

REQUIRED FORMS– EXHIBIT 18

Minimum Mandatory Requirements Checklist

(Please refer to RFP Section 1.4 for more information.)

Proposer must meet each of the following requirements in order to submit a proposal. Please make sure you have included each item on this checklist and make notes as to where it is located in the “LOCATED IN” column.

If you fail to provide the information in the proper section as listed on this checklist, your proposal will be rejected as non-responsive.

CHECK BOX	RFP Section	ITEM	LOCATED IN Please include Section, Page #, etc
		<i>EXAMPLE</i>	<i>Section A, Executive Summary, Page 35, Paragraph 2</i>
	1.4.1	Accurately complete this checklist – Minimum Mandatory Requirements Checklist, Appendix D, Exhibit 18.	
	1.4.2	Attend Mandatory Proposers’ Conference and sign in at the registration table and submit a Letter of Intent to submit a proposal.	
	1.4.3	Business office in Los Angeles County	
	1.4.4	Contract experience with at least three (3) healthcare entities/organizations in Los Angeles County	
	1.4.4	Minimum seven (7) years experience currently providing clinical laboratory services in Los Angeles County	
	1.4.5	Capability to provide clinical laboratory services in Los Angeles County for mental health clinics located in all eight (8) services areas	
	1.4.6	Demonstrated experience in contracting with Medi-Cal, Medi-Care, and a wide range of private insurance payors for at least five (5) years.	
	1.4.7	Submission of a complete Catalog of Services as part of the Proposal Package	
	1.4.8	Comply with RFP Format and Requirements	
	1.4.9	Complete all required forms in Appendix D, Exhibits 1-19.	
	1.4.10	Comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)	
	1.4.11	Must register in the County’s WebVen. (http://lacounty.info/doing_business/main_db.htm)	
	1.4.12	Must not currently have a Settlement Agreement with DMH for repayment of County funds.	
	1.4.13	Must not be on the Los Angeles County Debarment List (doingbusiness.lacounty.gov/debarmentlist.htm) or on the Office of Inspector General (OIG) Health & Human Services (HHS) Debarment List. (oig.hhs.gov/fraud/exclusions.asp)	