

**INVITATION FOR BID
PENNSYLVANIA TREASURY DEPARTMENT
CUSTODY, SALES, AND RECORD-KEEPING OF SECURITIES**

ISSUING OFFICE:

**PA Treasury Department
Bureau of Support Services
3T-A Finance Building
Harrisburg, Pennsylvania 17120**

IFB19-002

RELEASE DATE: July 18, 2019

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Introduction-----

The Pennsylvania Treasury Department (“Treasury”) is pursuing a vendor award contract to perform custodial, liquidation, and record-keeping services in connection with securities which are reported to Treasury as unclaimed property.

The Pennsylvania Disposition of Abandoned and Unclaimed Property Act (“the Act”), 72 P.S. §1301.1 *et seq.*, as amended, sets forth procedures for the disposition of abandoned and unclaimed property within the Commonwealth. Treasury is responsible for the administration of the Act, including §1301.17(e), which states in part, “[t]he State Treasurer shall be required to sell all stocks, bonds and other negotiable financial instruments upon receipt of such items.”

All submissions and responses to this Invitation for Bid must be electronically submitted to: IFB19-002@patreasury.gov no later than 10:00 am on Wednesday, August 14, 2019.

Contract Requirements and Qualifications-----

The following standards must be met in order for the proposal to be considered:

1. The firm has a website and an established headquarters.
2. The firm has at least three (3) states on contract to perform similar such services.
3. The firm has a working knowledge and is compatible with the holder reporting software used by Treasury as its record-keeping database for unclaimed property operations.
4. The firm has proper divisions and protocols and/or established policies in place to address any potential conflicts of interest.
5. The firm has not been subject to any criminal or regulatory investigations resulting in adverse action. The firm is not currently the subject of a criminal or regulatory investigation.
6. The firm has at least five (5) million dollars in professional liability/malpractice insurance to cover losses against the Commonwealth.

Contract Requirements and Qualifications (continued)-----

As part of this Invitation, please provide responses via email for the following:

1. Organizational structure and staff biographies.
2. The organization's experience with performing securities services to receive, process and liquidate all security types.
3. The organization's experience with providing custodial safekeeping and accounting services.
4. What type of feedback would we expect to receive in connection with securities services performed on behalf of Treasury?
5. For what other states does your entity perform unclaimed property securities services?
6. In connection with each of the six standards that must be met (as noted in the section above), please provide an affirmative statement that each of these standards have been met or, alternatively, an affirmative statement for each of the standards that have been met along with an explanation for any standards that have not been satisfied.

In addition, the vendor agrees to:

1. Receive and settle all securities positions reported to Treasury as unclaimed property.
2. Liquidate positions upon receipt, as per the Act.
3. Comply with all applicable SEC regulations.
4. For securities that cannot be liquidated, provide custodial safekeeping and accounting services.
5. Maintain records of delivering entities (e.g. transfer agents) and process any corporate actions (including dividends) according to Treasury's instructions.
6. Wire funds in connection with sale proceeds and/or any other liquidation proceeds to Treasury on a weekly basis.
7. Provide online tools for transactions processing and reporting.
8. Provide ability to transfer, re-register or reissue securities positions to an individual owner.

Term of Contract

The contract is a three-year contract (for the Fiscal Years, FY 19-20, FY 20-21, and FY 21-22) with an option to renew in two (2) one-year increments (FY 22-23 and FY 23-24). The term is to be completed within an agreed upon timeframe prior to the contract.

Any questions regarding the bid should be directed to Mark Lavelle at IFB19-002@ptreasury.gov. Please use “IFB19-002” in the Subject line.

Cost Proposal Information

As part of this Invitation, please provide responses via email for the following:

1. Total fees for securities services.
2. Any other fees related to providing securities services.