

## REQUIRED FORMS– EXHIBIT 19

### CLINICAL LABORATORY PROPOSAL SERVICES CHECKLIST

The following required documents are included in the Proposal Package (check box to indicate that the required document is included). Two (2) separate proposals must be submitted to make up the final submission:

- Labeled as Proposal Package and Proposal Checklist (see Section 2.9).
- Labeled as Cost Proposal including prices for each laboratory test (see Section 2.10) and all additional fees listed in Appendix C, Exhibit 5 (Commonly Used Laboratory Test List)

- Proposal Cover Page
- Transmittal Letter (on Proposer's stationery)
- Table of Contents
- Executive Summary (labeled Section A)
- Qualifications (labeled Section B)
  - Background and Experience (labeled Section B.1)
  - References (labeled Section B.2)
  - Pending Litigation and Judgments (labeled Section B.3)
- Approach to Providing Required Services (labeled Section C)
- Quality Control Plan (labeled Section D)
- Green Initiatives (labeled Section E)
- Terms and Conditions in Sample Contract and Requirements of the Statement of Work (SOW): Acceptance of/or Exceptions to (labeled Section F)
- Complete Catalog of Services (labeled Section G)
- Proposal Required Forms – Exhibits 1 through 19 (labeled Section H)
  - Exhibit 1 Proposer's Organization Questionnaire/Affidavit
  - Exhibit 2 Proposer's References
  - Exhibit 3A Proposer's List of Contracts
  - Exhibit 3B Proposer's List of Contracts with Medi-Cal, Medicare, and Other Third Parties

- Exhibit 4 Proposer's List of Terminated Contracts
- Exhibit 5 Certification of No Conflict of Interest
- Exhibit 6 Familiarity with the County Lobbyist Ordinance Certification
- Exhibit 7 Request for Local Small Business Enterprise (SBE) Preference Program Consideration and Certified Business Enterprise (CBE) Firm/Organization Information
- Exhibit 8 Proposer's Equal Employment Opportunity (EEO) Certification
- Exhibit 9 Attestation of Willingness to Consider GAIN/GROW Participants
- Exhibit 10 Contractor Employee Jury Service Program – Certification Form and Application for Exception
- Exhibit 11 Certification of Independent Price Determination and Acknowledgement of RFP Restrictions
- Exhibit 12 Defaulted Property Tax Reduction Program and Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- Exhibit 13 Supplemental Documentation
- Exhibit 14 Charitable Contributions Certification (SB1262)
- Exhibit 15 Transitional Job Opportunities Preference Application
- Exhibit 16 Proposer's List of Subcontractor(s)
- Exhibit 17 Pending Litigation and Judgments
- Exhibit 18 Minimum Mandatory Requirements Checklist
- Exhibit 19 Proposal Checklist
  
- Cost Proposal (Separate Proposal Package)

***Failure to follow this format and sequence order of sections/subsections may result in disqualification or a lower Proposal Narrative evaluation score.***