



MONROE COUNTY WATER AUTHORITY

P.O. Box 10999 • 475 Norris Drive • Rochester, N.Y. 14610-0999

Phone: (585) 442-2000 Fax (585) 442-0220

August 21, 2026

ADDENDUM No. 1
TO THE
REQUEST FOR PROPOSAL
FOR
ACTUARIAL SERVICES

This contains the above-referenced Addendum.

You must acknowledge receipt of this Addendum by signing below and submitting this sheet to the Authority with the proposal by **August 31, 2026 by 12:00 p.m. EDT.**

ACKNOWLEDGEMENT OF RECEIPT:

Signature

Name and Title *(Please Print)*

Company Name *(Please Print)*

August 21, 2026

ADDENDUM NO. 1
TO THE
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To: All Holders of the RFP

Your attention is directed to the following questions received for the above-referenced RFP.

1. Please confirm the reason for the RFP.

What is the reason for issuing this request for proposal? E.g. is there dissatisfaction with the incumbent actuary? Or is the Authority required to issue a Request for Proposal after a certain number of years?

Why is the Monroe County Water Authority going out to bid at this time?

Monroe County Water Authority last issued a Request for Proposal for Actuarial Services in 2021 and entered into an agreement with the selected proposer for an initial term of 3 years, with the option to renew for two 1-year terms. The agreement was renewed through FYE 2025. It is the policy of the Monroe County Water Authority to issue a new Request for Proposal when the term of an agreement expires. There has been no dissatisfaction with the incumbent actuary.

2. Are there any services that the Authority is not receiving from the current provider, that would be helpful to include in the proposal response.

Any concerns with the current provider, or service areas that you would like the prospective new provider to focus and improve upon?

Monroe County Water Authority had no issues with our current provider. There are no additional services needed that we are not currently receiving from our current provider.

3. Are there any service issues that need to be addressed?

No, there are no issues that need to be addressed.

4. Does the Authority have a budget or can share the current fees paid to the actuarial firm (e.g., is this data public record for the Authority's budget)?

Are you able to supply us with the fees that the Authority paid the incumbent actuary for the most recent actuarial valuation and GASB No. 74/75 reporting?

To assist proposers in developing a competitive and accurate cost proposal, can the Authority provide the fees paid to the incumbent actuarial consultant for services comparable to those included in this RFP, including the annual valuation and any additional consulting services?

Current fees with the incumbent provider, if available.

What is the current annual contract value for this scope of work?

Monroe County Water Authority does not have a set budget for this agreement. For FYE 12/31/2024 a roll forward valuation was completed at a cost of \$2,000. For FYE 12/31/2025 a full valuation was completed at a cost of \$5,470.

5. Please confirm ideal timing for when the actuarial valuation data will be available and when the results and final report should be ready.

Given that the measurement date will be December 31, 2026, please confirm whether the December 31, 2026 completion date shown in the tentative schedule is the intended final report delivery date. If so, does the Authority anticipate the use of estimated year-end data or other agreed-upon procedures to meet this timeline?

Requested valuation data will be provided by Monroe County Water Authority by mid-October. The final report would need to be submitted to Monroe County Water Authority by January 15th. This timeline will allow for the year end discount rate to be published.

6. In Section 2.5, part of the evaluation criteria is Local Office. What does the Authority consider Local? Within a certain mile radius, or just within Monroe County?

Monroe County Water Authority would rank companies within Monroe County, NY with preference in that scoring category. All other companies would be ranked by proximity to Monroe County, NY.

- 7. Section 3.5 includes the 2 forms listed below. Are these forms to be completed and submitted with our proposal? Or do they only need to be completed by the selected bidder?**

- *Bidder/Offerer Disclosure of Prior Non-Responsibility Determination & Affirmation/Certification in Accordance with NYS Finance Law 139-J and 139-K*
- *Offerer's Affirmation of Understanding of and Agreement Pursuant to State Finance Law 139-J(3) and 139-J(6)(2)*

Both forms need to be completed, signed, and submitted with the proposals from all proposers. In addition, acknowledgement of Addendum 1 must also be signed and submitted. Failure to do so will result in an incomplete proposal.

- 8. How long has the incumbent provided these services?**

The current incumbent has provided these services to the Monroe County Water Authority for the past 5 years.

- 9. Should proposers provide separate fixed fees for each annual GASB 75 valuation for FYE 2026, 2027, and 2028, as well as pricing for each of the two optional renewal years, or is the Authority seeking a single annual fee structure?**

Yes, proposers should provide separate fixed fees for each FYE 2026, 2027, 2028, and for the two optional renewal years FYE 2029 and 2030. Please indicate with your pricing if the costs are for a full valuation or a roll forward valuation.

- 10. Does the Authority anticipate that the selected actuarial consultant will be required to present valuation results to Authority staff, the Board, auditors, or other stakeholders? If so, approximately how many virtual and/or in-person meetings should proposers anticipate per contract year?**

No, the selected proposer will not be required to present the valuation.

MONROE COUNTY WATER AUTHORITY

Amy A. Molinari
Director of Finance & Business Services