



**Lower Gwynedd Township**

**Request for Proposals (RFP)**

**for**

**ACTUARIAL & ADMINISTRATIVE SERVICES**

For Police and Non-Uniformed Pension Plans, Defined Contribution Plan , and

Other Post-Employment Benefit Trust

**Issue Date: June 15, 2026**

**Proposals Due: July 15, 2026**

## **INTRODUCTION**

Lower Gwynedd Township is soliciting proposals from qualified firms to provide **Actuarial and Administrative Services** for its Uniformed Pension Plan, Non-Uniformed Pension Plan , Other Post-Employment Benefit Trust, and Non-Uniform 401a Defined Contribution for actuarial and pension administrative services. The pension plans are governed by the terms of the Act 205 of 1984 and Act 600 of 1956 as amended. The firm should be able to provide all the requested services or partners with another organization so that the services are seamlessly provided through a primary contact person.

Submit proposals and any questions about the RFP to Melinda Haldeman, Finance Director, at [mhaldeman@lowergwynedd.org](mailto:mhaldeman@lowergwynedd.org). Questions will be answered in writing and distributed to all respondents.

The proposal must be received no later than **Wednesday, July 15, 2026, by 4:00pm.**

## **BACKGROUND**

Lower Gwynedd is a second-class township, governed by a five-member elected Board of Supervisors. The community's 9.4 square miles in central Montgomery County, Pennsylvania are home to just over 12,000 residents. There are currently 25 full-time and 8 part-time non-uniformed employees and 22 police officers.

The Township manages the following plans ("**Retirement Plans**"):

- Defined benefit pension for uniformed officers
- Defined benefit pension for non-uniformed full-time employees hired before 1/1/2014.
- Defined contribution plan for non-uniformed full-time employees hired since 1/1/2014.
- Deferred compensation plan for all full-time employees' voluntary contributions
- Other Post-Employment Benefits (OPEB) Trust for retired officers' health insurance benefits

This RFP seeks professional services only for the two defined benefit pension plans and the OPEB Trust, with the minor exception of including employee information from the defined contribution plan for the AG 385 plan.

Information about the retirement plans can be found in the 2025 audit on the Township's website: [annual-financial-report-year-ending-december-31-2025.pdf](#) The Finance Director manages most of the administration of the Retirement Plans, in addition to many other responsibilities. To better manage workload, the Township seeks a third-party to administer the retirement plans, as described further in this RFP, in addition to actuarial services.

## **SCOPE OF SERVICES**

The successful firm is to provide actuarial and administrative services for the Retirement Plans that will include, but not be limited to, the following:

- Prepare the actuarial valuation reports as January 1 of each odd-numbered year, beginning January 1, 2027. The reports include benefit information on all members in the plans, as well as plan funding information. The valuation process should include a review of the actuarial assumptions as well as the plan's overall condition.
- Determine the minimum municipal obligation (MMO) for each plan required by Act 205 by September 30 of each year.
- Determine reporting requirements under the Government Accounting Standard Board Statements (GASB 67/68 and GASB 74/75) and provide Annual GASB Financial Statements for all pension plans.
- Administer the pension plans, including:
  - Preparation of all pension-related forms required by federal or state law, including the Act 205 and AG 385 forms to be submitted to the PA Department of the Auditor General every year.
  - Prepare annual benefit statements showing benefit information for each member of the plan beginning January 1, 2027. Prepare Estimated Pension Benefit Statements as requested by the Township.
  - Assist the Township through the audit process conducted by the PA Auditor General.
  - Maintain a listing of all active, retired, and terminated vested members of each pension plan, which will include their date of entry into the plan, annual wages, members' contributions, accumulated contributions and separation date.
  - Determine pension benefits for retired, retiring, DROP, and terminated members and communicate information to the pension custodian as appropriate.
  - Distribute and track proof of life documentation from members of the Retirement Plans
  - Other general/typical pension administration tasks not specifically listed here.
- Attend meetings as required or requested by Lower Gwynedd Township.
- Inform the Township of legislative and regulatory changes that may be applicable to the plans.
- Provide actuarial studies for benefit cost estimates and additional actuarial services upon the request of the Township.
- Provide the necessary documentation or actuarial testimony during labor negotiations and assist with arbitration if needed.

- Prepare (or assist the solicitor in preparing) plan documents including amendments, Summary Plan Descriptions, and ordinances or resolutions as needed by the Township.

## **PROPOSAL SUBMISSION**

The following are required elements to be submitted with all proposals. Supplemental information may also be included if so desired.

1. Transmittal Letter – Include a letter signed by an authorized representative of the company who may enter into a service agreement on behalf of the company.
2. Proposal
  - A. Provide the names and titles of all individuals who will be providing professional services to the Township. In responding, please identify and disclose:
    - A description of the responsibilities of each individual with regard to the contract.
    - Provide professional credentials for each of the individuals above, including evidence of EA License for pension actuaries.
    - Specifically address the team’s knowledge of and experience with statutory and regulatory requirements, GASB standards, and any other requirements for retirement plans and actuarial studies
  - B. Describe how long your firm has been providing the types of pension services sought under this RFP specifically to municipal government entities in Pennsylvania.
    - Also include the size of the company and the size of the company’s pension and actuarial staff.
    - Describe the team’s approach to service delivery, and an explanation of how tasks and projects are managed to ensure timely response and completion.
    - Describe your firm’s approach to client support and if selected to provide services to this municipality, how this municipality will be integrated into your client support network.
    - Include any other information about the company or listed staff that could be relevant.
  - C. In general terms, describe the make-up of your current municipal client base:
    - How many of your current public pension clients are Pennsylvania municipal pension clients?
    - List the company’s current or recent comparable work with other PA municipalities.

- Provide a list of municipal references with a description of the services provided by the firm for each reference, as well as contact information for individuals who are able to speak knowledgeably about the quality of the company's work as actuary or third-party pension administrator.
- D. Describe how you will provide the services requested:
- Attach samples of a bi-annual valuation and member benefit statements that your firm would provide if chosen by the municipality.
- E. Specify whether your firm or any subcontractor or company in an advisory capacity will be a party to the proposed services related to this RFP been involved in:
- Any adverse criminal, civil, regulatory, or government actions against any director or principal officer in the past 5 years; or
  - Any investigation of the same nature that has occurred within the past 36 months?
- F. Detail the company's professional liability insurance coverage applicable to the scope of services above and include insurance certificates summarizing such insurance coverage.
- G. Indemnification – include an affirmation that the firm will hold Lower Gwynedd Township harmless for any claims, losses or damage arising out of the performance of the work.
- H. Provide disclosure information as required under Act 44 of 2009.
3. Fees – Provide the fee information, separated by Retirement Plans.

The Township reserves the right to:

- Select a proposal in its entirety or some portions thereof.
- Reject any and all proposals, in whole or in part.
- Waive irregularities.
- Share the answers to questions asked by the Agency about the RFP that would help to clarify the RFP for other candidates.
- Research and confirm the qualifications of any and all Agencies submitting proposals.

## **TERM**

The term of the selected company shall be subject to renewal in accordance with the Commonwealth of Pennsylvania Second-Class Township Code or as otherwise determined by the Board of Supervisors. The company serves at-will at the pleasure of the Board of Supervisors until otherwise replaced. The Lower Gwynedd Township Board of Supervisors reserves the right to terminate the agreement at any time with sixty (60) days prior written notice.

## **FILES**

The selected company is expected to maintain records of all reports, transactions, plans, etc. which relate to the company's work on pension matters for the Township. At the termination of this engagement, the company shall promptly return to the Township all files, in electronic format, complete with all documents, memos, correspondence and all other material contained therein, at no cost to the Township. The selected company shall not destroy or purge any Township files during or after this without written authorization from the Township.

## **SELECTION PROCESS**

Township staff will review and evaluate proposals based on their overall merits in an effort to select the company that is most qualified and most likely to serve the best interests of the Township. The Township will consider cost, quality and overall value and shall not be required to select the lowest cost proposal. The Township's intention is to select a company by late summer. The resulting contract will include this RFP and any clarifications or addenda thereto, the selected company's proposal and any changes agreed to by the Township and the company, and provisions agreed to by the Township and the company for term, payment schedules, insurance requirements, and any other provisions. The compensation of the selected company shall be fixed by Contract.

The Township staff, at their discretion, will conduct interviews with some or all the submitting companies. Candidates will be notified of an interview date as applicable. -

The staff will make a recommendation to the Township Board of Supervisors who will appoint the selected company at a public meeting.