

RESOLUTION NO. R-2012-11

TOWNSHIP OF HOPEWELL

A RESOLUTION OF THE TOWNSHIP OF HOPEWELL 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 Hopewell (the "Township") has previously enacted a Resolution or Ordinance establishing the Hopewell Township Police Pension Plan (the "system"); 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 system; and

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

BE IT RESOLVED by the Board of the Township of Hopewell and it is HEREBY RESOLVED AND ENACTED by authority of the same:

The Township procedures for procuring professional services for the municipal pension system 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, decision, 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 municipal 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 municipal pension system 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 municipal pension system's website at least seven days prior to 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 municipal pension system'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 13<sup>th</sup> day of August, A.D., 2012

ATTEST:



Township of Hopewell



**Policy Relating to Potential Conflicts of Interest in the Review of a  
Proposal for the Negotiation of a Contract  
for the Hopewell Township Pension System**

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No former employee of the contractor or potential contractor may participate in the review of a proposal or negotiation of a contract with that contractor for at least one year after being hired as an employee for the municipal pension system.

No former employee of the municipal pension system may participate in the submission of a proposal or performance of a contract for at least one year after leaving the municipal pension system's employment.

If a person that enters into or has applied for, submitted an offer or bid for, responded to a request for proposal on or otherwise solicited a contract with a municipal pension system or an officer, director or employee of a municipal pension system is aware, or reasonably should be aware of an apparent, potential or actual conflict of interest, the person shall disclose the conflict and promptly eliminate the conflict.

This policy does not preempt the municipality's Code of Ethics and/or existing Conflict of Interest Policy as it relates to the review of a proposal or negotiation of a contract in the case that the existing code or policy is stricter.

Norman Koush  
Name  
Board President  
Title