

CITY OF GREENSBURG

RESOLUTION NO. 1164

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

WHEREAS, the City of Greensburg (the "City") has previously enacted an Ordinance establishing the City of Greensburg Nonuniformed Employee and Police Pension Plans (the "systems"); and

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

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

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

BE IT RESOLVED, by the Mayor and City Council of the City of Greensburg, and it is **HEREBY RESOLVED AND ENACTED** by authority of the same:

The City'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 notifications.
- d. Draft an application form, advertisement and disclosure form.
- e. Advertise the availability of a contract including application and required disclosure forms on the City'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 pension 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.

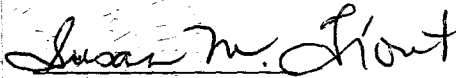
- k. Within 10 days of awarding the contract, transmit the original application form, a summary of the basis for the award, and required disclosure form to all unsuccessful applicants and post on the City's web site at least seven days prior to the execution of the contract.
- l. If amending the contract 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 City'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 August, A.D., 2011.

CITY OF GREENSBURG

By: 
Mayor and President of Council

ATTEST:



City Administrator