

# REQUEST FOR PROPOSAL NOTICE

The Tionesta Borough announces the following *Request for Proposal* (RFP)

**Proposal For: Investment, Consulting, Custodial, Administrative and Actuarial Services**

**Services Provided For: Tionesta Borough Defined Contribution Municipal Pension Plan**

**RFP NOTICE NUMBER: 2026-1P**

**RFP OPENING DATE: February 18, 2026**

**RFP CLOSING DATE: March 17, 2026**

## **DESCRIPTION OF SERVICES DESIRED:**

Applicants that respond to this RFP must be able to provide a complete package of pension services that will include:

1. A comprehensive menu of pension administrative services
2. Pension policy design, re-design, or adjustments (as necessary)
3. Actuarial services for a Defined Contribution Pension Plan
4. Comprehensive investment services and investment strategy and provide secure possession, investment placement and reporting of pension assets
5. Additional administrative or advisory services, relevant to a Defined Contribution Pension Plan
6. Administration – as requested, but not necessarily part of the main menu of Administrative / Actuarial services
7. Offer periodic meetings with the municipal leadership to review pension plan

## **SPECIFICATIONS RELATED TO THE SERVICES DESIRED:**

A more detailed description of the services desired is provided in the Request for Proposal, PART A: RFP REQUIREMENTS AND SPECIFICATIONS

## **MINIMUM REQUIREMENTS TO RESPOND:**

Applicants that respond to this RFP must be able meet or exceed the following minimum criteria in order to be considered for the resulting award of professional services contract:

1. 10 or more Pennsylvania municipal clients under contract for pension services as described above
2. At least 10 Pennsylvania municipal pension clients under direct contract for pension services that are substantially similar to those desired by the Borough
3. Ability to provide a clearly functional services platform that addresses all three major components of municipal pensions - Actuarial, Administrative, and Investment.
4. 10 or more years of experience providing similar pension services to PA municipal government entities.
5. The applicant maintains an errors and omissions insurance policy and/or fiduciary liability insurance policy providing an appropriate amount of coverage for negligent acts or omissions and/or breaches of fiduciary obligations and duties, and that such coverage will be applicable to the firm's actions under any resulting Investment Consulting Agreement with the Borough. Proposals must specify the carrier and the coverage limits. The Borough has the option to require high policy limits if it feels the limits in existence are not sufficient.

## **RFP RESPONSE DOCUMENTS:**

Applicants that respond to this RFP must be able to provide the following Documents by the RFP Closing Date listed above:

1. A completed RFP Application (RFP Part C)
2. A completed Standard Disclosure Form (RFP Part D)
3. **ONE COPY ONLY** - A completed Applicant Status Notification (RFP Part E) – header information only
4. Additional documents requested by the municipality or at the discretion of the applicant – see PART B: PROCEDURES... in sub-section titled “Additional Documentation Requested”

**NOTE:** Only if requested, a current resume of anyone listed on the Standard Disclosure Form, Item # 1, and / or additional information as needed may be requested. This information may be requested after the closing date and at the discretion of the municipality. Whenever applicable, those applicants will be afforded sufficient additional time to respond to such requests.

## **PROCEDURES FOR RESPONDING TO THIS RFP ANNOUNCEMENT:**

The following is a brief overview of the procedures to compete for the Award of the Professional Services Contract – more information is provided in the Request for Proposal:

1. Print a copy of the Request for Proposal and review its contents thoroughly
2. **ON OR BEFORE:** March 10, 2026 email a complete PDF version of the RFP Response Documents listed above and any additional information requested in the RFP to the municipality’s designated Point of Contact at [cindycrytzer@tionestaboro.org](mailto:cindycrytzer@tionestaboro.org) or regular US mail to PO Box 408, Tionesta, PA 16353
3. Be prepared (if requested) to forward a current resume of anyone listed on the Standard Disclosure Form Item # 1, to the municipality’s designated Point of Contact
4. Forward any questions pertaining to this RFP to the designated Point of Contact ONLY, as instructed below
5. Be prepared to respond to any additional requests for information and / or further directives

## **COMMUNICATIONS:**

Any applicants / respondents to this RFP Notice are hereby warned that, effective February 20, 2026 (The RFP Notice posting date) the only authorized communication of any kind regarding this RFP between the municipality and any Applicant will be through the designated Point of Contact. Applicants or potential Applicants may only make inquiries for clarification of technical or administrative information. No other questions or forms of communication are authorized between the municipality, its officials or employees and any entity associated with or representing the Applicant or potential Applicant after the RFP Notice posting date. This does not preclude the designated POC from contacting the Applicant and requesting additional information – by whatever means deemed necessary – in order to effectively manage the RFP Process. This policy will remain in effect until the entire RFP Proceedings have closed. Any breach of this policy, whether intentional or otherwise, will result in immediate disqualification from the RFP Process.

### **Communications are only authorized by mail or e-mail as stated below:**

1. Email RFP response documents to the designated Point of Contact, Cynthia S. Crytzer at [cindycrytzer@tionestaboro.org](mailto:cindycrytzer@tionestaboro.org)
2. E-mail questions concerning the RFP to the designated **POINT OF CONTACT** at the e-mail address listed below. These e-mailed questions will be responded to in a timely manner as provided for in the RFP, Part A.

<p><b>DESIGNATED POINT OF CONTACT:</b></p>	<p><b>Cynthia S. Crytzer Tionesta Borough PO Box 408 Tionesta, PA 16353 E-mail: <a href="mailto:cindycrytzer@tionestaboro.org">cindycrytzer@tionestaboro.org</a></b></p>	<p><b>NOTICE: Phone calls <u>will not</u> be accepted or returned</b></p>
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