

# Ridley Park Borough

## **REQUEST FOR PROPOSALS INVESTMENT MANAGER (PENSION)**

**Date: March 4, 2025**

**Submittal Deadline:  
March 13, 2025**

**Point-of-Contact for this RFP:  
Patricia Hollabaugh  
Borough Manager  
[manager@ridleyparkborough.org](mailto:manager@ridleyparkborough.org)**

**105 East Ward St. Ridley Park, PA 19078  
1-610-532-2100**

## SPECIFICATIONS

### I. GENERAL INFORMATION

#### A. SUMMARY STATEMENT

Ridley Park Borough, Pennsylvania (hereinafter “Borough”) hereby requests proposals from interested firms (hereinafter “Investment Advisors”) for Investment Management Services for the Borough’s Police Pension Plan (hereinafter “Services”).

All funds are to be held in the name of the Borough by a third-party custodian bank approved by the Borough.

#### B. CONTACT INFORMATION FOR QUESTIONS AND SUBMISSIONS

All questions and inquiries must be submitted in writing to the Borough's point-of-contact for this RFP (see cover page) no later than **March 13, 2025**.

#### C. SUBMISSION DEADLINE

To be considered, the Borough must receive one (1) electronic copy of the proposal by **March 13, 2025**. Electronic copies should be sent to [manager@ridleyparkborough.org](mailto:manager@ridleyparkborough.org)

All materials submitted in response to this RFP shall become the property of the Borough upon delivery.

#### D. DURATION OF OFFER

Proposals submitted in response to this solicitation are irrevocable for 90 days following the closing date. This period may only be extended with the proposer’s written permission.

#### E. PROPOSAL ACCEPTANCE; DISCUSSIONS

The Borough reserves the right to accept or reject all proposals, in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities; and to conduct discussions with all qualified proposers in any manner necessary to serve the best interest of the Borough. The Borough also reserves the right, at its sole discretion; to award the contract based upon the written proposals received without prior discussions or negotiations.

#### F. PRESENTATION

During the evaluation and selection process, proposers should be prepared to provide additional information, executive summaries, or make oral presentations, as requested.

#### G. INCURRED EXPENSES

There is no expressed or implied obligation for the Borough to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

## II. NATURE OF SERVICES REQUIRED

### A. QUALIFICATIONS

Investment Advisors must be currently registered as an Investment Advisor with the Securities and Exchange Commission and remain registered during the term of the contract. If required under Pennsylvania Law, Investment Advisors must also be registered with the Commonwealth of Pennsylvania and remain registered during the term of the contract. Investment Advisors must have completed, obtained and performed all registrations, examinations, approvals, authorizations, and consents required by any governmental authority for such engagements.

Investment Advisors are required to possess a minimum of five (5) years of experience in providing institutional investment advisory services to Pension Plans in the Commonwealth of Pennsylvania.

Investment Advisors must have at least \$1,000,000,000 under advisement.

Investment Advisors must also maintain insurance in at least the minimum amounts set forth in this RFP.

### B. PURPOSE AND INTENT

The Borough is soliciting proposals from investment advisory firms for investment management services related to the Borough's pensions. The Borough's primary investment objective is to achieve a reasonable rate of return on public funds while minimizing the potential for capital losses arising from market changes or issuer default. Although the generation of revenue through interest earnings on investments is an appropriate goal, the primary consideration in the investment of funds is capital preservation in the overall portfolio. As such, the yield objective is to achieve a reasonable rate of return on investments rather than the maximum generation of income, which could expose the Borough to unacceptable risk.

Proposals are being sought for the management of the following:

**Police Pension Plan**

**Fund Balance 12/31/2024**

**\$7,017,723.02**

### C. SCOPE OF WORK TO BE PERFORMED

Specific services to be performed will include but are not limited to the following:

1. Develop and implement investment strategies aimed at enhancing portfolio performance while considering cash flow needs and risk tolerance. This includes working with Borough personnel to establish an Investment Policy that outlines the objectives, guidelines, and parameters for managing Borough funds

effectively and in accordance with state laws and regulations. The Investment Policy should be developed collaboratively and approved by relevant stakeholders before proceeding with investment activities.

2. Manage the Borough's portfolio with discretionary authority, ensuring that investment decisions align with the established Investment Policy and objectives.
3. Provide ongoing support and guidance to Borough personnel by answering questions and offering expertise on investment-related matters.
4. Ensure compliance with municipal investment regulations and statutory requirements.
5. Evaluate market risk and develop strategies that minimize the impact on the portfolio while ensuring compliance with applicable policies and laws.
6. Monitor the creditworthiness of all investments under management and conduct ongoing credit analysis of investment instruments in the portfolio.
7. Provide monthly/quarterly/annual reporting on the Borough's managed funds.
8. Attend meetings with Borough personnel, either in person or via teleconference, to discuss portfolio performance, market updates, and any necessary adjustments to investment strategies.
9. Establish appropriate performance benchmarks to measure the success of the investment portfolio against predetermined objectives and ensure that the portfolio structure aligns with the Borough's investment objectives and risk tolerance, making recommendations for adjustments as necessary.
10. Coordinate with the Borough's third-party custodian for the safekeeping of securities.
11. Review and recommend updates to the Borough's Investment Policy to reflect changes in investment objectives or market conditions.

### **III. PROPOSAL CONTENT REQUIREMENTS**

#### **A. ORGANIZATION**

1. Describe the brief history of your firm, including date founded, ownership, and any subsidiary relationships with other financial institutions. Please provide an organization chart.
2. Describe the experience of the firm in serving as investment advisor for municipalities and other public entities.
3. Describe any SEC regulatory censure or litigation related to services the firm provides.

4. Describe the type and amount of insurance coverage the firm maintains with respect to investment management activities.
5. Is there any pending litigation, government investigation, or administrative proceedings against your firm? If yes, please explain.
6. State the dollar value of the assets and the number of portfolios the firm has under direct and continuous management, categorized between public sector and other clients.

## **B. PERSONNEL**

1. Identify the size of the firm's staff commitment to the public sector and the credentials of key personnel.
2. Identify the investment professionals who would be directly involved in providing services to the Borough. Describe their relationship to your firm, their responsibilities, their experience in the investment business and specifically with public sector investment management, and the number of years they have been associated with your firm.
3. State whether there has been any turnover of key personnel in the firm or additions to staff in the past year.

## **C. INVESTMENT PROCESS AND APPROACH**

1. Describe the firm's overall investment philosophy and approach to this engagement.
2. Describe the Investment Process.
3. Describe the types of investment research the firm utilizes, and the methodology used to recommend investment decisions. Describe your credit analysis process, capabilities and specialties.
- 4.
5. Describe the firm's procedure for due diligence review, portfolio review, investment management and client contact.

## **D. REPORTING AND ACCOUNTING**

1. Describe your account reconciliation capabilities with third party custodians.
2. Do you offer online reporting? How soon are month-end and quarterly reports available?
3. Describe your portfolio accounting system/services.

## **E. FEES**

1. Describe the proposed compensation for services. These fees should include both direct and indirect fees, whether paid to you or to another entity. Please specify in terms of both dollar amounts and percent of asset fees. State whether the fees below are based on the combined assets, or whether each fund is separate with respect to fees charged.
2. Identify any specific services that will fall outside the fee structure provided.
3. Do you receive any direct or indirect compensation from investment product providers? If yes, provide explanation.

## **F. REFERENCES**

Provide three (3) references from municipal clients, including contact persons and telephone numbers. Relevant list should include clients with similar types of jurisdictions, portfolio size, and investment objectives.

## **G. OTHER CONSIDERATIONS**

Please include any other items, not covered in the previous sections, which will identify why your firm should be selected by the Borough.

## **IV. SUBMISSION OF PROPOSALS**

One (1) electronic copy of the proposal shall be submitted, following the specifications outlined above.

Proposals should be sent to the following contact:

Electronic copies should be sent to [manager@ridleyparkborough.org](mailto:manager@ridleyparkborough.org)

The Borough reserves the right in its judgment to reject any or all proposals and to further negotiate and hold discussions with selected proposers.

Thank you for your interest.

## **V. EVALUATION PROCEDURES**

Proposals submitted will be evaluated under the Borough's professional services procurement procedures. The Investment Manager Committee consisting of the Borough Manager, the Borough Finance Director and any other individuals as designated by the Borough Manager will review the proposals and make a recommendation to the Borough Board of Supervisors, who will make the final decision.

It is anticipated that a firm will be selected on March 18,2025. Following notification of the firm selected, it is expected that a contract will be executed between both parties by March 28, 2025.

## **REQUIRED DISCLOSURE INFORMATION**

### **INTRODUCTION**

In accordance with Pennsylvania Act 44 of 2009 (PA Act 44), all potential Contractors bidding on a Professional Services Contract with the Police Pension funds of Ridley Park Borough must disclose the following information in their Request for Proposal (RFP) response documents. Potential contractors should refer to PA Act 44 and become familiar with its required disclosures.

**NOTE: RFP APPLICATIONS AND DISCLOSURE FORMS ARE PUBLIC DOCUMENTS AND SHALL BE PUBLIC EXCEPT FOR PROPRIETARY INFORMATION OR INFORMATION OTHERWISE PROTECTED BY LAW.**

**YOU MUST IDENTIFY ANY CLAIM OF CONFIDENTIALITY AT THE TIME YOUR RFP APPLICATION MATERIALS ARE SUBMITTED.**

### **REQUIRED UPDATES:**

**WHERE NOTED, INFORMATION IN THIS FORM MUST BE UPDATED IN WRITING AS CHANGES OCCUR.**

DEFINITIONS FOR DISCLOSURE

<b>Term:</b>	<b>Definition:</b>
<b>Contractor</b>	Any person, company, or other entity that receives payments, fees, or any other form of compensation from a municipal pension fund in exchange for rendering professional services for the benefit of the municipal pension fund.
<b>Subcontractor or Advisor</b>	Anyone who is paid a fee or receives compensation from a municipal pension system – directly or indirectly from or through a contractor.
<b>Affiliated Entity</b>	Any of the following: <ol style="list-style-type: none"> <li>1. A subsidiary or holding company of a lobbying firm or other business entity owned in whole or in part by a lobbying firm.</li> <li>2. An organization recognized by the Internal Revenue Service as a tax-exempt organization under section 501(c) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 501 (c) established by a lobbyist or lobbying firm or an affiliated entity.</li> </ol>
<b>Contributions</b>	As defined in section 1621 of the act of June 3rd, 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code.
<b>Political Committee</b>	As defined in section 1621 of the act of June 3rd, 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code.
<b>Executive Level Employee</b>	Any employee or person or the person’s affiliated entity who: <ol style="list-style-type: none"> <li>1. Can affect or influence the outcome of the person’s or affiliated entity’s actions, policies, or decisions relating to pensions and the conduct of business with a municipality or a municipal pension system; or</li> <li>2. Is directly involved in the implementation or development policies relating to pensions, investments, contracts or procurement, or the conduct of business with a municipality or municipal pension system.</li> </ol>
<b>Municipal Pension System</b>	Any qualifying pension plan, under Pennsylvania state law, for any municipality within the Commonwealth of Pennsylvania; includes the Pennsylvania Municipal Retirement System.
<b>Professional Services Contract</b>	A contract to which the municipal pension system is a party that is: (1) for the purchase of professional services including investment services, legal services, real estate services, and other consulting services; and, (2) not subject to a requirement that the lowest bid be accepted.



## IDENTIFICATION OF CONTRACTORS & RELATED PERSONNEL

Contractors: (see “DEFINITIONS FOR DISCLOSURE” on the prior page) Any entity who currently provides or is seeking to provide service(s) by means of a Professional Services Contract to the Borough, please respond completely to all required disclosure items.

**Following is a list of MUNICIPAL officials and employees with oversight or administrative responsibilities for the police pension plan:**

Hank Eberle Mayor  
Dane Collins Council President  
Richard C. Guerra Council Vice President  
Michele Endriss-Dalessio Council  
Len Pinto Council  
Melissa Ann Boyce Council  
Kim Collins Council  
Michael McGinley Council  
Patricia Hollabaugh Borough Manager  
Danielle Staccone Borough Secretary

1. Please provide the names and titles of all individuals providing professional services to the Ridley Park Police pension plan(s) identified above. Also include the names and titles of any advisors and subcontractors of the Contractor, identifying them as such. After each name, provide a description of the responsibilities of that person regarding the professional services being provided to each designated pension plan.
2. 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)
3. Are any of the individuals named in Item 1 or Item 2 above a current or former official or employee of the Borough? If “yes”, provide the name of the person employed, their position with Borough, and their dates of employment.
4. Are any of the individuals named in Item 1 or Item 2 above a current or former registered Federal or State lobbyist? If “yes”, provide the name of the individual, specify whether they are/were a State or a Federal lobbyist, and the date of their most recent registration / renewal.

*NOTICE: All information provided or items 1- 4 above must be updated with the Borough as changes occur.*

5. Since December 17, 2009, has the Contractor or an Affiliated Entity paid compensation to, or employed 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 Ridley Park or any municipal official or employee of the Borough in connection with any transaction

or investment involving the Contractor and the Municipal Pension System of Ridley Park Borough?

This question does not apply to an officer or employee of the Contractor who is acting within the scope of the firm's standard professional duties on behalf of the firm, including the actual provision of legal, accounting, engineering, real estate, or other professional advice, services, or assistance pursuant to the professional services contact with the Ridley Park Police Pension.

If "yes", identify: (1) whom (the third party intermediary, agent, or lobbyist) was paid the compensation or employed by the Contractor or Affiliated Entity, (2) their specific duties to directly or indirectly communicate with an official or employee of the Borough or any municipal official or employee of the Borough (3) the official they communicated with, and (4) the dates of this service.

6. Within the past two years, has the Contractor, or any agent, officer, director, or employee of the Contractor solicited a contribution to any municipal official or candidate for municipal office in Ridley Park Borough 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 action committee who were solicited (to whom the solicitation was made).
7. Within the past two years, has the Contractor or an Affiliated Entity made any contributions to a municipal official or any candidate for municipal office in Ridley Park Borough? If "yes", provide the name and address of the person(s) making the contribution, the contributor's relationship to the Contractor, the name and office or position of the person receiving the contribution, the date of the contribution, and the amount of the contribution.
8. Does the Contractor or an Affiliated Entity have any direct financial, commercial or business relationship with any official of Ridley Park Borough? If "yes", identify the individual with whom the relationship exists and give a detailed description of that relationship. A written letter is required from the Borough acknowledging the relationship and consenting to its existence. The letter must be attached to this disclosure. Contact Borough to obtain this letter and attach it to this disclosure before submission.
9. Has the Contractor or an Affiliated Entity given any gifts having more than a nominal value to any official, employee, or fiduciary of Ridley Park Borough? 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.
10. 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** the following applies:
  - a. The contribution was made within the last 5 years.
  - b. The contribution was made by an officer, director, executive-level employee or owner of at least 5% of the Contractor or Affiliated Entity.
  - c. The amount of the contribution was at least \$500 and in the form of:
    - i. A single contribution by a person in (b) above, OR
    - ii. The aggregate of all contributions all persons in (b) above;
  - d. The contribution was for:
    - i. Any candidate for any public office or any person who holds an office in the Commonwealth of Pennsylvania.

- ii. The political committee of a candidate for public office or any person that holds an office in the Commonwealth of Pennsylvania.

If “yes”, provide the name and address of the person(s) making the contribution, the contributor’s relationship to the Contractor, 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.

11. With respect to your provision of professional services to the Ridley Park Police Pension:

Are you aware of any apparent, potential, or actual conflicts of interest with respect to any officer, director, or employee of the Contractor and officials or employees of the Borough?

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.

NOTE: If, in the future, you become aware of any apparent, potential, or actual conflict of interest, you are expected to update this Disclosure Form immediately in writing by:

- providing a brief synopsis of the conflict of interest, and/or an explanation of the steps taken to address this apparent, potential, or actual conflict of interest.

12. To the extent that you believe that Chapter 7-A of Act 44 of 2009 requires you to disclose any additional information beyond what has been requested above, please provide that information below or on a separate piece of paper.