

A RESOLUTION OF
CALN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION # 2019-33

A RESOLUTION OF THE TOWNSHIP OF CALN, CHESTER COUNTY OF
COMMONWEALTH OF PENNSYLVANIA, ADOPTING PROCEDUES TO GOVERN THE
PROCUREMENT OF PROFESSIONAL SERVICES CONTRACTS REGARDING THE
UNIFORMED AND NON-UNIFORMED EMPLOYEES PENSION PLANS

WHEREAS, Caln Township (hereinafter, the “Township”) is a Pennsylvania Municipal Corporation organized as a Township of the First Class, with its office and mailing address being 253 Municipal Drive Thorndale, PA 19372.

WHEREAS, the Municipal Pension Plan Funding Standard and Recovery Act (Act 205 of 1984, 53 P.S. 895.101 et seq., hereinafter, the “Act”) requires, among other things, that a municipal pension system develop procedures to select qualified persons to enter into a professional services contract regarding the municipal pension plan; and

WHEREAS, the Caln Township Board of Commissioners intend to adopt standards in order to comply with the provisions of the Act.

NOW, THEREFORE, the Board of Commissioners hereby RESOLVES as follows:

1. Request for Professional Application(s) Including Disclosures: Applications will be drafted at the time a professional services contract is needed. The application provisions will address the firm’s qualifications, experience, expertise, and compensation to be charged. An Act 44 compliant Disclosure Form will be included in the application. This is not subject to a requirement that the lowest bid be accepted; but, rather, shall be awarded to the most qualified firm.
2. Advertisement: Caln Township will advertise the request for a professional services contract to potential participants or candidates in a timely and efficient manner. An advertisement of the request for proposals (“RFP”) for a professional services contract shall include:
 - The services that are the subject of the proposed contract
 - Specifications relating to the services
 - Procedures to compete for the contracts
 - Required disclosures under Act 44
3. Review: The evaluation process will involve several steps. The initial responses to the RFP will be evaluated by Township staff and the Pension Advisory Board, who will

determine a list of finalists, interview as necessary, and make a recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to interview the finalist(s) and make a final decision.

The criteria to be used in the evaluation process can differ depending on the professional services requested, but all would include:

- The firm's qualifications, experience, and expertise related to Pennsylvania municipal pensions
- The firm's approach to managing risk and research capabilities
- The firm's knowledge of Act 205 & Act 600
- The quoted fee of the firm
- The firm's availability to meet with the Pension Advisory Board and/or the Board of Supervisors
- The response of the references provided by the firm
- The ultimate confidence of the municipality as represented by the vote to accept the firm

4. Personnel: Prior to entering into a professional services contract, the firm shall disclose the names and titles of each individual who will be providing professional services to the municipal pension system, including advisors or subcontractors of the firm.

Disclosure under this subsection shall include all of the following:

- Whether the individual is a current or former official or employee of the municipality entering into the contract.
- Whether the individual has been a registered federal or state lobbyist
- A description of the responsibilities of each individual with regard to the contract
- The resume of an individual included in the disclosure shall be provided to the Board upon request

5. Conflict of Interest: There shall be a one-year restriction on:

- 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
- Participation by a former employee of the Caln Township in the submission of a proposal or the performance of a contract

6. No Political Contributions: A person or affiliated entity that has made a contribution to a Caln Township Official or Candidate for office within the past two years cannot enter into a professional services contract.

7. No Gifts: A person with a professional services contract may not offer or confer a gift having more than nominal value to any official, employee, or fiduciary of Caln Township.
8. 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.
9. Notification and Posting of Proceedings: The relevant factors that resulted in the award of the professional services contract must be summarized in a written statement and included in, or attached to, the documents awarding the contract. Within ten days of the award of the professional service contract, and at least seven days prior to the execution 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 and posted on the Caln Township website.
10. Increase: A professional services contract shall not be amended to increase the cost of the contact 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 Caln Township website at least seven days prior to the effective date of the Amendment.
11. Repealer: All other Resolutions or parts of Resolutions which are inconsistent with the terms of the Resolution are hereby repealed to the extent necessary to give full effect to the provisions of this Resolution.

Duly Adopted this ____ day of _____, 2019 by the Board of Commissioners of Caln Township Chester County, Pennsylvania. .

ATTEST:

CALN TOWNSHIP
BOARD OF COMMISSIONERS

Kristen Denne, Secretary

Jennifer M. Breton, President

George M. Chambers, Vice President

Joshua B. Young, Member

Lorraine Tindaro, Member

Chuck Kramer, Member