

**Attachment 2
Plan Year Highlights**

Month	Highlight	Actuarial Project
January	Plan year begins	1. Make necessary changes to reserve requirements based on new enrollment
January-May	Legislative session	1. Provide expert testimony as requested
April-June	Any necessary RFPs are released (*) Evaluation of proposals	1. Provide general consulting on RFP development 2. For self-insured RFPs, develop information request for determining estimated claim costs for bidders 3. Review of plan benefits, including modeling any proposed benefit changes 4. Review rate tier multipliers 5. For self-insured RFPs, estimate claim costs for each bidder based on information provided by bidders
July-August	Contract awards made by Board of Trustees Fiscal year begins	1. Attend meeting 2. Finalize premium equivalents for all self-insured products (state and public entity)
August	Preliminary appropriations request submitted for following fiscal year	1. Provide estimate of trend rates to use in budget
September	MCHCP undergoes annual independent audit	1. Re-evaluate IBNR estimates for annual independent audit
October	Open enrollment	
November	Final budget and appropriation request prepared for next fiscal year	1. Make any necessary revisions to trend rates to use in final budget request

(*) Listed below are expiration dates for major MCHCP contracts. MCHCP expects to release an RFP for the services listed 8-10 months before the contract expires.

- 12/31/2017 External Audit
- 12/31/2018 Dental; Vision; On-Site Clinic; Banking; Procurement Software
- 12/31/2019 Third Party Administrators
- 12/31/2021 Pharmacy Benefit Manager, Employee Assistance Program
- 12/31/2024 Decision Support System

Additional Required Duties

1. Attend up to three additional meetings with staff and/or Board of Trustees.
2. At least quarterly, provide necessary updates to changes in reserve levels.