

RICE TOWNSHIP
POLICE PENSION FUND
3000 CHURCH ROAD
MOUNTAINTOP, PA 18707

APPLICATION FORM

A. Narrative Response to RFP

B. Responder's history, ownership and organization

1. List your organization's complete name, address, telephone and fax numbers. Briefly describe the organization, the year it was founded, location of its headquarters and other offices, its ownership structure and affiliation with other companies.

2. Provide a brief history of your organization and affiliated entities, if any.
 - a. What is the total asset base of the municipal pension funds on which you consult?

 - b. How many plans do you provide administrative services for? Actuarial services? Consultative services? Custodial services?

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- c. Describe your organization's level of experience and knowledge of the particular elements of the Township's pension program.
 - d. Describe your level of experience in advising townships on defined contribution programs.
3. Describe the range of activities of your organization and any affiliated entities.
 4. Within the last five (5) years has your organization or an officer or principal been involved in any business litigation or other legal proceedings relating to your professional activities? If so, provide an explanation and indicate the current status or disposition.
 5. Identify the consultants and other key staff who would be involved in serving our account. Provide resumes for these individuals.

C. Services.

1. Describe your proposal regarding custodial services
2. Describe your proposal regarding investment services

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3. Describe your proposal regarding administrative and consultative services

4. Describe your proposal regarding actuarial services

D. Fees

1. Please provide a fee proposal for the services outlined in this request. Itemize separate charges for separate services where appropriate.

2. Provide an hourly fee schedule for any additional services not included in the basic scope of services.

I. Investment policy, research and reporting

1. Describe your approach to investment research.

2. How are investment managers evaluated?

3. Describe the educational services which you expect to provide or make available within the quoted fee.

4. Describe your asset allocation process for pension investments. Be sure to address the development of investment policies, portfolio structure, and guidelines for investment managers.

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5. What is your firm's process for establishing client objectives?

6. Describe the due diligence process utilized in the selection of investment products.
 - a. Do you receive any direct or indirect compensation from investment product providers?

7. Comment on your philosophy re portfolio structure for municipal pension plans.

8. Describe your reporting procedures.

9. What methods and sources of data do you use in calculating investment performance of a pension portfolio? How often are performance reports produced and delivered? Include a sample performance evaluation report.

F. Scope of services: Please indicate whether your firm proposes to provide the following services within the quoted fee.

1. Act 205 Actuarial Services.

2. Prepare the annual pension information reports pursuant to GASB 25 & 27 for submission to the Municipality appointed auditor.

3. Prepare the Act 205 Actuarial Valuation Reports (Form PC-210C and PC-203C) as required by Act 205 for submission to the Pennsylvania Employee Retirement Commission.

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4. Prepare the biennial Act 205 Actuarial Valuation Reports for submission to the participating municipalities.
5. Prepare the Ad-Hoc Post-Retirement Adjustment Certification Forms (Form AG-490, AG 64, Ag-PO 500, and AG-FF 600).
6. Timely Minimum Municipal Obligation reports as required by Act 205.
7. Attendance participant and Board meetings upon request.
8. All benefit calculations.
9. Annual benefit statements for all active participants.
10. Maintenance of relevant records for all active, retired and terminated vested members of each plan.
11. Timely updates on any changing legislation and regulations that are relevant to the administration of the pension plans.
12. Copies of all files, correspondence, and records, at no cost to the Township, within thirty (30) days upon termination of appointment as actuary.
13. Consultative and participant communication services as needed.