

RESOLUTION 2012-147

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA, ADOPTING A PROCURMENT POLICY FOR
PROFESSIONAL SERVICES FOR THE MUNICIPAL PENSION SYSTEM
SPONSORED BY THE TOWNSHIP PURSUANT TO THE
REQUIREMENTS OF ACT 44 OF 2009**

WHEREAS, the Township of Radnor (the "Township") has previously enacted an Ordinance establishing the Radnor Township Civilian Employees Pension Plan and the Radnor Township Police Pension Plan (the "System"); and

WHEREAS, the State legislature enacted Act 44 of 2009 on September 18, 2009; and

WHEREAS, the Township is required by Act 44 of 2009 to establish procedures for Act 44 of 2009 compliance; and

NOW, THEREFORE, it is hereby **RESOLVED** that the Township procedures for procuring professional services for the municipal pension system will include the following:

- a. Assemble a committee to oversee the request for proposal process.
- b. Insure that the Township Conflict of Interest Policy is part of the proposal review and approval process.
- c. Develop a timeline for posting advertisement, submission period, deadline, interviews, decision, and notifications.
- d. Draft an application form, advertisement, and disclosure form.
- e. Advertise the availability of a contract including application and required disclosure forms on the municipal website.
- f. Collect and review proposals to select the most qualified firm/person, taking into account the firm's/person's qualifications, experience, expertise, and the fees to be charged.
- g. Interview candidates as part of the selection process.
- h. Complete a disclosure form regarding municipal pension system officers and employees to identify and potential conflict of interest with respect to applications that were submitted.
- i. Summarize the relevant factors that resulted in the award of the contract in a written statement to be included in or attached to the documents awarding the contract.
- j. Within 10 days of awarding the contract, transmit the original application form, a summary of the basis for the award, and required disclosure form to all unsuccessful applicants and post on the municipal pension system's website at least seven days prior to execution of the contract.

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- k. If amended the contract to increase the cost by more than the greater of 10% or \$10,000, post the increase and a written justification for the increase on the municipal pension system's web site at least seven days prior to the effective date of the amendment.
- l. Maintain updated annual required disclosures for current contract holders.
- m. Amend the procedures as may be required by the Auditor General.

SO RESOLVED, at a duly convened meeting of the Board of Commissioners of Radnor Township conducted on this 26th day of November, A.D., 2012.

RADNOR TOWNSHIP

By: William A. Spingler
Name: William Spingler
Title: President

ATTEST:


Robert A. Zienkowski,
Township Manager / Secretary