

Dear Applicants:

So that the Borough reviewing committee may make an equitable comparison between applicants, it is necessary that we ask all applicants to complete the following information and return it with their application, or shortly thereafter. This may be returned via e-mail to, Cynthia S. Crytzer Borough Manager and Pension Chief Administrative Officer at: cindycrytzer@tionestaboro.org

Tionesta Borough Non-Uniform Pension Plan

All figures (as it may apply) should be based on Plan Assets of: \$109,094.81

You must disclose ALL fees, regardless of circumstance or to whom they are paid.

Fee Type (Annual)	Dollar Amount	Dollar Amt. as a % of Plan Assets
Total Expected Investment Manager or Mutual Fund Fees (Expense Ratios, 12b-1 fees, etc.)		
Total Expected Investment Advisor /Management Fee (or RIA Fees)		
Total Expected Actuarial Fees (Enter annual or ½ biennial fees, as applicable)		
Total Expected Administrative Fees		
Any recurring fees or commissions paid to any company or persons involved in this transaction or providing services, and not included elsewhere.		
Other Fees not included above		
TOTAL OF ALL FEES:	\$	%
<p>Do these fees cover all the services requested in the RFP and those listed below? If not, explain and disclose these services and your related fees. Please respond here with a YES or NO and a further explanation if NO.</p> <p>Please disclose any initial commissions or fees paid to any company or persons involved in this transaction, including third parties with whom you contract with to provide any relevant services and not included elsewhere – if no, please so state below:</p>		

Please provide a list of all services covered under the fees listed above. In other words, what exactly are the services the borough is paying for with regard to the fees listed?

- Investment Consulting & Advisory Services:
- Actuarial Services:
- ALL Administrative Services:
- Other Services:

Investment Portfolio Proposal:

- A.** Please provide an investment mix proposal. Below this paragraph, provide your investment mix proposal by listing the specific investment instruments (mutual funds or otherwise) by name and symbol (if applicable) you will recommend and arrange them by style-specific characteristics (Large Cap Growth, etc.). Beside each one, provide a percentage of our assets you would assign to each.

- B.** Briefly tell us why you believe this investment mix, and specifically these investments, are the right choice for our pension plan. Please address returns and risk assessment associated with your investment proposal.