

City of Bradford, Pennsylvania
Request for Proposal (RFP)

Pension Custodial Services

For the Defined Benefit Pension Plans of the Police, Fire, and Non-Uniformed Employees

RFP No.: 2026-CS-01 Issue Date: April 07, 2026

City of Bradford

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Pension Custodian Services

1. Executive Summary

The City of Bradford is soliciting proposals from qualified financial institutions to provide pension custodial services for the City's retirement plans. The selected custodian will safeguard plan assets, execute transactions, provide accurate and timely reporting, and ensure compliance with applicable federal and state regulations. This RFP is intended to identify a partner with strong public-sector experience, robust internal controls, and competitive pricing.

2. Background and Context

The City of Bradford is a municipal government responsible for the prudent stewardship of public pension assets on behalf of its employees and retirees. The City seeks a custodian that demonstrates fiduciary best practices, operational resilience, and a strong understanding of governmental pension plans.

Plans Covered

- Three Contributory Defined Benefit Pension Plans
- Approx fund balances and number of retirees:
 - Police Plan - \$9,746,954.09 and 26 Retirees
 - Fire Plan - \$11,774,561.29 and 26 Retirees
 - Nonuniformed Plan - \$11,443,331.82 and 44 Retirees
 - Employee contributions to all plans are made on a pre-tax basis

The City reserves the right to modify the scope of services based on final plan structure and governing board direction.

3. Scope of Services

The successful proposer will be expected to provide the following services:

A. Custodial Services

- Safekeeping of pension assets, including domestic and international securities
- Issue monthly pension checks (with direct deposit as an option) to retirees and annual IRS Form 1099-R.

- Issue, as needed, checks (or wire transfers) for a lump sum return of employee contributions to former employees (or to their IRA or new employer's retirement plan in a direct rollover) and IRS Form 1099-R.
- Federal/State tax withholding transmittals and filings
- Options for retirees to elect distributions to credit unions for Christmas Club accounts.
- Ability to distribute directly from the fund the insurance premiums for eligible retired firemen or police officers to the provider of the accident or health plan or long-term care insurance contracts
- Employee and Employer contribution processing with proper descriptions in the statements.
- Payment of plan expenses either by check or ACH transfer or wire transfer
- Monitoring of Social Security Death Index or by other means to timely identify retiree deaths
- Trade settlement and cash management
- Income collection (dividends, interest, maturities)
- Corporate actions processing
- Reconciliation with investment managers
- Conduct all other duties and responsibilities routinely done by a pension fund custodian.

B. Reporting and Accounting

- Monthly and quarterly custodial statements
- Transaction-level detail and performance-supporting data
- Compliance and exception reporting
- Year-end reporting to support audits and actuarial valuations (i.e. retiree check registers)
- Conduct all other duties and responsibilities routinely done by a pension fund custodian.

C. Compliance and Fiduciary Support

- Internal control documentation (SOC 1 / SOC 2 reports)
- Regulatory compliance support (IRS, ERISA where applicable, and state law)³
- Conduct all other duties and responsibilities routinely done by a pension fund custodian.

D. Client Service and Technology

- Dedicated relationship management team
- Online access to reports and data
- Cybersecurity and data protection controls
- Disaster recovery and business continuity planning
- Conduct all other duties and responsibilities routinely done by a pension fund custodian.

4. Proposer Qualifications

Proposer must demonstrate :

- Minimum of five (5) years' experience providing custodial services to public-sector pension plans
- Financial strength and stability
- Experience with plans of similar size and complexity
- Demonstrated internal controls and risk management practices

5. Proposal Submission Requirements

Proposals should be organized in the following order:

1. **Cover Letter** – Signed by an authorized officer
2. **Firm Overview** – History, ownership, and organizational structure
3. **Relevant Experience** – Public-sector pension clients and three references
4. **Service Model** – Description of custodial services and staffing
5. **Sample Reporting Statement** – May include as separate attachment or exhibit
6. **Technology and Reporting** – Systems, portals, and data capabilities
7. **Risk Management and Controls** – SOC reports, cybersecurity, BCP/DR
8. **Fee Proposal** – Detailed and itemized fee schedule
9. **Required Disclosures** – Conflicts of interest, litigation, regulatory actions

6. Fee Structure

Proposers shall provide a transparent five (5) year fee schedule including, but not limited to:

- Asset-based custody fees
- Transaction-based fees
- Ancillary or pass-through costs

All fees must be clearly disclosed. The City of Bradford prefers a predictable and competitive fee structure aligned with the best public-sector practices.

7. Terms and Conditions

- The City reserves the right to reject any or all proposals
- The City may request additional information or clarification
- All proposal costs are the responsibility of the proposer
- The selected firm will be required to enter into a formal contract with the City
- Conduct all other duties and responsibilities routinely done by a pension fund custodian.

8. Submission Instructions

Proposals must be submitted by May 5th, 2026, at 4pm in accordance with the instructions below:

Submission Method: [Electronic]

Contact Person:

Eric Taylor

City Administrator

City of Bradford

e.taylor@bradfordpa.com

(814) 362-3884

All questions must be submitted in writing. Unauthorized contact with City officials may result in disqualification.

9. Governing Law

This RFP and any resulting contract shall be governed by the laws of the State of Pennsylvania in which the City of Bradford is located.

Issued by the City of Bradford