

West Hanover Township
7171 Allentown Blvd. Harrisburg, PA 17112
www.westhanover.com

West Hanover Township
Dauphin County, Pennsylvania

Request for Qualifications
Municipal Solicitor

November 27, 2018

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1. PURPOSE AND INTENT

Through this RFQ, the Township of West Hanover ("Township") seeks to engage a firm or individual as Solicitor for the Township upon appointment. This RFQ is a part of a competitive procurement process, which helps to service the Township's best interests. It also provides respondents with an opportunity for their services to be considered. The process of competitive negotiation being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is usually used where the goods or services being procured can be described precisely and price is generally the determinative factor. With competitive negotiation, however, price is not required to be the determinative factor, although it may be, and the Township has the flexibility it needs to negotiate with respondents to arrive at a mutually agreeable relationship.

2. GENERAL INFORMATION

The Township of West Hanover is a Township of the second class, located in Dauphin County, Pennsylvania. It is governed by a five-member Board of Supervisors. The Board of Supervisors usually meets on the first and third Monday of each month, as well as special meetings on an as-needed basis.

3. SEALED RFQ's

- a. An original bid shall be submitted in a sealed envelope and must be marked as "Solicitor Proposal". This shall be received by West Hanover Township before 12 pm on December 10th, 2018, 7171 Allentown Blvd.-Harrisburg PA 17112. RFQ's will be publicly opened at 12:00 pm. Township Manager will assemble bid results and present to Board of Supervisors during next public meeting of 01/07/2019 for Board selection and award respectfully.
- b. RFQ's may be withdrawn prior to opening of respective quotes.
- c. All questions must be in writing and be included as part of any RFQ's bid submitted. Please submit any questions to Township Manager; Daniel Rosario, email - manager@westhanover.com (cut –off for any written questions will be 3 business days prior to receipt of RFQ's.
- d. West Hanover Township is tax exempt and will provide RFQ awardee a W-9 for record upon final selection and appointment.
- e. West Hanover Township reserves the right to accept or reject any or all proposals, with or without cause, and waive any irregularities or informalities in the proposals, waive technicalities, and or accept any bid deemed to be in the best interest of West Hanover Township jurisdiction.
- f. Faxed or emailed proposals will NOT be accepted.
- g. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all respondents submitting proposals. The Township also reserves the right to re-solicit for proposals.
- h. All work performed or managed by the selected candidate must be of the highest quality and shall be performed in a timely manner. All services to be performed under an ensuing contract shall be performed in the most cost effective manner in achieving the objectives of the Township.

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- i. The ensuing contract will be "at the will" of the Board of Supervisors and may be terminated at any time, for any reason, upon a vote of the majority of the Board members.
- j. The Board of Supervisors reserves the right to interview any, all, or none of the respondents submitting a proposal for this RFQ. Proposal should be comprehensive and complete on its face. The Township reserves the right to request clarifying information subsequent to submission of the proposal.
- k. The selected firm or individual shall, at his/her sole cost and expense, procure and maintain in full force and effect, insurance to cover the performance of the services described herein. Such coverage must be adequate to cover the services detailed herein and must include, at minimum, general liability insurance coverage and professional liability insurance coverage.
- l. All insurance provided for in this section shall be obtained under valid and enforceable policies issued by insurers of recognized responsibility which are licensed to do business in the Commonwealth of Pennsylvania.
- m. The Township reserves the right to review categories and levels of insurance coverage held by the selected firm/individual in an ongoing program of risk management. The selected firm/individual will be notified, in writing, of coverage requirements as determined by this review and the firm/individual agrees to secure such requested coverage.

4. SCOPE OF SERVICES

The selected candidate will be expected to provide specialized professional services to the Board of Supervisors during calendar year of business as-needed. Because such services, at times, represent emergency situations, the selected candidate will be expected to return phone calls and emails from the members of the Board of Supervisors, as well as designated Township staff, on the same day or within 24 hours of receipt of call or email. The selected candidate will also be expected to attend the Board of Supervisors, as well as any other meeting that may be requested from time-to-time.

5. MINIMUM QUALIFICATIONS

Respondents must establish that they meet the following minimum qualifications:

- a. Multidiscipline firm or individual with experience in municipal law, litigation, and tort claims, as well as Pennsylvania employment law and related personnel issues.
- b. The respondent shall have at least five (5) years' experience working for municipalities in the Commonwealth of Pennsylvania.
- c. The respondent must demonstrate a high degree of knowledge, experience, and ability, including but not limited to the following: Working within and around government, including Townships of the second class in Pennsylvania; Working within Pennsylvania laws, codes, and regulations; Business law, particularly in the areas of second class Township Code; Preparation and review of ordinances, resolutions, agreements, contracts, forms, and other documents as required by the Township; Subdivision, land development, and environmental matters; Zoning and related land use controls;

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Labor law; Bond and finance procedures; Acquisition and disposition of real estate; Tax law, debt collection, bankruptcy, dispute resolution and other Administrative and judicial procedures; Litigation experience for plaintiffs and defendants, including experience at the appellate level; Government ethics laws; Reviewing contract documents for contractors, performance, responsibilities, and liability requirements; Writing deed descriptions for property transfers; and reviewing reimbursement agreements with State and Federal agencies for Township projects.

- d. Respondent shall designate at least one professional within the firm who will be assigned to represent West Hanover Township.
- e. Respondent must be able to provide legal advice at all public meetings when asked and other meetings, as directed; and must be licensed to practice law in the Commonwealth of Pennsylvania and be a member of the Bar in good standing. Please include a list of any applicable professional qualifications, experiences, and/or credentials you feel are relevant to this RFQ.

6. MANDATORY CONTENTS OF PROPOSAL

In addition to demonstrating an ability to meet all minimum qualifications outlined above, the selected firm/individual must also include and address the following: Provide contact information:

- a. name and address of the firm's/individual's office, name, telephone number, fax number, and email address(s) of the individual responsible for the preparation of the proposal;
- b. The location of the respondent's office, if different than the firm/individual's main office, at which the respondent proposes to perform services required under this RFQ. Please describe the firm/individual's experience and familiarity practicing municipal law in Pennsylvania, particularly in Dauphin County;
- c. Provide an executive summary of not more than two pages, identifying and substantiating why the respondent is best qualified to provide the requested services;
- d. A three-year rate proposal for 2019 - 2021, to include a rate schedule for principal, associates, and paralegals, detailing personnel classifications, rates per hour, direct expenses (i.e. travel, research, administration, etc.) and any other costs that may be applicable;
- e. A staffing plan listing those persons who will be assigned to the engagement sought in this RFQ if the respondent is selected, including the designation of the person who will be the successful respondent's principal professional responsible for all services required under the engagement contract. This portion of the proposal should include the relevant resume information for the individuals who will be assigned to the Township, to include, but not necessarily be limited to, relevant professional experience, years and types of service, education, awards, memberships, and publications, as well as years with the responding firm (if applicable);
- f. A description of the respondent's experience in performing services of the types described in this RFQ. As mentioned, the respondent must have at least five (5) years' experience as a municipal solicitor in Pennsylvania. Provide specific examples of work within the scope of services required under this RFQ;

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- g. A description of the systems that will be established for monthly reporting of the status of projects, legal opinion requests, and litigation;
- h. The applicant's philosophy or policy regarding continuing education of its employees;
- i. References, including at least three (3) municipal clients, three (3) clients for whom services have been provided for at least three (3) years, and two (2) clients for whom services have been provided within the past seven (7) years. Provide the contact names, titles, and phone numbers of these references;
- j. If the respondent, or any principal therein, has been engaged as a defendant in any litigation involving a sum of \$100,000 or more and/or has been subject to any professional disciplinary action over the last five (5) years, the respondent must provide a description of the litigation and/or disciplinary action;
- k. A description of any ongoing investigations and/or litigation matters involving the respondent, its directors, officers, and principals, or any individual employed by the respondent that relates to the performance of the respondent to provide municipal legal services to the Township;
- l. Assure that the firm/individual has no actual or potential conflicts of interest by specifying any actual or potential clients that have or would have matters currently before or pending, or could come before the Township in the near future. Include a disclosure of clients who have had dealings with the Township, including all boards and commissions. Explain how you or your firm would handle such conflicts if you were the successful applicant. Also, set out any allowance in contract price if the Township is compelled to retain other legal services due to a conflict of interest with you or your firm. Provide evidence of the firm's malpractice coverage; and Provide a detailed listing of the method of charging for professional and administrative services; the billable rates for all personnel of your firm (if applicable) who may provide services to the Township (do not list a range of rates); a description of the multipliers, overhead charges, and other applicable fee information; a description of minimum billings you may apply; and hourly or per meeting rates associated with attending evening meetings. Any costs incurred by the applicant to complete and submit this RFQ are the applicant's sole responsibility. The Township will not reimburse for any costs incurred whatsoever prior to contract award.

7. SUBCONTRACTING

If the firm or individual intends to subcontract out any part of the work contained in this RFQ, the respondent shall provide a complete description of the services to be subcontracted, an estimate of the overall amount of work to be subcontracted, the rationale behind the need to subcontract, and a comprehensive description of the qualifications and experience of the proposed subcontractor. The Township reserves the right to disapprove any proposed subcontractor and to revoke approval of a subcontractor should the need arise.

8. SELECTION PROCESS

The RFQ proposals will be evaluated by the Township Manager and Board of Supervisors based upon information supplied by each individual/firm in response to this RFQ and the following criteria, in no particular order of preference:

1. Qualifications and experience.
2. Overall knowledge and familiarity with the operations of township government and related legal issues and concepts, in particular matters unique to West Hanover Township.
3. Experience of the individual/firm in providing similar services to other public bodies, with special emphasis on experience in Pennsylvania.
4. The rates and services proposed.

9. Instructions for Non-Collusion Affidavit

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti-bid-Rigging Act, 73 P.S. SS 1611 et seq., governmental agencies may require Non-Collusive Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure each statement is true and accurate.
4. Failure to file an Affidavit in compliance with these instructions will result in disqualification of your quote.

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Non-Collusion Affidavit

State of _____: County of _____:

I state that I am (Title) _____ of (Name of Firm) _____ and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for price(s) and the amount of this bid.

I state that:

- a. Price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- b. Neither the price(s) nor the amount of the bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- c. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- d. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- e. (Name or Firm) _____, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that: (Name or Firm) _____ understands and acknowledges that the above representatives are material and important, and will be relied on by The Municipalities in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from The Municipalities of the true facts relating to the submission of bids for this contract.

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY _____ OF _____, 20 __

Notary Public

Name or Firm

My commission expires: _____

Title: _____

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Financial charges for services rendered

Pricing below includes the following:

- a. General staffing information - applicant to fill in accordantly: Name, Staff position with firm, Hourly rate to be billed for specific task, contact email, and phone number(s)

- b. Additional charges not covered under general services to be rendered - applicant to fill in accordantly:

Proposal contact information:

Name of Bidder: _____

Mailing Address: _____

Email: _____

Telephone: _____ Fax: _____

Signature

Printed Name

Corporate Seal

Title

Attest to Seal

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY _____ OF _____, 20__

Notary Public

Name or Firm

My commission expires: _____

Title: _____

RETURN THIS DOCUMENT

Bidders Affidavit

I, _____NAME OF PERSON_____, being duly sworn, state that I am the _____
TITLE_____ of _____NAME OF COMPANY_____ and that
I am duly authorized to sign the bid and that the bid is the true offer of the bidder, that the seal attached thereto
is the seal of the bidder, and the each, every and all declaration and statements contained in the bid and any and
all affidavits, And documents submitted as required by the bidding documents are true to the best of my
knowledge and belief.

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY _____ OF _____, 20__

Notary Public

Name or Firm

My commission expires: _____

Title: _____

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13. Items Needed for Submission:

1. West Hanover Township Resolution No. 2016-49; Procedure for compliance with professional services contract provisions of ACT 44 of 2009
2. Appendix A
3. ACT 44 Disclosure Form (to be executed by each bidder – due to the possibility of interaction with Township Pension process).

14. Terms of Agreement:

- a. Each bidder must also submit certificate of insurance naming West Hanover Township as additional insured with coverage not less than \$ 1,000,000.00 for each line item - Workers Compensation, Bodily Injury, Property Damage, Personal and Advertising Injury, Automobile Liability Insurance).
- b. Monthly invoices to West Hanover Township will be processed for payment on the first or third Monday of each month (All invoices shall be formatted as follows; Project name, Date of service, Hours spent on service, invoice total. All bids must be submitted using the Form of Proposal attached to the Bidding Documents. In addition, all bids must be accompanied by a properly executed Non-Collusion Affidavit provided as a part of the Bidding Documents.

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Agreement to provide services to West Hanover Township

This agreement made this ____ day of _____, 20__ between West Hanover Township, Dauphin County, PA 17112, a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania and having its principal office at 7171 Allentown Boulevard- Harrisburg-PA 17112.

AND

_____ a corporation organized and existing under the laws of The Commonwealth of Pennsylvania and having its principal office

_____, hereinafter referred to as Contractor

WHEREAS, The Municipalities desire to provide professional services as Township solicitor; and

WHEREAS, Bidder has submitted a bid to provide said services in accordance with an Invitation to Bid Published in the Harrisburg Patriot-Evening News, and based further upon General Stipulations and Information for Bidders, Specifications, Form of Proposal; And

WHEREAS, bidder has been declared by The Municipality to be the successful bidder.

NOW, THEREFORE, in consideration of the mutual promises by and between the parties, all parties intending to be legally bound thereby, it is agreed as follows:

Contractor agrees to the content of all pages noted above to be part of said contract between West Hanover Township and _____ along with any Addendum documents issued as part of the bidding process. Contractor also agrees no changes to said contract can be done except in writing and agreeable between both parties. The parties to this contract agreement intend to be legally bound hereby.

IN WITNESS WHEREOF: the parties have hereunto set their hands and seals on the day and years above written.

ATTEST:

Print Name

BY

Kyle Miller, BOS Chairman

Township Seal

Print Name

BY

Contractor Name:

Corporate Seal

RETURN THIS DOCUMENT

ACT 44 DISCLOSURE FORM FOR ENTITIES PROVIDING
PROFESSIONAL SERVICES TO THE
WEST HANOVER TOWNSHIP PENSION SYSTEM

CHAPTER 7-A OF ACT 44 OF 2009 MANDATES the annual disclosure of certain information by every entity (hereinafter "Contractor") which is a party to a professional services contract with one of the pension funds of West Hanover Township (hereinafter the "Requesting Municipality"). Act 44 disclosure requirements apply to *Contractors* who provide professional pension services and receive payment of any kind from the **Requesting Municipality's** pension fund. The **Requesting Municipality** has determined that your company falls under the requirements of Act 44 and must complete this disclosure form. You are expected to submit this completed form, to the Requesting Municipality below, **by January 1, 2019**. If, for any reason you believe that Act 44 does not require you to complete this disclosure form, please provide a written explanation of your reason(s) **by January 3, 2019**.

**RETURN COMPLETED
DISCLOSURE TO:**

West Hanover Township
Attn: Daniel Rosario (CAO)
7171 Allentown Boulevard
Harrisburg PA 17112
1-717-652-4841
manager@westhanover.com

REQUIRED UPDATES:

Where noted, information in this form must be updated in writing as changes occur.

DEFINITIONS FOR DISCLOSURE

TERM:	DEFINITION:
CONTRACTOR	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.
SUBCONTRACTOR OR ADVISOR	Anyone who is paid a fee or receives compensation from a municipal pension system – directly or indirectly from or through a contractor.
AFFILIATED ENTITY	Any of the following: <ol style="list-style-type: none"> 1. A subsidiary or holding company of a lobbying firm or other business entity owned in whole or in part by a lobbying firm. 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.
CONTRIBUTIONS	As defined in section 1621 of the act of June 3 rd , 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code
POLITICAL COMMITTEE	As defined in section 1621 of the act of June 3 rd , 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code
EXECUTIVE LEVEL EMPLOYEE	Any employee or person or the person's affiliated entity who: <ol style="list-style-type: none"> 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 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.
MUNICIPAL PENSION SYSTEM	Any qualifying pension plan, under Pennsylvania state law, for any municipality within the Commonwealth of Pennsylvania; includes the Pennsylvania Municipal Retirement System. <i>Example: the Police Pension Plan for the Borough of Winchesterville</i>
MUNICIPAL PENSION SYSTEM OFFICIALS AND EMPLOYEES; MUNICIPAL OFFICIALS AND EMPLOYEES	Specifically , those listed in TABLE 2 titled: <i>"List of Pension System and Municipal Officials and Employees"</i> on the next page. Where applicable, includes any employee of the Requesting Municipality .
PROFESSIONAL SERVICES CONTRACT	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.

List of Municipal Officials for the Requesting Municipality

Certain requests for information in this form will refer to a “List of Municipal Officials.” To assist you in preparing your answers, you should consider the following names to be a complete list of pension system and municipal officials and employees. Throughout this Disclosure Form, the below names will be referred to as the “*List of Municipal Officials.*”

2018 Calendar year

Kyle Miller, Chair Board of Supervisors

Jay Megonnell, Vice Chair Board of Supervisors

Donald Steinmeier, Secretary Treasurer Board of Supervisors

Gloria Zimmerman, Board of supervisors

Stacey Connors, Board of Supervisors

Jon Yost, Yost and Davidson, Township Solicitor

Daniel Rosario, Township Manager (CAO)

IDENTIFICATION OF CONTRACTORS & RELATED PERSONNEL

CONTRACTORS: (See "Definitions" – page 2) any entity who currently provides service(s) by means of a Professional Services Contract to the Municipal Pension System of the **Requesting Municipality**, please complete all of the following:

Identify the Municipal Pension System(s) for which you are providing information:

Indicate all that apply with an "X": Non- Uniform Plan Police Plan Fire Plan

****NOTE:** For all that follow, you may answer the questions / items on a separate sheet of paper and attach it to this Disclosure if the space provided is not sufficient. Please reference each question / item you are responding to by the appropriate number. (Example: REF – Item #1.)

1. Please provide the names and titles of all individuals providing professional services to the **Requesting Municipality's** 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 with regard to the professional services being provided to each designated pension plan.

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)

2. Are any of the individuals named in **Item 1** or **Item 2** above, a current or former official or employee of the **Requesting Municipality**?
➔ IF "YES", provide the name and of the person employed, their position with the municipality, and dates of Employment.
3. 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 a state or federal lobbyist, and the date of their most recent registration /renewal.

NOTICE: All information provided for items 1- 4 above must be updated as changes occur.

4. Since December 17th 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 the **Requesting Municipality** (OR), any municipal official or employee of the **Requesting Municipality** in connection with any transaction or investment involving the **Contractor** and the Municipal Pension System of the **Requesting Municipality**?
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 municipality's pension system.
➔ 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 **Municipal Pension System** of the **Requesting Municipality** (OR), any

municipal official or employee of the **Requesting Municipality**, (3) the official they communicated with, and (4) the dates of this service.

5. Since December 17th 2009, has the **Contractor**, or any agent, officer, director or employee of the **Contractor** solicited a contribution to any municipal officer or candidate for municipal office in the **Requesting Municipality**, or 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 committee who were solicited (to whom the solicitation was made).

6. Since December 17th, 2009: Has the **Contractor** or an **Affiliated Entity** made any contributions to a municipal official or any candidate for municipal office in the **Requesting Municipality**?

➔ 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.

7. Does the **Contractor** or an **Affiliated Entity** have any direct financial, commercial or business relationship with any official identified on the **List of Municipal Officials**, of the **Requesting Municipality**?

➔ IF "YES", identify the individual with whom the relationship exists and give a detailed description of that relationship. ****NOTE:** A written letter is required from the **Requesting Municipality** acknowledging the relationship and consenting to its existence. The letter must be attached to this disclosure. Contact the **Requesting Municipality** to obtain this letter and attach it to this disclosure before submission.

8. Has the **Contractor** or an **Affiliated Entity** given any gifts having more than a nominal value to any official, employee or fiduciary – specifically, those on the **List of Municipal Officials** of the **Requesting Municipality**?

➔ 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.

9. 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 of the following applies:

- a) The contribution was made within the last 5 years (specifically since: December 18th 2004)
- 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:
 1. A single contribution by a person in (b.) above, OR
 2. The aggregate of all contributions all persons in (b.) above;
- d) The contribution was for
 1. Any candidate for any public office or any person who holds an office in the Commonwealth of Pennsylvania;
 2. 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.

10. With respect to your provision of professional services to the Municipal Pension System of the **Requesting Municipality**:

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 **Requesting Municipality**?

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);
- An explanation of the steps taken to address this apparent, potential, or actual conflict of interest.

➔ **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.

11. 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.

Please provide the name(s) and position(s) of the person(s) participating in the completion of this Disclosure. **One of the individuals** identified by the **Contractor** in **Item #1** above must participate in completing this Disclosure and must sign the below verification attesting to the participation of those individuals named below.

Name: _____ Position: _____

SIGNATURE

TITLE

DATE

VERIFICATION

I, _____, hereby state that I am a _____ for

_____ and I am authorized to make this verification.

I hereby verify that the facts set forth in the foregoing Act 44 Disclosure Form for Entities Providing Professional Services to **West Hanover Township** Pension System are true and correct to the best of my knowledge, information and belief. I also understand that knowingly making material misstatements or omissions in this form could subject the responding Contractor to the penalties in Section 705-A (e) of Act 44.

I understand that false statements herein are made subject to the penalties of 18 P.A.C.S. § 4904 relating to unsworn falsification to authorities.

NAME

DATE