



Office of the Actuary

DATE: August 25, 2006

TO: All Medicare Advantage Organizations and Medicare Prescription Drug Plan Sponsors

FROM: Sol Mussey, A.S.A., M.A.A.A.
Acting Director, Parts C and D Actuarial Group

SUBJECT: Deadline for Submission of Final Actuarial Certifications for Contract Year 2007 Bids

All plan sponsors are required to upload final Actuarial Certifications for every CY2007 bid by the following deadline: **11:59 PM EDT, Wednesday August 30, 2006.**

Every initial MA and Part D bid pricing tool submission was accompanied by a preliminary actuarial certification. As indicated in the CY2007 bid instructions, we are requiring that the final certifications be submitted at this time. No material changes to the previously submitted certification language will be considered. The only acceptable changes to the final certifications are as follows:

- Date of the signed certification
- BPT Prepared Dates – These dates are located on MA BPT Worksheet 6 and PD BPT Worksheet 7
- HPMS version # of the most recent PBP – The PBP version # can be found in HPMS under:
HPMS > Plan Bids > Bid Reports > 2007 > Bid Status History Report
(See fourth column of the report; header is “Version”)

The final certification must reference the PBP version and BPT dates indicated above. The certifying actuary is responsible for ensuring that the Bid Pricing Tool was prepared on a basis consistent with the PBP.

One certification can attest to many bids for the same organization. However, the BPT and PBP references above are bid-specific.

The final certifications must be received in HPMS prior to bid attestations being available. Failure to follow these guidelines may result in contracting delays.

The resubmission gateway need not be opened to upload the certification. Until the deadline above, all plans that submitted CY2007 BPTs can upload certifications under the certification category at the following path: HPMS > Plan Bids > Bid Submission > CY2007 > Upload > Substantiation. If you need technical assistance while using HPMS, please contact the HPMS Help Desk at either 1-800-220-2028 or hpms@cms.hhs.gov.

For other questions or inquiries, please contact Diane Spitalnic at (410) 786-5745.