

# 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:
	POC'S NAME: PH. NUMBER: FAX NUMBER: E-MAIL ADDRESS:

### 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:** \_\_\_\_\_ **Appeal Deadline: 3p.m. on** \_\_\_\_\_

**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.”**

\_\_\_\_\_  
**Signature of Chief Administrative Officer**

\_\_\_\_\_  
**Date**