

**TOWNSHIP OF FAIRFIELD  
RESOLUTION NO. 4 OF 2011  
PROFESSIONAL SERVICES RESOLUTION**

**A RESOLUTION OF THE TOWNSHIP OF FAIRFIELD RELATIVE TO  
THE PROCUREMENT OF PROFESSIONAL SERVICES FOR THE  
MUNICIPAL PENSION SYSTEM(S) SPONSORED BY THE TOWNSHIP  
BASED ON THE REQUIREMENTS OF ACT 44 OF 2009**

**WHEREAS**, the Township of Fairfield (the “Township”) has previously enacted an Ordinance establishing the township of Fairfield Nonuniformed Employee and Police Pension Plans ( the “systems”); and

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

**WHEREAS**, the Township is required by Act 44 of 2009 to establish procedures for the procurement of professional services for the municipal pension systems; and

**WHEREAS**, the Township desires to establish the following procedures for Act 44 of 2009 compliance;

**BE IT RESOLVED**, by the Board of Supervisors of the Township of Fairfield **HEREBY RESOLVED AND ENACTED** by authority of the same;

The Township’s procedures for procuring professional services for the municipal pension systems will include the following:

- a. Assemble a committee to oversee the request for proposal process.
- b. Adopt a policy relating to potential conflicts of interest in the review of a proposal or negotiation of a contract.
- c. Develop a timeline for posting advertisement, submission period, deadline, interviews, decisions and notification.
- d. Draft an application form, advertisement and disclosure form.
- e. Advertise the availability of a contract including application and required disclosure forms on the Township’s website.
- f. Collect and review proposals to select the most qualified person, taking into account the 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 the municipal pensions systems' officers and employees to identify any potential conflict of interest with respect to applications that were submitted.
- i. Make all applications and disclosure forms public (except for proprietary information and information protected by law) and subject to the Right to Know Act after the award of the contract.
- j. 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.
- k. 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 Township's web site at least seven days prior to the execution of the contract.
- l. If amending 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 Township's web site at least seven days prior to the effective date of the amendment.
- m. Maintain updated annual required disclosures for current contract holders.
- n. Amend the procedures as may be required by the Auditor General.

**RESOLVED AND ENACTED**, this 8th day of December, 2011

FAIRFIELD TOWNSHIP

By:

\_\_\_\_\_  
VAUGHN TANTLINGER, Chairman

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PAUL ALTIMUS, Supervisor

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JAMES BROWN, Supervisor

ATTEST:

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EMMA BRENDLINGER, Secretary