



200 Howell Avenue  
Riverhead, NY 11901

William J. Rothaar  
Financial Administrator

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February 8, 2017

To Whom It May Concern,

The Town of Riverhead is looking for proposals for "Government Accounting Standards Board" (GASB) Statement #45 Actuarial Services for 2016 through 2019 to determine the "Other Post Employment Benefits" (OPEB) cost that needs to be recognized over the employee's years of service and to provide relevant information about the actuarial accrued liabilities for these benefits. These services include:

1. Calculation of the actuarial accrued liability of its OPEB's, the actuarial value of plan assets, if any, and actuarial present value of total projected benefits, unfunded actuarial accrued liability, normal cost, net OPEB obligation, and the annual required contribution as defined by GASB Statement 45.
2. Provide the Town with the required note disclosures and schedules to be included in the Town's audited financial statements as required under GASB 45.
3. Meeting with the Town's external auditors for questions and discussion.

Please refer to our 2015 Audited Financials, Note 3:F starting on page 69 through page 73 at the following link (<http://www.townofriverheadny.gov/docview.aspx?docid=46282>) for details of information needed.

A qualified firm would need to have experience providing these services to a government of similar size. If interested, please provide the Town with your company's proposal by March 16, 2017. Include in your proposal a list of other municipal valuations performed by your company.

Sincerely,

William J. Rothaar, CPA  
Financial Administrator