



May 18, 2026

TO WHOM IT MAY CONCERN:

Subject: Request for Proposal (RFP) No. 26-00036-ACAC Actuarial Services

Southeastern Pennsylvania Transportation Authority (SEPTA) is soliciting proposals from qualified consultants. The consultant must be able to provide Actuarial Services for a Five-Year Term, as further described in the Scope of Work for this RFP.

Prospective Proposers can view the Request for Proposal Documents from the attachment to this email. The RFP documents include Proposers Instructions, Agreement, Scope of Services, and associated attachments.

CAUTION: While subsequent correspondence and follow-up documentation concerning this RFP will only be sent to consultants who have submitted written requests for the proposal documents via email. It is the consultant's responsibility to ensure that it has all the necessary correspondence and documents from SEPTA to properly prepare its proposal.

Each proposal shall be submitted in two (2) separate parts, enclosed in two (2) separate packages, and identified as Technical Proposal and Price Proposal. Price proposals will not be opened until the technical evaluation is completed. **A Pre-Proposal Meeting will be held on Wednesday, May 27, 2026 at 10:00AM, via a Teams Meeting.** A representative of your company is encouraged to join to discuss the proposed work with representatives of SEPTA, but attendance is not mandatory.

Guests will not be permitted to access the floors of 1234 Market Street. Information to attend the Pre-Proposal Meeting, via Teams, is as follows:

Join the meeting now

Join: <https://teams.microsoft.com/meet/276657095425093?p=uE9em8mG280Nnqn7eG>

Meeting ID: 276 657 095 425 093

Passcode: Za3Ky3va

Dial in by phone

[+1 312-593-1554](tel:+13125931554), [414972053](tel:+1414972053)# United States, Chicago

[Find a local number](#)

Phone conference ID: 414 972 053#

All questions pertaining to this request for proposal must be submitted in writing to SEPTA, 1234 Market Street, 11th Floor, Philadelphia, Pennsylvania 19107, Attn: Carolyn Cotton, Procurement & Supply Chain Mgt. Dept. via email: cCotton@septa.org. **All questions must be received no later than the close-of-business (4:30 P.M.) on Wednesday, June 3, 2026.** The answers to all questions submitted will be provided via official addenda. **One (1) copy of the Technical Proposal and one (1) copy of the Price Proposal are to be submitted to SEPTA, by the close of business (3:00 P.M.) on Wednesday, June 17, 2026.**

Please direct all correspondence to:

Carolyn Cotton
Senior Contract Administrator
215-580-7599
cCotton@septa.org
Procurement & Supply Chain Mgt. Dept.
Division 1234 Market Street, 11th Floor
Philadelphia, Pennsylvania 19107

Subject to SEPTA's right to reject any and all proposals and/or to negotiate separately with any firm in any manner deemed appropriate to serve its best interests, if any award is made as a result of these proposals, it will be made on the basis of the proposal which best satisfies the intent of the RFP and other factors considered in the best interests of SEPTA.

SEPTA, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 253, 42 U.S.C. 2000d to 2000d-4, and Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office of the Secretary, Department of Transportation, in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby

notifies all proposers that it will affirmatively, insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this invitation, and will not be discriminated against on the grounds of race, sex, color, or national origin in consideration for an award.

Consultant will be required to comply with all applicable Equal Employment Opportunity laws and regulations. All proposers will be required to certify compliance with Executive Order 12549 (ineligible contractors). Oral, telegraphic or telephonic proposals or modifications will not be considered.

Sincerely,

Carolyn Cotton

Carolyn Cotton
Senior Contract Administrator