



**CITY OF EAST PROVIDENCE  
CITY'S PRIVATE PENSION PLAN REVIEW  
ADVERTISEMENT  
REQUEST FOR QUALIFICATION  
RFQ EP22/23-26R  
BID OPENING THURSDAY OCTOBER 19, 2023 AT 11:00AM**

The East Providence Fireman's and Police's Pension Board is seeking requests for proposals from law firms or qualified individuals for the purpose of reviewing and recommending updates to the City's private pension plan ordinance Article V, Chapter 11, section 11-231 et. seq. to ensure compliance with local, state and any federal requirements including but not limited to changes related to disability pension for firefighters and police officers.

The Fund also seeks the creation of formal pension plan documents, forms, (i.e disability pension request and disability recertification eligibility), policies and supporting materials to help guide the City Solicitor and Board Staff in the administration of the pension plan's requirements. Include any proposed fee structured (i.e hourly, flat, or hybrid) for the Fund's consideration. Applicants should also include a brief description of similar work performed for and on behalf of similar entities. Specifications may be downloaded from the City's website <https://eastprovidenceri.gov/rfp>

One (1) Original, Nine (9) copies and 1 Thumb Drive of proposals shall be submitted in one (1) sealed envelope to East Providence City Hall, Controllers Office, Room 103, Attn: Kim Brown, Controller, 145 Taunton Ave., East Providence, RI 02914 no later than **THURSDAY OCTOBER 19, 2023 AT 11:00AM**. The bids will be publicly recorded. Bids received with a time of 11:01 AM or later will be rejected. The outside envelope needs to be marked **RFQ EP22/23-26R**.

The City reserves the right to reject any/or all firms, to waive any informality in the proposal statement and to accept the proposal of any company based on what the City deems to be in its best interest.

Any questions need to be directed in writing to Michael J. Marcello, City Solicitor at [mmarcello@eastprovidenceri.gov](mailto:mmarcello@eastprovidenceri.gov) and Kim Brown at [kbrown@eastprovidenceri.gov](mailto:kbrown@eastprovidenceri.gov) no later than **WEDNESDAY OCTOBER 4, 2023 AT 11:00 AM**.

Equal Opportunity/Affirmative Action Employer

Ralph Mitchell  
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