

**LACKAWANNA COUNTY PENSION BOARD  
REQUEST FOR QUALIFICATIONS**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received by the County of Lackawanna (the "County") Pension Board at 200 Adams Avenue, 6<sup>th</sup> floor, Scranton, Pennsylvania 18503, on June 7, 2009 at 1:00 P.M., prevailing time for Trustee to the Lackawanna County Pension Fund.

- A. **PURPOSE:** The purpose of this Request for Qualifications is to solicit interest from qualified firms and/or individuals to provide professional services for the Pension Board. A qualified firm and/or individual will be selected through a fair and open process at the sole discretion of the Pension Board.
- B. **PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:**
1. Four (4) copies of the submission, inclusive of all information required at Section D hereof, should be provided. Qualifications must be submitted to the Pension Board, c/o Maria Elkins, 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, Pennsylvania 18503. Submissions must be submitted in a sealed envelope with the name of the firm or individual submitting the qualifications clearly marked on the outside of the envelope. The Pension Board assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submission by fax, telephone, or email is not permitted. The final selection shall be made in the sole discretion of the Pension Board.
  2. All questions regarding this Request for Qualifications should be made in writing to the Pension Board, c/o Maria Elkins, 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, Pennsylvania 18503.
- C. **CRITERIA FOR EVALUATION OF QUALIFICATIONS:** The Pension Board will independently evaluate each submission and selection will be made upon the following criteria:
1. Experience and reputation in the field;
  2. Knowledge of the subject matter of the services to be provided to the Pension Board;
  3. Knowledge of the Pension Board, its affairs and operations;
  4. Ability to meet timelines and schedules for completion as set forth by the Pension Board;
  5. Availability to accommodate any required meetings of the Pension Board;

6. Compliance with the minimum qualifications established by the Pension Board for the position;
  7. Other factors determined to be in best interest of the Pension Board.
- D. **QUALIFICATION REQUIREMENTS:** The Pension Board is requesting qualifications for Trustee to the Lackawanna County Pension Fund, which should include:
1. Scope of Services;
  2. Resume(s);
  3. Facilities; and
  4. Conflict of Interest.

The following explains what the Pension Board expects in each of the major sections:

1. **Scope of Services** – The Pension Board is requesting qualification statements to provide the following services:

**Trustee to Lackawanna County Pension Fund**

Trustee will provide safekeeping of assets, collect interest and dividends, execute transactions under the direction of the investment manager, provide monthly statements and record keeping, be able to invest cash automatically on a daily basis, and purchase or redeem units of specific funds at the direction of the investment manager.

2. **Resume** – All resumes submitted to the Pension Board shall include the following:
  - a) Name and address of your firm and the corporate officer authorized to execute agreements;
  - b) A brief description of your firm’s history, ownership, organizational structure, location of its management, and applicable license(s) and registration(s) to do business in the Commonwealth of Pennsylvania;
  - c) The names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the Pension Board and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the Pension Board.
  - d) A listing of government clients with which you have similar contracts; include the name, address and telephone number of the contact person.
  - e) A statement of your firm’s insurance coverage. Firms must provide an insurance certificate specific to the Pension Board in responding to this RFQ.

- f) A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations.
- g) A statement that your firm is not involved in any current litigation with the Pension Board.

3. **Facilities – Office Locations**

- a) For your firm's facilities which will service this project:
  - i. The location;
  - ii. Firm personnel assigned to this location; and
  - iii. Activities of the firm performed at this location.
- b) For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should clearly indicate there is only one location.

E. **RESERVATION OF RIGHTS:** The Pension Board reserves the right to reject any and all submissions, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.