) | Substantive questions will not be accepted by telephone. |
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