PART E: APPLICANT STATUS NOTIFICATION FORM

ARCHBALD BOROUGH, PENNSYLVANIA

RFP NOTICE NUMBER: 2013-1

Proposal For: Pension Plan Services Provider

Services Provided For (2 Pension Plans):

Police Pension Plan – *Defined Benefit* & Non-Uniformed Pension Plan – *Defined Contribution*

RFP NOTICE DATE: January 21, 2013

RFP CLOSING DATE: February 1, 2013

ALL APPLICANTS: This notification will be sent to you, when applicable, to advise you of your firm's status throughout the **RFP Process.** In most cases, **it will be sent via FAX** to the company's designated point of contact listed below. It is the responsibility of this individual to acknowledge receipt of this notice by e-mailing the municipality's designated **RFP point of contact.**

COMPANY NAME AND ADDRESS:	COMPANY'S PRINCIPAL POINT OF CONTACT:
Univest Municipal Pension Services 1132 Hamilton Street, Suite 212 Allentown, PA 18101	POC'S NAME: Michael G. Davisson PH. NUMBER: 215-703-5459 FAX NUMBER: 215-721-4010 E-MAIL ADDRESS: davissonm@univest.net

FOR OFFICAL USE ONLY:

The Chief Administrative Officer: Initial the appropriate lines to indicate the status being conveyed and sign / date the page(s) where provided. **If only the first page** is used for a particular notification, then only sign and send that page.

STATUS NOTICE FOLLOWING THE RFP INITIAL PRE-SCREENING _____

_____ Your Application has been placed in ***Active Applicant Status*** and will be processed for the next phase of the **RFP Process.** It will continue in this status until you are notified otherwise.

_____ Your Application has been placed in a ***Disqualified Applicant Status*** for the following reason(s). Your Application will not be reviewed further and your firm is no longer in consideration for the remainder of **this RFP Process.** Any additional disqualifications / provisions that may apply are also provided below:

Reason for disqualification: _____
If Applicable, additional
Disqualifications / Provisions: _____

**SPECIAL NOTICE – STATUS CHANGE DUE TO A POLICY VIOLATION OR PREVIOUSLY UNDISCOVERED DISQUALIFICATION _____

_____ Your Application has been placed in a ***Disqualified Applicant Status*** for the following reason(s). Your Application will not be reviewed further and your firm is no longer in consideration for the remainder of **this RFP Process.** Any additional disqualifications / provisions that may apply are also provided below:

Reason for disqualification: _____
If Applicable, additional
Disqualifications / Provisions: _____

STATUS NOTICE FOLLOWING THE RFP DETAILED APPLICANT REVIEW _____

_____ In accordance with **the RFP Detailed Applicant Review Process**, your firm was not selected to participate further in the **RFP Process** because your firm did not rank in the **Top Three (3) Applicants** at the conclusion of this review. In accordance with this municipality's established RFP **Policy and selection standards,** only the top three ranking applicants will move to the **Interview portion** of selection process. The municipality thanks you for your participation and encourages your firm to apply to future RFPs posted by this municipality.

_____ Following the **RFP Detailed Applicant Review Process**, your firm was ranked as one of the **Top Three (3) Applicants.** As one of 3 finalists your firm will participate further in the **RFP Process – the Interview.** Your firm is scheduled to appear for interview on the date and time specified below. Please read the **Status Notification from Municipality… section in Part B of the RFP** and follow the instructions presented. YOU MUST confirm receipt of this notice by sending an e-mail to the municipality's ***designated Point of Contact***, as soon as possible. Failure to do so will result in disqualification from the process. Please state in the e-mail that you agree to appear for an interview at the appointed place, date, and time.

Interview Date:_____ **Time:**_____ **Place:**_____

STATUS NOTICE FOLLOWING
THE RFP INTERVIEW – UNSUCCESSFUL APPLICANT _____

_____ Your firm did not achieve the highest ranking Following the **RFP Detailed Review** and **RFP Interview Proceedings**. Your application has therefore been placed in a ***Non-Selected Status*** following the **Interview.** A summary of the selection proceedings and the additional required documentation are provided for your review – see accompanying documents. In accordance with the stated **RFP Policy** of this municipality, you have the right to appeal this decision but only for a limited time – see ***"Appeal"*** below for instructions.

Official Date of Notice: March 14, 2013 **Appeal Deadline: 3p.m. on** March 22, 2013

Instructions for Appeal

See instructions in the **Request for Proposal, PART B: PROCEDURES TO COMPETE & OTHER GUIDELINES IN THE SECTION TITLED:** ***"WAITING PERIOD & PROCEDURE FOR APPEAL TO NON-SELECTION:"***

Anthony J. Hordans
Signature of Chief Administrative Officer

March 14, 2013
Date

SUMMARY OF AWARD NOTICE

BOROUGH OF ARCHBALD, PA

Proposal For: Pension Plan Services Provider

RFP NOTICE NUMBER: 2013-1

Services Provided For (2 Pension Plans):

Police Pension Plan – *Defined Benefit* & Non-Uniformed Pension Plan – *Defined Contribution*

The purpose of this correspondence is to formally notify all finalists that participated in the Interview Process (the final step) under this Request for Proposal of a determination by the ***Selection Process Body***.

After careful consideration of all information presented, a detailed review and analysis process, and the narrowing of a very competitive field of highly qualified applicants, the **Borough Council of Archbald, PA** wishes to announce the selection as the ***most qualified applicant*** and designation as the **tentative selectee** for Award of the Professional Services Contract to:

Municipal Retirement Trust (Tentative Selectee)

SUMMARY OF EVENTS: Provide a brief description of the overall RFP Proceedings and subsequent designation of a **tentative selectee** and the ***Most Qualified Applicant***:

Archbald Borough received five responses to its Request For Proposals for a Pension Plan Services Provider. Three were disqualified because the firms did not meet the minimum requirements of the RFP. Per its adopted review procedure the remaining two proposals were evaluated by each member of the selection committee and then invited to an interview with the selection committee. The Municipal Retirement Trust received a higher score in all five ranking categories: Experience and Expertise; Quality of Services Proposed / Customer Service; Reporting and Accountability; Investment Performance Management and Service; and Cost of Services. The selection committee also gave the Municipal Retirement Trust a higher ranking as a result of the interview.

Joseph Simon
Senior Member of the Selection Process Body

Joseph Simon 3/6/13
Signature and Date

ANTHONY J. GIORDANO
Chief Administrative Officer

Anthony J. Giordano 3/6/13
Signature and Date

REQUEST FOR PROPOSAL
Borough of Archbald

February 1, 2013

Univest Municipal Pension Services (UMPS)
1132 Hamilton Street
Suite 212
Allentown, PA 18101

Michael G. Davisson, MBA
Vice President, Senior Financial Advisor,
Univest Municipal Pension Services
215.703.5459
davissonm@univest.net

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PART C: REQUEST FOR PROPOSAL – APPLICATION
ARCHBALD BOROUGH, PENNSYLVANIA

Proposal For: Pension Plan Services Provider **RFP NOTICE NUMBER: 2013-1**

Services Provided For (2 Pension Plans):

Police Pension Plan – *Defined Benefit* & Non-Uniformed Pension Plan - *Defined Contribution*

RFP NOTICE DATE: January 21, 2013 **RFP CLOSING DATE: February 1, 2013**

APPLICANT INFORMATION:

Company Name and Address:	**Company's Principal Point of Contact:**
Univest Municipal Pension Services 1132 Hamilton Street Suite 212 Allentown, PA 18101	Michael Davisson, MBA Vice President, Senior Financial Advisor
Point of Contact's Phone Number:	215.703.5459
Point of Contact's FAX Number:	215.721.4010
Point of Contact's E-Mail Address:	davissonm@univest.net

STATEMENT OF CONFIDENTIALITY ON INFORMATION PROVIDED:

All Applicants to this RFP – be 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 public 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.

APPLICATION INSTRUCTIONS & QUESTIONS:

GENERAL INSTRUCTIONS:

This Application is presented in ***WORD* format** to allow you to insert your responses without transposing the questions to a separate document. **Applicants must** submit their response to each question below that question and preface each one with the word ***Response:*** in bold Italic. All responses are to be in Times New Roman font – 12 point. Please do not reformat the Application. The margins have been offset to allow for binding. **ALSO SEE *"SPECIAL INSTRUCTIONS"***, next page.

No other form of written response is acceptable.

APPLICATION QUESTIONS:

1. Please provide the names and titles of all individuals who will be providing professional services to the **Archbald Borough's** pension plans identified in the RFP.

Response applies to both plans:

RONALD H. BITTNER, CPA – Vice President, Senior Consultant

Mr. Bittner served as Audit Manager for the Western Pennsylvania Region in the Bureau of Municipal Pension Audits under the Auditor General of the Commonwealth of Pennsylvania, until the end of 1995. In that capacity, Mr. Bittner supervised 21 field auditors in the performance of over 300 audits annually. Since joining UMPS in 1996, he has become the senior consultant and direct contact for all larger municipal pension clients regarding their investment and administrative services. The experience with municipal officials that Mr. Bittner possesses combined with over 15 years of strategic investment consulting provides our Pennsylvania clientele with the utmost trust and confidence in upholding their fiduciary roles to their pension plans.

Former Positions:	Audit Manager, Bureau of Municipal Pension Audits, The Auditor General's Office, Harrisburg (1991 - 1995) Audit Manager, Ernst & Young, Public Accounting Firm (1985- 1991)
Education:	Penn State University, BBA, 1985
Professional Accreditations:	Certified Public Accountant (1988), PA & American Institutes of CPAs, Series 7 & 63

BARRY W. KECK, MBA – Vice President, Senior Investment Analyst

Mr. Keck is responsible for the planning, design, development, testing, and implementation of all financial and investment analysis with the MUNI2000© computer program. As UMPS's chief computer systems analyst, Mr. Keck interfaces each municipal clients' plan data to the appropriate applications stored within the MUNI2000© computer system's database. Over the past 15 years, his quantitative input was integral in the strategic development and success of Strategic Asset Allocation©. The experience gained in dealing with the volatility of our current securities marketplace by Mr. Keck is invaluable to the ongoing successful investment performance for all UMPS municipal clients.

Education:	Lincoln Technical Institute, AS, 1984 DeSales University, BS, 1992 DeSales University, MBA, 1996
Professional Accreditations:	AT&T CET & Steven's Institute of Technology, Master's Certificate in Project Management (1994), Series 7 & 63

DOUGLAS G. WERLEY, CPA – Vice President, Senior Municipal Pension Consultant

Mr. Werley served as pension administrator for a consulting firm that administered more than 300 municipal pension plans from December 2003 through July 2012. His primary responsibilities included overseeing municipal compliance with applicable pension laws such as Act 205 and Act 600 as well as preparing pension and refund calculations, MMO calculations, DROP statements and financial statements in accordance with GASB requirements, and the completion of the Department of the Auditor General State Certification Forms AG-385, AG-147 and AG-64 . In his prior position with the Department of the Auditor General, Mr. Werley was an audit supervisor and former auditor. As a supervisor, he was responsible for supervising auditors as well as auditing many of the larger municipalities in Southeastern Pennsylvania. Mr. Werley has more than 20 years of combined local government pension experience.

Former Positions:	Local Government Pension Administrator (2003-2012)
	Audit Supervisor, Bureau of Municipal Pension Audits, Department of the Auditor General (1999-2003)
	Auditor, Bureau of Municipal Pension Audits, Department of the Auditor General (1992-1999)
Education:	Kutztown University, BSBA 1992
Professional Accreditation:	Certified Public Accountant (1994)

KELLE-ANN KICHLINE – Pension Consultant

Ms. Kichline served as an accountant at a local public accounting firm that specializes in school district and local government audits. Her primary responsibilities included revenue, pension funds, and capital project funds. Ms. Kichline joined UMPS in 2008. She is responsible for the creation/oversight of client investment reports, review of GASB financial reports, AG-385 review, MMO testing and submission, and ACT 205 valuation data input and generation. Ms. Kichline serves as a direct contact for our municipal pension clients regarding all their administrative needs and Act 205 compliance issues regarding audit oversight.

Former Positions:	Accountant, Gorman & Associates, P.C. (2006-2008) Regional Accountant, Computer Aid, Inc. (2002-2006)
Education:	Muhlenberg College, BA, December, 2000 Honors Convocation, May, 2001

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. If your firm will employ any subcontractor or company that will be a party to proving the proposed services relative to this RFP, or in an advisory capacity, please indicate their experience relative to servicing pensions of municipal government entities in Pennsylvania.

Response applies to both plans: Univest Municipal Pension Services (UMPS) (formerly Trollinger Consulting Group) began operations in 1992. UMPS is one of the leading providers of financial investment

management, custodial, administrative, accounting, consulting, compliance and actuarial services in the industry. Our firm's excellent reputation and growth are due to the fact that we exclusively service only municipal pension plans located in the Commonwealth of Pennsylvania. Our company has dedicated its entire business operation towards hiring the most respected and renowned municipal pension experts available in the State. By focusing solely on the needs of municipalities, we have developed the most comprehensive array of pension services for our clients.

On December 31, 2008, Trollinger Consulting Group became a subsidiary of Univest Corporation of Pennsylvania, one of the strongest locally based financial institutions in southeastern Pennsylvania. Total assets of Univest exceed $2 Billion with approximately $1.5 Billion of total investment assets under management. Headquartered in Souderton, Pa., Univest Corporation of Pennsylvania and its subsidiaries serve the financial needs of residents, businesses, and nonprofit organizations in Bucks, Chester, Montgomery and Lehigh counties. Univest National Bank and Trust Company offers customers 32 financial service centers, 12 retirement financial services centers, and 38 ATM locations throughout the region. Univest National Bank and Trust Company is the parent company of Univest Capital, Inc., a small ticket commercial finance business; Univest Insurance, Inc., an independent insurance agency headquartered in Lansdale, PA, which serves commercial and personal customers; and Univest Investments, Inc., a full-service broker-dealer firm registered with FINRA.

UMPS does not employ any subcontractors or other companies to provide the proposed services relative to this RFP.

3. In general terms, 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*)?

Response applies to both plans: UMPS currently services 93 public pension clients, which are all Pennsylvania local government entities.

   b. What are the percentages of those that are defined benefit vs. those that are defined contribution plans?

Response applies to both plans: Defined Benefit – 89% Defined Contribution – 11%

   c. What are the total pension assets of those Pennsylvania municipalities that your firm has under direct financial management?

Response applies to both plans: $193 Million PA Pension assets.

4. Provide some brief specifics relative to the qualifications and experience of the principal individuals primarily responsible for providing **investment management and/ or advisory services.** Also provide the same information for those primarily responsible for providing **administrative services** – specifically address their experience with Act 205 and Act 600 compliance and reporting. All responses to the preceding must reflect their qualifications and experience, specific **only** to the provision of pension services to Pennsylvania municipal clients.

Response applies to both plans: Univest Municipal Pension Services exclusively serves Pennsylvania local governments in the operation of their municipal pension plans. By specializing in this niche business, our staff spends 100% of their time on municipal pension issues. Pennsylvania's pension system is different from any other state or federal program, and it has a myriad of complex statutes such that general pension knowledge and experience is neither particularly relevant nor helpful. Pennsylvania municipalities need a trusted professional advisor that is well versed and completely focused on this very complicated, highly specialized pension sector.

Investment Management

Investment Strategy Team: Barry Keck, Thomas Cassidy & Barry Stoltzfus.

BARRY W. KECK, MBA – Vice President, Senior Investment Analyst

Mr. Keck is responsible for the planning, design, development, testing, and implementation of all financial and investment analysis with the MUNI2000© computer program. As UMPS's chief computer systems analyst, Mr. Keck interfaces each municipal clients' plan data to the appropriate applications stored within the MUNI2000© computer system's database. Over the past 15 years, his quantitative input was integral in the strategic development and success of Strategic Asset Allocation©. The experience gained in dealing with the volatility of our current securities marketplace by Mr. Keck is invaluable to the ongoing successful investment performance for all UMPS municipal clients.

Education:	Lincoln Technical Institute, AS, 1984 DeSales University, BS, 1992 DeSales University, MBA, 1996
Professional Accreditations:	AT&T CET & Steven's Institute of Technology, Master's Certificate in Project Management (1994), Series 7 & 63

THOMAS C. CASSIDY III, CFP – Senior Vice President, Senior Investment Officer & Portfolio Manager.

Mr. Cassidy has over 20 years of experience in the financial services industry. In addition to providing direction to the investment officers, Tom is also responsible for managing investment portfolios for individuals and institutions. Prior to joining Univest, Tom worked as an investment management consultant and manager for Pricewaterhouse Coopers and with The Vanguard Group in retirement, estate and investment planning. He earned a bachelor of science in business administration degree specializing in finance from Shippensburg University, and a Certified Financial Planner (CFP®) designation. Tom also holds FINRA licenses 7, 63 and 65.

Education:	Shippensburg University
Professional Accreditations:	Certified Financial Planner - CFP Series 7, 63 & 65

BARRY L. STOLTZFUS, CFP – Executive Vice President

Mr. Stoltzfus, Executive Vice president and Department Manager of Univest's Wealth Management and Trust Department, earned the designation of Certified Financial Planner (CFP®) at the College of Financial Planning. He is a graduate of the Central Atlantic School of Trust at Bucknell University, the National Graduate Trust School at Northwestern University and earned a Bachelor's Degree from Goshen College, IN. With over twenty five years of trust and wealth management experience, Barry's role involves coordinating the various departments comprising the Wealth Management & Trust Group.

Education:	Goshen College, 1983 Bucknell University, 1988 Northwestern University, 1990
Professional Accreditations:	Certified Financial Planner - CFP (1989)

Administrative Services

Administrative Team: Ronald Bittner, Douglas Werley & Kelle Kichline.

RONALD H. BITTNER, CPA – Vice President, Senior Consultant

Mr. Bittner served as Audit Manager for the Western Pennsylvania Region in the Bureau of Municipal Pension Audits under the Auditor General of the Commonwealth of Pennsylvania, until the end of 1995. In that capacity, Mr. Bittner supervised 21 field auditors in the performance of over 300 audits annually. Since joining UMPS in 1996, he has become the senior consultant and direct contact for all larger municipal pension clients regarding their investment and administrative services. The experience with municipal officials that Mr. Bittner possesses combined with over 15 years of strategic investment consulting provides our Pennsylvania clientele with the utmost trust and confidence in upholding their fiduciary roles to their pension plans.

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Mr. Werley served as pension administrator for a consulting firm that administered more than 300 municipal pension plans from December 2003 through July 2012. His primary responsibilities included overseeing municipal compliance with applicable pension laws such as Act 205 and Act 600 as well as preparing pension and refund calculations, MMO calculations, DROP statements and financial statements in accordance with GASB requirements, and the completion of the Department of the Auditor General State

Certification Forms AG-385, AG-147 and AG-64 . In his prior position with the Department of the Auditor General, Mr. Werley was an audit supervisor and former auditor. As a supervisor, he was responsible for supervising auditors as well as auditing many of the larger municipalities in Southeastern Pennsylvania. Mr. Werley has more than 20 years of combined local government pension experience.

Former Positions:	Local Government Pension Administrator (2003-2012)
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	Auditor, Bureau of Municipal Pension Audits, Department of the Auditor General (1992-1999)
Education:	Kutztown University, BSBA 1992
Professional Accreditation:	Certified Public Accountant (1994)

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Ms. Kichline served as an accountant at a local public accounting firm that specializes in school district and local government audits. Her primary responsibilities included revenue, pension funds, and capital project funds. Ms. Kichline joined UMPS in 2008. She is responsible for the creation/oversight of client investment reports, review of GASB financial reports, AG-385 review, MMO testing and submission, and ACT 205 valuation data input and generation. Ms. Kichline serves as a direct contact for our municipal pension clients regarding all their administrative needs and Act 205 compliance issues regarding audit oversight.

Former Positions:	Accountant, Gorman & Associates, P.C. (2006-2008) Regional Accountant, Computer Aid, Inc. (2002-2006)
Education:	Muhlenberg College, BA, December, 2000 Honors Convocation, May, 2001

5. Briefly describe the overall structure of the services platform your firm will employ to provide the desired services described under this RFP in **PART A: RFP Requirements and Specifications.** Please indicate if your firm will employ any subcontractor(s) and / or advisor(s) to assist in providing these services and their respective capacity.

Response applies to both plans: UMPS offers a comprehensive Umbrella of Services approach to the vast majority of our municipal clients. This approach not only covers the investment management and advisory aspects of a pension system but also the consulting, compliance, accounting, and administrative components. Our Umbrella of Services includes and exceeds the desired services described in Part A: RFP Requirements and Specifications. We take great pride in the fact that we are one of the very few consulting firms in Pennsylvania that provides comprehensive pension services to comply with all of the requirements of Act 205 for the benefit of our municipal clients.

UMPS will not employ any subcontractor(s) and/or advisor(s).

Below is our comprehensive guide to our specialized municipal pension services:

Investment Consulting

- Meet with municipal officials to review the needs of the municipal pension plan and to establish a customized action plan for the delivery of investment counseling services to the appropriate Pension Board or Committee.
- Develop or refine procedures in accordance with the Strategic Asset Allocation© investment methodology.
- Select the appropriate investment fund(s) from within each Asset Class category based upon the following criteria:

Qualitative Analysis

- Provide comprehensive research regarding each Money Manager's personnel and administration.
- Provide comprehensive research regarding each Money Manager's investment philosophy.
- Provide comprehensive research regarding each Money Manager's decision-making procedures.

Quantitative Analysis

- Provide comparative research regarding each Money Manager's performance against peer group.
- Provide comparative research regarding each Money Manager's performance against benchmark indices.
- Provide comprehensive historical research regarding each Money Manager's portfolio characteristics.

Investment Management Services

- Conduct a detailed interview/consultation with the trustees of the plan in order that TCG Investment Advisory, Inc. may develop an investment profile consistent with the investment needs and objectives, time horizons, and risk tolerance of the municipality.
- Develop an Investment Policy Statement (IPS) in accordance with the risk profile of the trustees of the Plan.
- Provide a customized Strategic Asset Allocation© investment methodology specifically designed to adhere to all guidelines and asset allocation target percentages stated within the Investment Policy Statement (IPS).
- Meet systematically to submit and formally review the Investment Summary Reports and TCG Investment Advisory, Inc.'s performance history.
- Provide comparisons of each Asset Class' results to other investments using similar policies in terms of diversification, volatility, and style.
- Provide a comparison of each Asset Class' results to appropriate benchmark indices.
- Provide quarterly rebalancing of each Asset Class to its respective target percentage weighting. This quarterly rebalancing process will be consistent with the Asset Allocation Model developed within the Investment Policy Statement.
- Provide a Risk/Return Analysis utilizing Modern Portfolio Theory (MPT) statistics for each investment fund held by the Plan's assets.
- Monitor investments daily via a state-of-the-art Plan Assets' Valuation computer system.

- Provide a diversified portfolio of investment selections managed by over five hundred (500) well-established Institutional Money Managers.
- Provide updates of each Money Managers' investment performance.

Administrative Services

- Enroll the municipality into our administration and tracking database, the MUNI2000©, a next-generation computer program. Once registered, municipal records are stored within a secure, state-of-the-art computer program specifically geared to the administration of Act 205 and Act 600 Pension Plans.
- Provide municipal pension legislative monitoring services to identify and communicate any necessary or possible changes in provisions to the municipality for consideration.
- Provide general assistance and administrative support to the municipal contact person in areas such as reference materials, pension education, employee enrollment, audit preparation, contacts with the Auditor General's Office or the Public Employees Retirement Commission, etc.
- Administer the release of all payments to Plan retirees or other designated beneficiaries.
- Forward tax withholdings and accompanying information automatically to the Internal Revenue Service Federal Depository.
- Forward all Internal Revenue Service 1099-R forms to each retiree of the Plan on an annual basis.
- Administer the delivery and return of updated Internal Revenue Service W-4P forms to each existing retiree of the Plan.

Accounting Services

- Determine reporting requirements under the Government Accounting Standard Board Statements, generally GASB No. 25, and provide annual GASB Financial Statements for all pension plans.
- Provide specific pension plan information and reports to external CPA firm relative to the annual audit of the municipalities General Purpose Financial Statements.
- Develop or refine procedures for reporting data required by the municipality and the State, such as records, logs, financial statements, actuarial studies, etc. with emphasis on strict compliance and timely filing.
- Provide participant, retiree, and insurance rosters at least annually detailing all information required by the Department of the Auditor General or the municipality.
- Provide annual members' contribution rollforward statements detailing all contributions, interest earned in accordance with the plan document, and balances by participant.
- Provide accumulated balances for refunds of terminated, non-vested members' contributions.
- Develop a Policy and Procedure Manual detailing general state compliance and reporting requirements, as well as plan specific documents and procedures.

Consulting/Compliance Services

- Meet with municipal officials on a periodic basis to review the needs of all municipal pension plans and to establish a customized action plan for the delivery of pension services and resolution of any funding discrepancies.
- Determine the annual State Aid Program allocation consistent with each pension plan's specific cost structure or unit value determination.

- Advise on all general Act 205 and Act 600 compliance and reporting issues.
- Determine and advise on compliance requirements specifically relating to Act 600 and the Police Pension Plan's need for or ability to reduce or eliminate members' contributions.
- Prepare and submit timely analysis, based on most recent financial information and cost studies, to the Police Pension Board for current evaluation of the future need for members' contributions to the Plan.
- Review the annual AG-385 Certification Form and recommend alterations, as needed.
- Prepare the annual Minimum Municipal Obligation (MMO) worksheet with subsequent follow-up to assure timely submission, budgeting, and funding implementation.
- Review and advise on Act 147 Ad Hoc reimbursement on Form AG 490, as needed.
- Review and advise on the resolution of current and future Audit Findings, if any, issued by the Auditor General's Office.
- Provide analysis and consulting advice as part of Police or Non-uniformed employee contract negotiations and proposed collective bargaining agreements relative to pension issues.
- Provide expert testimony, accounting, and administrative support relative to arbitration hearings or other proceedings.
- Review and advise on overall pension plan design and operations.

6. How many PA municipal pension clients do you currently provide a platform of product(s) and service(s) similar to the one you are proposing in your response to question #5?

Response applies to both plans: Currently we service 93 PA municipal pension clients with asset values in size from $100,000-$14,000,000. Below is our breakdown by client of similar services that we are proposing.

Investment Services	87 Plans
Administrative Services	87 Plans
Custodial Services	85 Plans

(See Exhibit I for List of References)

7. Please indicate if there are any aspects of the desired services described under this RFP in **PART A: Detailed RFP Requirements** that your firm is <u>unable</u> to perform or provide. Please be specific as to which one(s) apply.

Response applies to both plans: UMPS has carefully reviewed the Archbald Borough RFP and we can provide all aspects of your desired services.

8. Briefly describe a situation when your firm provided a timely and effective solution to a new client's crisis or circumstance that resulted in a positive resolution or elimination of the issue.

Response applies to both plans: In preparing the 2011 MMO's for one new client, we identified a specific remedy available under Act 44 of 2009 that was not utilized by their prior actuarial firm in 2010. This remedy reduced their MMO obligation by $53,161, thereby reducing the Borough's General Fund

payment that year by the same amount. We also routinely challenge state audit findings and/or resolve them in favor of our clients.

9. Describe your firm's approach to client support and if selected to provide services to this municipality, how this municipality will be integrated into your client support network.

Response applies to both plans: Our firm's approach to client support emphasizes personal service. When you need to contact us, you will always speak to an associate during our business hours. We strive to provide an immediate response to all inquiries. We maintain consistent and regular contact with our clients throughout the year, providing guidance with compliance and legislative updates. Reminders are sent to ensure our clients are compliant with Act 205 and PERC submission deadlines. We provide timely review and/or preparation of your required reports.

10. Briefly describe any unique characteristics of the overall services platform your firm proposes and why (in your opinion) you feel it is best suited to meet the needs of this municipality's pension(s).

Response applies to both plans: UMPS is unique in its acceptance of only PA Municipal Pension Plans that are under the purview of Pennsylvania State Law, namely the Municipal Pension Plan and Funding Standard Recovery Act 205 and the Police Pension Fund Act 600, as our clientele. Our total commitment in this specialized field has allowed us to present our municipal clientele with comprehensive Umbrella of Services that is unsurpassed by any other municipal consulting firm.

Once a municipality selects UMPS's administrative services, we enter the municipality's pension details and participant information into our state-of-the-art actuarial computer program specifically geared to the pension compliance mandates of the Commonwealth. This system, the MUNI2000©, is exclusive to our clients. The MUNI2000© Database links all related actuarial, consulting, compliance and financial data to achieve a comprehensive reporting tool. The following reports can be generated for all municipal clients: Valuation Reports, Act 205 Reports, Cost Study Reports, and Asset/Liability Reports.

By modeling a pension portfolio in The MUNI2000©, we are able to test asset mixes for their ability to satisfy the client's goals and cash flow needs or constraints. We simulate various asset growth rates based on the expected return and standard deviation of asset classes. Projected interest and inflation rate changes demonstrate the growth potential of liabilities. The product of our Asset/Liability study is the identification of investment portfolios that are most likely to meet an institution's unique expected future cash outflows or spending needs while minimizing the risk that those needs will not be met.

11. Has your firm (the Contractor) or any subcontractor or company in an advisory capacity that will be a party to the proposed services relative to this RFP, been involved in:

    a) Any adverse criminal, civil, regulatory, or government actions against any director or principal officer in the past 5 years; or

Response applies to both plans: None.

b) Any investigation of the same nature that has occurred within the past 36 months?

Response: None.

If so, please indicate the outcome of said action or investigation. **Furthermore,** please indicate whether you have received notice or have any reasonable basis to believe that any criminal regulatory or similar investigation is likely to commence within the next 12 months.

12. Describe your firm's errors and omissions insurance and commercial general liability insurance and specific coverage.

Response applies to both plans: UMPS provides the following insurance policy: Progressive Casualty Insurance Company - $10,000,000 Limit, $10,000,000 Broad Form Entity E&O, and $5,000,000 Brokerage/Advisory Services.

13. Provide a brief overview of your firm's internal auditing and review procedures. Are there any reports generated from these procedures that are forwarded to clients?

Response applies to both plans: Univest engages an independent firm to conduct an annual audit of our investment reporting and compliance framework. The scope of the audit covers accounting practices, record keeping, trading practices, internal control systems, and safeguards. The internal audit also covers compliance to applicable SEC security laws and by-laws. Results of the audit are shared with UMPS and Univest Senior Management. We also subject all work products to a thorough review which includes management review of all reports generated for internal and client use.

14. 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 PA Auditor General's Office - should they occur.

Response applies to both plans: Our Vice President of our Actuarial/Compliance Department, Ronald H. Bittner served as Audit Manager for the Western Pennsylvania Region in the Bureau of Municipal Pension Audits under the Auditor General of the Commonwealth of Pennsylvania, until the end of 1995. He is recognized as an expert in the field of municipal compliance regarding Pennsylvania's Act 600. He has been called upon to give expert testimony in Harrisburg, PA regarding future impacts on Act 600 police pension plans.

UMPS exclusively serve Pennsylvania local governments in the operation of their municipal pension plans. By specializing in this niche business, our consultants spend 100% of their time on municipal pension issues. We continuously monitor proposed state legislation. Our long-standing relationship with field auditors in the Department of the Auditor General and other experts in the municipal pension field provides us with unmatched access and immediate responses. All associates attend governmental and pension related trainings to keep abreast of current and pending legislation and to maintain professional certifications.

Pennsylvania's pension system is different from any other state or federal program, and it has a myriad of complex statutes such that general pension knowledge and experience is neither particularly relevant nor helpful. Our research has indicated that there are only a few firms in the entire state that have a competent working knowledge in this field, but none of them provide a complete Umbrella of Services, and we believe none have the personnel nearly as qualified as the team we have in place ready to serve your pension system.

Our comprehensive platform, extensive knowledge and continual contact with our clients and auditors during the audit process serve as measures to prevent audit findings. However, if a finding should occur, we will thoroughly review the facts and circumstances to ensure that the finding is valid. In the event that we do or do not agree with the finding, we will work directly with the field auditor to resolve the issue or provide the client with the information necessary for resolution.

15. 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?

Response applies to both plans: It is standard procedure that we review all pension reports and documents prepared by the prior custodian and/or advisor. This review allows us to ensure that our new client is in compliance with current legislation and enables us to make recommendations, potentially resulting in cost savings or administrative improvements. This is included under our Umbrella of Services for which no additional fees are charged.

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 this municipality, if you are selected.

Response applies to both plans: See Exhibit II for Sample Investment Performance Report.

17. Describe in detail the **asset classes and allocation mix** your firm proposes to employ if selected to provide investment services. Describe why you feel your firm's overall approach to asset management is best suited to meet the needs of this municipality? How often is the portfolio reviewed? Insure your response to this question is in sync with your response to Question #19.

Response applies to both plans: Our first step is to meet with the Borough Pension Committee to discuss the current health of the pension plan, and discuss the plan documents that are in place. Our next step would be to enter all employee data and financial data into our valuation program called "MUNI2000". The MUNI2000 not only creates Act 205 reports, Valuation reports and MMO reports, but it creates a present and future cash flow liability analysis for all new pension plans. This analysis is used to determine the asset allocation mix for our clients.

Our next step is to set up an Investment Policy Statement that lists procedures and guidelines on the investment process. The asset allocation mix is clearly defined in this document. Over 80% of our municipal clients have an asset mix between 50/50 and 65/35 depending on their cashflow/liability analysis. If your

committee agrees to a 60/40 mix, the asset allocation model below is an actual asset allocation mix for one of our clients.

Asset Class	Asset Weighting	
	Range	Target
Domestic Equity	45% - 55%	50%
International Equity	5% - 15%	10%
Fixed Income	32% - 42%	37%
Cash	1% - 5%	3%

The investment philosophy utilized by Univest Municipal Pension Services is **Strategic Asset Allocation©**, which is a multi-tiered diversification process designed to reduce risk and produce consistent, above-average returns. Multi layers of diversification are achieved by first diversifying each portfolio into multiple classes. Each asset class is then diversified into multiple styles. And each style is implemented using multiple money managers. Currently our Investment Manager database includes quantitative data on over 1000 managers. Our selection process selects the Managers that have outperformed their peers in 3 year, 5 year and 10 year periods. We then narrow the selection process down to the managers with the lowest risk factors. This process maximizes a manager's ability to outperform in bull and bear markets. We feel that this approach is best suited to municipalities because overall market risk is diversified.

All investment portfolios are reviewed on a weekly basis.

18. If your firm plans to provide the investment services portion via a structured or multi-employer trust, please provide an overview of the trust's structure, how investment managers are chosen, and who is responsible for investment advising and allocation selection.

IF NOT, then discuss who is responsible for investment manager selection (or mutual fund selection), asset allocation, monitoring and advising. Also indicate how often the account is reviewed and reallocated or rebalanced.

Response applies to both plans: Our firm does not utilize structured or multi-employer trusts. Our client's individual accounts are set up as a Qualified Government Retirement Plan with the client as the trustee of the account. After we conduct a detailed interview/consultation with the trustees of the plan in order to develop an investment profile consistent with the investment needs and objectives of the municipality, we develop an Investment Policy Statement with an asset allocation that not only meets the municipality's objectives, but also satisfies our Asset/Liability studies.

Investment decisions are made by our firm's Investment Strategy Team. Our team focuses on a review of nine key economic indicators, which results in the development of our proprietary economic framework. This framework serves as the foundation from which all subsequent analysis is derived:

Economy
Inflation
Earnings
Interest Rates

Yield Curve Analysis
Federal Reserve Policy
International Environment
Political Environment
Supply and Demand

After analyzing the current economic framework, the team uses proprietary indicators that determine the under/over weighting of styles (Value vs. Growth), sectors (Consumer Discretionary, Industrials, etc.) and market capitalization (Large vs. Mid vs. Small). We then use this criteria in our strategic money manager selection process to select the best performing money managers within each asset class. This well-defined and disciplined investment process, applied consistently throughout market cycles, has produced a superior performance record with reduced levels of risk.

The advantage to our clients is a proven process for managing portfolios that provides incremental returns relative to their respective benchmark. Our process is based on experience and discipline that can be applied to a range of client-defined needs for liquidity, stability, quality and/or duration.

19. **Based on your response to Question # 17**, Provide the **NET rate of return** for a client your firm manages and with the same asset allocation mix as you have proposed in response to Question # 17. Respond for each of the timeframes indicated below and the index (or indexes) your firm uses as a benchmark to measure performance.

Timeframe	Net Rate of Return %
Year ended – 2012	13.50%
3 years (thru 2012)	9.08%
5 years (thru 2012)	3.34%
10 years (thru 2012) or since inception*	8.24%
Index (or Indexes) used as a Performance Benchmark: S&P 500, Russell Mid, Russell 2000, Barclay Aggregate Bond Index, MSCI EAFE USD.	

*** If date of inception is used, please indicate so and the specific date of inception.**

20. It is important that the ***Rates of Return*** provided in your response to **question # 19** reflect accounts that are (essentially) of the same make-up and design as you proposed in your response to **question # 17**, for comparative reasons.

    a) **If this is the case**, please state this in response to this question – no further explanation is necessary.

Response applies to both plans: Yes, composite results reflect 50% Domestic Equity, 10% International Equity, 37% Fixed Income and 3% Cash allocation as stated above.

b) **If not, please explain** the reason why and provide some additional information that will assist those reviewing your proposal in making an informed comparison.

21. 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. Please provide one example of a recent *Summary Report*. Are costs for these reports included as part of the general services provided or are they billed separately? If billed separately, please indicate the fees associated with each.

Response applies to both plans: See Exhibit II for Sample Investment Performance Report.

Our clients receive regular Investment Performance Reports that describe and analyze the performance of the client's investment managers and total asset pool. These reports aggregate manager data into a single report, supply analytical depth not found in quarterly manager or custodial reports, place manager and total-portfolio returns in context of manager and plan universes, and provide an independent appraisal of manager performance.

Our performance analysis compares portfolio results to investment expectations and appropriate benchmarks and ranks the performance of the fund's investment managers relative to their peers. All reports include a market environment analysis. In addition, our proprietary systems allow customized reports that meet the specific needs of each client.

Annualized rate-of-returns are generated using GIPS® Time-Weighted ROR calculation methods, including Daily Valuation, Modified Dietz and Modified BAI (IRR or geometrically-linked), as well as calculation of composite performance and dispersion for portfolio groups using asset-weighted, asset + cash flow, or aggregate methods. Our software uses daily-weighted methods (not outdated mid-period methods) for applying external cash flow and already meets the stringent GIPS requirements which became effective Jan 1, 2010. GIPS® (Global Investment Performance Standards) is the global standard for performance reporting administered by the CFA Institute (formerly the Association for Investment Management and Research ("AIMR")).

Performance reports are generated regularly whenever meetings are held, and there are no additional fees for the creation and presentation of these reports.

An accounting report complete with balance sheet, income statement, cash flow details, and asset allocation is sent to our client's within 30 days from the end of the quarter. Performance reports are generated within 45 days from the end of the quarter. We schedule meetings with our client's trustees and/or investment committee in the second month following each quarter.

22. Provide a list of the services your firm (and /or in cooperation with your subcontractors & advisors) will provide – ***Investment, Administrative, and Actuarial.*** After each section or group of services, list the fees associated with each and describe how these fees are calculated. Also, explain how the fees are billed or paid by the plan. Are all fees that are charged to the pension plan shown on the ***Annual Summary Statement*** or ***Annual Plan Statement?*** If not, indicate and how and when these fees are disclosed or accounted for.

WARNING: **Your firm MUST disclose all fees** associated with any portion of investment, administration, actuarial or advisory services provided to this municipality. These will include but are not limited to: **fees directly deducted** from plan assets or billed separately to the municipality; **and, 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 will 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 do so will result in immediate disqualification.**

Response applies to both plans: The fee charged by UMPS for Investment Management / Advisory Services is based on the combined assets of both plans. This is an on-going fee with breakpoints as shown in the fee schedule below:

UMPS Investment Management Fee Schedule

0.55%	on first	$2,000,000
0.45%	on next	$3,000,000
0.35%	on next	$5,000,000
0.25%	over	$10,000,000

Archbald Borough – Fee Schedule

Amount ($)	Management Fee (%)
$1,877,703	0.55%
0	0.45%
0	0.35%
0	0.25%
$1,877,703	**0.55%**

As demonstrated by the above illustration, the management fee for the $1,877,703 would be 0.55% (55 basis points) or $10,327. This is a sliding scale – established in a way to have a declining marginal rate as the asset value grows.

The Investment Management Fee is directly deducted from the plan assets and will be reflected on the Annual Summary Statement.

Mutual Fund Expense Ratios – Indirect Fees*	**Range**
Domestic Equity	55 to 160 bps
International Equity	74 to 174 bps
Fixed Income	50 to 110 bps
Cash	20 bps

*The Expense Ratios are an indirect fee and will not be reflected on the Annual Summary Statement.
*Some of the Funds may pay a servicing fee to Univest Bank and Trust, which is used to offset Custodial Services. The servicing fee is included in the expense ratios above.

Administrative Fee: $2,000 per year for Police DB Plan. This Fee Includes - Administrative, Accounting, Consulting & Compliance. See pages 10-11 for a list of services. This fee is not reflected in the Annual Summary Statement and can be billed directly to the plan and/or borough.

23. Specify any services that are offered but not included in the general services menu and the fees associated with each. Your answers should reference other questions previously answered where fees were indicated.

Response applies to both plans: UMPS also provides Actuarial Services for many of our clients. However the RFP states that the Incumbent Actuary will be retained.

Actuarial Fee	$2,500 per plan/per year

Below are the Actuarial Services included in this Fee:

Actuarial Services

- Prepare and finalize the biennial Commonwealth of Pennsylvania forms PC-201C, PC-202C, or PC-203C, as required under Act 205 of 1984, for filing with the Public Employee Retirement Commission. (Certified by Enrolled Actuary and Certified Public Accountant)
- Prepare and finalize the biennial actuarial valuations which accompany the completed Act 205 Reports. (Certified by Enrolled Actuary)
- Prepare biennial Plan Participant Summaries, or more frequently if requested.
- Provide actuarial cost and benefit studies, on request, for all proposed benefit modifications.
- Calculate pension benefit options for retiring plan members.
- Provide other actuarial services for all Pension Plans, as requested.

24. Specify any fees associated with **initial set-up or asset-transfer.** Specify any fees that would be levied **should the municipality withdraw or terminate** the professional services contract with your firm. If early termination fees are applicable, what time or types of restrictions apply to these fees?

Response applies to both plans: There are no additional fees for initial set-up, asset-transfers, withdraws or termination of services.

25. 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 are contractually imposed for early termination of the contract by the municipality.

Response applies to both plans: No. A specific term contract is not required and there are no penalties for termination.

26. Does your firm offer periodic meetings with municipal leadership to discuss investment performance or administrative matters? Are there additional costs incurred for these meetings? If yes, please specify the fees and how they are calculated, including travel expenses if applicable.

Response applies to both plans: Univest is setup to meet with the Pension Committees quarterly and email/courier monthly/quarterly reports as specified in the Investment Profile – both to the Pension

Committee and any other required parties. Additionally, we would be happy to be available as needed for other meetings – including but not limited to – manager concerns, manager searches and Trustee/Pension Committee requests. There are no additional charges for these meetings.

27. GENERAL QUALIFICATIONS AND SERVICES VERIFICATION STATEMENTS:

A. *"Our firm (NOT including clients of any Subcontractors, affiliates, or Advisors) meets all of the criteria stated in the REQUEST FOR PROPOSAL, under the section: MINIMUM REQUIREMENTS TO RESPOND."*

IF YES, so state hereafter and initial: MSD

Response applies to both plans: Our firm meets all of the criteria stated in the Request for Proposal, under the section: Minimum Requirements to Respond."

B. *"Our firm and our disclosed subcontractors, affiliates, and Advisors are fully capable of providing the services specified in the REQUEST FOR PROPOSAL, under the section: DESCRIPTION OF SERVICES DESIRED and additionally, those outlined in the REQUEST FOR PROPOSAL, under the section: " DETAILED RFP REQUIREMENTS."*

IF YES, so state hereafter and initial: MSD

Response applies to both plans: Our firm and our disclosed associates are fully capable of providing the services specified in the Request for Proposal, under the section: Description of Services Desired and additionally, those outlined in the Request for Proposal, under the section: "Detailed RFP Requirements."

PART D: ACT 44 STANDARD DISCLOSURE FORM

ARCHBALD BOROUGH, PENNSYLVANIA

LIST OF MUNICIPAL OFFICIALS & EMPLOYEES OF THE REQUESTING MUNICIPAL ENTITY

APPLICANTS: Certain questions on this Disclosure 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 relevant employees.

MUNICIPALITY: Enter below, a list of municipal officials that have any involvement in the administration or management of the pension system – Elected Officials, Appointed Officials and Employees, Board Members, or other Pension Committee Members (if applicable). Do not include employees that are not in a management position or serve on a pension committee or in a decision-making position relative to this pension system. If a category listed below is not applicable, so state.

Elected Officials:			
Name:	**Title:**	**Name:**	**Title:**
Joseph Simon	President of Council	Randy Grandenetti	Council member
Kenneth Probst	V. President of Council	William Durkin	Council member
Shirley Barrett	Council member	Jeff Munley	Council member
Bill Williams	Council member	Edward Fairbrother	Mayor
Employees or Appointed Officials:			
Name:	**Title:**	**Name:**	**Title:**
Anthony Giordano	Manager, CAO for Police, and Non-Uniform Pensions	Dawn Rudalavage	Secretary
Colleen Smith	Administrative Secretary	James J. O'Conner, Esq.	Solicitor
Dawn Rudalavage	Treasurer		
Others: Pension Committee Members (if applicable) (not listed above):			
Name:	**Title:**	**Name:**	**Title:**
Michael Zielinski	NU Pension Committee	Chief Tim Trently	PD Pension Committee
Patrick Dennis	NU Pension Committee	Capt. Michael Petronchak, Jr.	PD Pension Committee

APPLICANT STANDARD DISCLOSURE QUESTIONS

APPLICANT INSTRUCTIONS: In accordance with Chapter 7-A of Act 44, 2009, ALL applicants responding to this RFP must complete the following Standard Disclosure Form Questions.

1. Initial each question (except **Q1:**) to provide your response in the space provided to the right of each question.

2. **THEN:** provide explanations for all *"Yes"* or *"Applies"* responses **AND**, the information requested in **Q1:** (mandatory), on a separate sheet(s) of paper with the question you are responding to clearly noted. Attach your response sheet to this Disclosure Form.

DISCLOSURE QUESTIONS

Questions	If your answer is "Yes" or "Applies" – – Please provide this information as instructed above	RESPONSES Initial Here for: *"Yes"* or *"Applies"*	Initial Here: for: *"No"* or *"Does not Apply"*
Q1. Please provide the names and titles of all individuals who will be providing professional services to the **Requesting Municipal entity's** pension plan(s) identified. Also include the names and titles of any advisors and subcontractors of the Contractor, identifying them as such. After each name provide a brief description of the responsibilities of that person with regard to the professional services being provided.	****ALL Applicants: Provide all information as stated in the question on a separate page and attach it to this disclosure.**	**NA**	**NA**
Q2. 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)**	**Provide all information as stated in the question.**		MSD
Q3. Are any of the individuals named in **Question #1 or #2** above, a current or former official or employee of the **Requesting Municipal entity**?	**IF "YES"**, provide the name and of the person employed, their position with the municipality, and dates of employment.		MSD
Q4. Are any of the individuals named in **Question #1 or #2** above, a current or former registered Federal or State lobbyist?	**IF "YES"**, provide the name of the individual, specify whether they are a state or federal lobbyist, and the date of their most recent registration /renewal.		MSD
Q5. Disclose the terms of employment / compensation of 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 Municipal entity** (OR), any municipal official or employee of the **Requesting Municipal entity** in connection with any transaction or investment involving the ***Applicant (or an Affiliated Entity)*** and the Municipal Pension System of the **Requesting Municipality?** **This question does not apply** to an officer or employee of the ***Applicant*** who is acting within the scope of the firm's standard professional duties on behalf of the firm, pursuant to the professional services contract with municipality's pension system.	**IF "YES"**, identify: (1) **(the third party intermediary, agent, or lobbyist)** whom will be paid the compensation or employed by the ***Applicant*** or ***Affiliated Entity***, (2) 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, and** (3) The official they will communicate with.		MSD
Q6. Since December 17th 2009, has the **Applicant**, or any agent, officer, director or employee of the **Applicant** solicited a contribution to any municipal officer or candidate for municipal office in the **Requesting Municipal** entity, or to the political party or political action committee of that official or candidate?	IF "YES", identify the agent, officer, director or employee who made the solicitation and the municipal officials, candidates, political party or political committee who were solicited (to whom the solicitation was made).		MSD

DISCLOSURE QUESTIONS (CONTINUED)

Questions	If your answer is "Yes" or "Applies" – – Please provide this information as instructed above	RESPONSES: Initial Here for: *"Yes"* or *"Applies"*	RESPONSES: Initial Here: for: *"No"* or *"Does not Apply"*
Q7. In the past 2 years: Has the *Applicant* or an *Affiliated Entity* made any contributions to a municipal official or any candidate for municipal office in the **Requesting Municipal entity?**	**IF "YES"**, provide the name and address of the person(s) making the contribution, the contributor's relationship to the Applicant, the name and office or position of the person receiving the contribution , the date of the contribution, and the amount of the contribution.		MSD
Q8. Does the *Applicant* or an *Affiliated Entity* have any direct financial, commercial or business relationship with any official identified on the *List of Municipal Officials*, of the **Requesting Municipal entity?**	**IF "YES"**, identify the individual with whom the relationship exists and give a detailed description of that relationship.		MSD
Q9. Since December 17th 2009: Has the *Applicant* 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 Municipal entity?**	**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.		MSD
Q10. 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: (1) The contribution was made within the last 5 years (2) The contribution was made by an officer, director, executive-level employee or owner of at least 5% of the *Applicant* or *Affiliated Entity* (3) The amount of the contribution was at least $500 and in the form of: A single contribution by a person in *(2)* above **OR**, the aggregate of all contributions by all persons in *(2)* above; (4) The contribution was made to: A candidate for any public office in the Commonwealth or any person who holds that office **OR**; A political committee of a candidate for public office in the Commonwealth or of an individual that holds that office.	**IF "YES"**, provide the name and address of the person(s) making the contribution, the contributor's relationship to the *Applicant*, 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.		MSD
Q11. With respect to your provision of professional services to the Municipal Pension System of the **Requesting Municipal entity:** Are you aware of any apparent, potential or actual conflicts of interest with respect to any officer, director or employee of the *Applicant* (includes: subcontractors, advisors, or any Affiliated Entity of or for the Applicant), and any of the officials or employees of the **Requesting Municipality?**	**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.		MSD
Q12. Former Employment – to your knowledge, is anyone now employed by your firm that was employed by the **Requesting Municipal entity** within the past one year – **OR** – is there anyone listed in the *List of Municipal Officials* above that was a formerly employed by your firm within the past one year?	**IF "YES"**, provide the name and of the person employed, their position with the municipality, and dates of employment. **Note:** Pursuant to Act 44, 2009, Section 702-A Subparagraph (e) "Conflict of Interest": A **one year restriction** is imposed, without exception, on either circumstance of this question.		MSD

APPLICANT VERIFICATION

I, Michael G. Davisson, hereby state that I am the Vice President for
(Name) (Position)

the Unvest Bank And Trust Company and I am authorized to make this verification.
(Contractor / Company Name)

I hereby verify that the facts set forth in the foregoing Act 44 Disclosure Form for RFP Applicants seeking to provide Professional Services to the **Borough of Archbald's Pension Systems** 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 1/29/13

REQUEST FOR PROPOSAL –STANDARD DISCLOSURE FORM

Names and titles of all individuals who will be providing professional services to Archbald Borough:

Investment Management Services

Barry W Keck – Univest Vice President, Senior Investment Analyst

Thomas C Cassidy – Univest Senior Vice President, Senior Portfolio Manager

Barry L Stoltzfus – Univest Executive Vice President

Administrative Services

Ronald H Bittner – Univest Vice President, Senior Consultant

Douglas G Werley – Univest Vice President, Senior Municipal Pension Consultant

Kelle-Ann Kichline – Univest Pension Consultant