



**PROPOSER'S CHECKLIST OF THE TEN (10) MOST CRITICAL ITEMS
TO SUCCESSFULLY RESPOND TO AN RFP FOR THE COUNTY OF LOS ANGELES**

1. _____ **Read the entire document.** Note critical items such as: Minimum Mandatory Requirements; RFP requirements; submission dates; number of proposal copies required for submission; contract terms and conditions.
2. _____ **Note the Point of Contact's (POC) name, address, fax number and e-mail address.** The POC is the **only** person you are allowed to communicate with **and** an excellent source of information for any question you may have regarding the RFP. All contacts with POC **must be mailed, e-mailed or faxed.**
3. _____ **Take advantage of the "Questions Submission" period.** Submit your questions to the POC by the due date listed in Section 1.3 (RFP Timetable) via e-mail and view County's response issued as a formal addendum to the RFP on the County's/DMH website: <http://dmh.lacounty.gov/IBHIS>. All addendums issued to the RFP will be posted on this website.
4. _____ **Follow the instructions and format for each response.** Provide point-by-point responses to all sections in a clear and concise manner.
5. _____ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Do not assume the County or Evaluation Committee will know what your company's services and capabilities are, even if you have previously contracted with the County. Proposals are evaluated based **solely** on the information and materials provided in your response.
6. _____ **Use the forms provided in the RFP.** No alternations or substitutions are allowed unless specifically stated.
7. _____ **Check the County's website for RFP addenda.** Before submitting your response, check the County's website at: <http://dmh.lacounty.gov/IBHIS> to see whether any addendums to the RFP were issued. All responses shall be based on the most current information provided by County.
8. _____ **Review and read the RFP document again** to make sure that all RFP requirements have been satisfied.
9. _____ **Follow submission instructions.** Your original response and the requested copies must be identical and complete. The requested copies of the RFP will be distributed to each Evaluation Committee member and used to score your responses during the evaluation process of the RFP.
10. _____ **Submit your responses on time.** Proposers **must** adhere to all due dates listed in Section 1.3 (RFP Timetable). Proposals received after the specified date and time **will be returned unopened.**