

HPMS E-Mail

Date: May 23, 2024

Subject: Updated Version of the CY 2025 BPT Add-In File

CMS has released an updated version of the BPT add-in file to correct two issues with the Part D BPT. The first update populates the finalized XML file with three fields on WS 3 6 (cells G54, J54, and K21) of the Part D BPT. The second update corrects the red circle validation on PD Worksheet 3 cells H12 and H13.

All Part D organizations must submit or resubmit their PD BPT(s) using the updated version of the BPT add-in file.

Users can verify the add-in version by checking the version information presented in the upper right-hand section of Worksheet 1 (i.e., Worksheet 1 - Cell N3 for the PD BPT should be PD-2025.2 after updating the add-in version).

The CY 2025 MA, MSA, and ESRD BPTs may use the original add-in file or the updated version.

Users can download the new add-in file using the following navigation path in HPMS: Plan Bids > Bid Submission > CY 2025 > Download > Bid Software > BPT Add In & Spreadsheets.

After downloading the new add-in file, users must run the BPT2025.exe; the resulting BPT2025.xlam file will be saved in the default C:\BPT\BPT2025\ directory. The new version of the BPT2025.xlam file must overwrite (and replace) the prior version. The Batch Process Tool may be used to update the add-in for multiple BPTs at once.

The following steps guide users through the add-in update process:

1. Delete the previous instance of the add-in from the C:\BPT\BPT2025.
2. Download the new version 2025.2 Addin.
3. Working files:
4. Upon opening 2025.1 working files, the add-in will trigger a notification that the version needs to be updated. Upon clicking "Ok," the working file will be updated to 2025.2. See section 1.3.3 of the HPMS-BPT-Technical-Instructions-CY2025 for detailed steps.

5. For bulk updates to working files which are not ready to be finalized, utilize the Batch Tool “Version Update” to update all working files to 2025.2. This step is not required if the files are ready for finalization. See section 1.3.4 of the HPMS-BPT-Technical-Instructions-CY2025 for detailed steps.
6. 2025.1 populated files ready for finalization:
7. Single files - Open the files to trigger the update to version 2025.2, and complete Validation Report/Finalization.
8. Batch files - Run the batch tool Finalization with the latest add-in installed in C:\BPT\BPT2025. The files will be updated to 2025.2 during finalization.
9. Previously finalized files must be re-finalized using the updated add-in and uploaded to HPMS again.
10. Single files - Open the unfinalized version of the file to automatically update to version 2025.2 and complete finalization again.
11. Batch files - Run the batch tool Finalization on the unfinalized files with the latest Addin installed in C:\BPT\BPT2025. The files will be automatically updated to 2025.2 during finalization.

Note: Finalized 2025.1 files cannot be updated to version 2025.2 directly and will need to be re-finalized.