

**LOS ANGELES COUNTY
DEPARTMENT OF HEALTH SERVICES**



**HEALTHCARE ANCILLARY
SERVICES MASTER AGREEMENT**

**REQUEST FOR APPLICATIONS
FOR
REFERENCE MEDICAL LABORATORY SERVICES
RFA No. HASMA-DHS-001**

OCTOBER 2023

**PREPARED BY
CONTRACTS AND GRANTS DIVISION**

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**REQUEST FOR APPLICATIONS
FOR
REFERENCE MEDICAL LABORATORY SERVICES**

1.0 REQUEST FOR APPLICATIONS TIMELINE

REQUEST FOR APPLICATIONS (RFA) NUMBER: **HASMA-DHS-001**

EVENT	DEADLINE
Release Date	October 3, 2023
Written Questions Due	October 16, 2023, 11:00 a.m. PT
Solicitation Requirements Review	October 13, 2023, 11:00 a.m. PT
Initial Responses Due	December 7, 2023, 11:00 a.m. PT

NOTE: This RFA will remain open after Initial Responses Due deadline until the County's needs are met, as further provided in the RFA.

2.0 INTRODUCTION

2.1 PURPOSE AND OVERVIEW

The Department of Health Services ("DHS" or "Department") of the County of Los Angeles ("County") is releasing this RFA to solicit Responses from interested qualified entities ("Vendor(s)") for Work Order award for provision of Reference Medical Laboratory Services (also "Services") for the Service Sites specified in Schedule 1 – Service Sites under Attachment A – Statement of Work ("Statement of Work" or "SOW") to this RFA pursuant to a Healthcare Ancillary Services Master Agreement ("HASMA" or "Master Agreement").

Vendors interested in responding to this RFA that currently do not have an executed HASMA must also respond to and be awarded a HASMA pursuant to a Request for Qualifications Number HS-1151 ("RFQ") for Healthcare Ancillary Services Master Agreement that may be accessed from the DHS Contracts and Grants Portal at <https://dhs.lacounty.gov/contracts-and-grants/>. Each selected Vendor must be awarded a HASMA ("Contractor") prior to award of any Work Order pursuant to this RFA.

2.2 TERMS AND DEFINITIONS

Unless otherwise specified herein, terms with the initial letter capitalized that are not expressly defined herein shall have the meanings given to such terms in Attachment A – Statement of Work to this RFA.

2.3 CONTACT WITH COUNTY PERSONNEL

All contact and any questions regarding this RFA or any matter relating thereto, including submission of a Response to the RFA, must be in writing and must be emailed to County's contact(s) identified below ("Contract Administrator(s)"):

HASMA@dhs.lacounty.gov

Vendors are specifically directed not to contact any other County person or agent for any matters related to this procurement. If it is discovered that a Vendor contacted and received information regarding this solicitation from any County personnel other than the contact(s) identified above, County may, in its sole discretion, disqualify such Vendor's Response to the RFA from further consideration.

3.0 BACKGROUND AND SCOPE

3.1 BACKGROUND

The County currently has a need for overflow and specialty Reference Medical Laboratory Services to be provided on an ongoing as-needed basis to help physicians diagnose and screen County patients for specific diseases and conditions.

3.2 SCOPE OF SERVICES

The scope of Services under the awarded Work Order(s) shall include picking up from the Service Sites the specimens collected by the County, transporting them to one or more laboratories for testing, analyzing the specimens and reporting the results back to the County, as further described in Attachment A - Statement of Work to this RFA ("Statement of Work" or "SOW").

4.0 MINIMUM MANDATORY REQUIREMENTS

Interested Vendors that can demonstrate their ability to provide the Services requested under this RFA, including Attachment A – Statement of Work, will be considered for any Work Order award only if they meet the following minimum qualifications and other requirements ("Minimum Mandatory Requirements"):

4.1 RFA RESPONSE QUALIFICATION

In order to have its Response to this RFA reviewed and evaluated and to be considered for any Work Order award as a result of the RFA, Vendor must either:

(1) OPTION 1 – Be a current HASMA contractor in good standing;

OR

(2) OPTION 2 – Submit a Response to RFQ for Healthcare Ancillary Services Master Agreement and a Response to this RFA. Any Vendor qualifying under

this category must meet the qualifications and other requirements specified in the RFQ ("Minimum HASMA Qualifications") in order for its Response to be considered for any Work Order award pursuant to this RFA. The RFQ may be accessed from the DHS Contracts and Grants Portal at <https://dhs.lacounty.gov/contracts-and-grants/>.

4.2 EXPERIENCE AND QUALIFICATIONS

Vendor must have a minimum of five (5) consecutive years' experience within the last seven (7) years providing medical laboratory services similar in scope to the Services described in Attachment A – Statement of Work to this RFA.

4.3 LICENSING, CERTIFICATIONS AND ACCREDITATIONS

4.3.1 Vendor must possess a valid clinical laboratory license issued by the State of California Department of Health Services or State of California Department of Public Health.

4.3.2 Vendor must be certified by the Clinical Laboratory Improvement Amendments ("CLIA") Certification appropriate for the complexity of each test to be performed within the scope of Reference Medical Laboratory Services.

4.3.3 Vendor must be accredited by the College of American Pathologists ("CAP"), or another entity approved by CAP, appropriate for the complexity of each test to be performed within the scope of Reference Medical Laboratory Services.

4.4 ADDITIONAL REQUIRED PROVISIONS

The Services provided pursuant to any Work Order awarded as a result of this RFA, in addition to the provisions of the underlying Master Agreement, shall be subject to the provisions set forth in Attachment C – Additional Required Provisions, together with any schedules or other attachments thereto ("Additional Required Provisions"). As a condition of any Work Order award as a result of this RFA, County requires Vendors to agree to the Additional Required Provisions, as such may be amended by County prior to executing any Work Order. Therefore, submission by Vendor of a Response to this RFA constitutes acknowledgement and acceptance of, and a willingness to comply with, the Additional Required Provisions, as such may be amended by County prior to any Work Order execution.

4.5 CONTRACTS IN GOOD STANDING

4.5.1 PUBLIC CONTRACTS

Vendor has not had any finding(s) made by a public entity of financial mismanagement, financial impropriety or determination of non-responsibility on any contract with any public entity in Los Angeles County,

including the County, within the past five (5) years. Vendor shall complete Attachment F – List of Public Entity Contracts to the RFA.

4.5.2 COUNTY AGREEMENTS

Vendor must be in good standing under any agreements the Vendor may have with the County and may not be debarred, placed in County's Contractor Alert Reporting Database ("CARD") or otherwise precluded from entering into agreements with any County department.

4.6 NO UNRESOLVED COUNTY CONTRACT COSTS

If Vendor's compliance with a County agreement has been reviewed by County's Department of the Auditor-Controller within the last 10 years, Vendor must not have unresolved questioned costs identified by the Auditor-Controller in an amount over \$100,000, that are confirmed to be disallowed costs by the contracting County department and remain unpaid for six (6) months or more from the date of disallowance, unless, in the opinion of the County, such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs.

4.7 FINANCIAL CAPABILITY

Vendor must demonstrate to the satisfaction of the County that it has the financial capability to provide the Services solicited pursuant to this RFA and perform under a HASMA and any Work Order for which it may be selected as a corporation or other entity. Vendor must submit with its Response to the RFA, as part of Attachment D – Requested Information, copies of the entity's most current financial statements and those for the prior two (2) years (e.g., 2022, 2021 and 2020). Income Tax Returns will not be accepted to meet this requirement. Statements should include the company's assets, liabilities and net worth as follows:

- At a minimum, include the Balance Sheet (Statement of Financial Positions), Income Statement (Statement of Operations) and the Retained Earnings Statement.
- If audited statements are available, those should be submitted to meet this requirement.

Only those pages of financial statements that are marked as "confidential" will be treated as such.

5.0 WORK ORDER TERM

It is anticipated that the term of any Work Order executed as a result of the RFA shall commence upon execution by the parties ("Work Order Date") following HASMA award and shall continue in full force and effect until and through June 30, 2026, unless sooner terminated or extended, in whole or in part, as provided in the Master Agreement and/or the Work Order. Thereafter, at County's sole option, the term of the Work Order may be extended for up to three (3) years to the extent of County's exercise of its option(s) to

extend the term of the Master Agreement. In no event shall the term of any executed Work Order extend beyond the term of the Master Agreement under which the Work Order was awarded.

6.0 VENDORS' QUESTIONS

- 6.1 Vendors may submit by email written questions regarding this RFA to the Contract Administrator identified in Section 2.3 – Contact with County Personnel. All questions received by the "Written Questions Due" deadline specified in Section 1.0 – Request for Applications Timeline, without identifying the submitting Vendor, along with the corresponding answers will be compiled and released in the form of an addendum to the RFA and made available on the DHS Contracts and Grants Portal at <https://dhs.lacounty.gov/contracts-and-grants/>.
- 6.2 Any questions submitted to the email identified in Section 2.3 – Contact with County Personnel, after the "Written Question Due" deadline indicated in Section 1 – Request for Applications Timeline will be answered in the form of an addendum to the RFA at the County's discretion.
- 6.3 When submitting questions, identify the solicitation title and number in the subject line. The body of the email should indicate the Section number/area of the RFA or Attachment thereto, together with the page number if available, and quote the language that prompted the question. The County reserves the right to group similar questions when providing answers.

7.0 SOLICITATION REQUIREMENTS REVIEW

- 7.1 Any person or entity may seek a Solicitation Requirements Review relating to the RFA by submitting a completed Attachment J – Transmittal Form to Request a Solicitation Requirements Review to the Department as described in this Section. A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all of the following criteria:
 1. The request is made within the time frame identified in the solicitation document;
 2. The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a Response;
 3. The request itemizes in appropriate detail each matter contested and factual reasons for the requested review; and
 4. The request asserts that either:
 - a. application of the Minimum Mandatory Requirements, review criteria and/or business requirements unfairly disadvantages the person or entity; or

- b. due to unclear instructions, the process may result in the County not receiving the best possible Responses from prospective Vendors.
- 7.2 Requests for a Solicitation Requirements Review not satisfying all of these criteria may, in the Department's sole discretion, be denied. The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the requesting person or entity, in writing, within a reasonable period of time prior to the "Initial Responses Due" deadline specified in Section 1 – Request for Applications Timeline.

8.0 RESPONSE SUBMISSION INSTRUCTIONS

To be considered for any Work Order award, Vendor must follow the Response submission instructions specified below, including following the prescribed Response format, responding completely and thoroughly, and providing the requested or required forms, information and documentation. Failure by Vendor to follow such instructions may result in the Vendor being found non-responsive to this RFA and its Response being rejected and eliminated from further consideration, at the County's sole discretion.

- 8.1 Vendor must submit by email one (1) Response to the Contract Administrator identified in Section 2.3 – Contact with County Personnel. Vendors are encouraged to submit Responses by the "Initial Responses Due" deadline specified in Section 1 – Request for Applications Timeline ("Initial Deadline"), as County will give priority for Work Order award to the Vendors whose RFA Responses were received by the Contractor Administrator by the Initial Deadline until the County's needs are met.
- 8.2 Vendor must provide the name of its organization or other entity and the title and number of this RFA on the subject line of the submission email and follow the guidelines set forth in Attachment I – Submission Instructions and Checklist to this RFA. Any deviation from these guidelines will result, at County's sole discretion, in Vendor's Response being disqualified without further review and consideration by DHS.
- 8.3 Vendor's Response must include the following Attachments and complete in accordance with the instructions provided on each Attachment, following the guidelines specified in Attachment I – Submission Instructions and Checklist for the provisions of this RFA:
 - Attachment B – Pricing Schedule
 - Attachment D – Requested Information
 - Attachment E – Project References
 - Attachment F – List of Public Entity Contracts
 - Attachment G – Pending Litigations and Judgments
 - Attachment H – Certification of Compliance with Policy 5.200.
 - Attachment I – Submission Instructions and Checklist

9.0 REVIEW AND SELECTION PROCESS

The review and selection process of Responses to the RFA ("Review and Selection") is intended to allow County the maximum flexibility in awarding Work Order(s) as a result of the RFA based on the needs and best interests of the County. County, therefore, reserves the sole right to exercise its judgment concerning the review of the contents of the Responses submitted pursuant to this RFA and to determine which Vendor(s) best serve the needs and interests of the County.

As a result, following the Review and Selection of the Responses, County may (i) request further information, documents, presentations, demonstrations and/or conference call(s) or in-person interviews substantiating Vendors' qualifications, experience and readiness to provide the Services described in the RFA; (ii) enter into Work Order negotiations based on Vendor's submission; and/or (iii) take no further action.

The Review and Selection to the received Responses to this RFA will be conducted in two phases – Phase One and Phase Two.

9.1 PHASE ONE – SCREENING {ACCEPTABLE/UNACCEPTABLE}

As part of Phase One, each Response will be screened and verified by the DHS Contracts and Grants Division for compliance with the Minimum Mandatory Requirements. As a result of this Phase One review, Vendor's Response will be determined to be either (i) "Acceptable" and eligible for Phase Two of Review and Selection process or (ii) "Unacceptable" and disqualified from further consideration.

9.1.1 ADHERENCE TO MINIMUM MANDATORY REQUIREMENTS

During Phase One of the Review and Selection process, Vendors' Responses in Section 3.1 – Minimum Mandatory Requirements of Attachment D – Requested Information to the RFA will be reviewed for compliance with the Minimum Mandatory Requirements specified in Section 4.0 – Minimum Mandatory Requirements of this RFA. Failure by a Vendor to comply with and demonstrate that it meets such Minimum Mandatory Requirements may, in County's sole discretion, result in its Response being disqualified from further consideration.

For a Vendor's Response to be "Acceptable" following this Phase One of the Review and Selection, Vendor must meet the Minimum Mandatory Requirements specified in Section 4.0 – Minimum Mandatory Requirements of this RFA.

9.1.2 BUSINESS STATUS REVIEW

County will also review each Vendor's business status to determine whether it is "Acceptable" or "Unacceptable" by consulting applicable databases and checking references. This step of Phase One will include, without limitation, review of databases available with the California Secretary of State, such

as Business Programs, California State's Suspended and Ineligible Provider List for Medi-Cal; Federal Debarment List; Federal System for Award Management; and, if applicable, County's Auditor Controller's Intranet website and the Contractor Alert Reporting Database reflecting past performance history on County contracts.

9.1.3 VERIFICATION PROCESS

To determine whether Vendor's business status is "Acceptable" or "Unacceptable" and whether Vendor meets the Minimum Mandatory Requirements, County will review the following Attachments, or sections thereof, included in Vendor's Response to the RFA, together with the provided supporting documentation or other information:

1. Licensing, Certifications and Accreditations

Attachment D – Requested Information, Section 3.1(C) – Licensing, Certifications and Accreditations: Vendor's Response will be reviewed, among others, for validating Vendor's licensing, certifications and accreditations applicable to Reference Medical Laboratory Services solicited under this RFA.

2. List of Public Entity Contracts

Attachment F – List of Public Entity Contracts: Vendor's Response will be reviewed, among others, for validating Vendor's compliance with Minimum Mandatory Requirements relating to experience and qualifications.

3. Project References

Attachment E – Project References: Vendor's Response will be reviewed, among others, for validating Vendor's compliance with Minimum Mandatory Requirements relating to experience and qualifications. County may disqualify a Vendor if a reference fails to verify any of the information provided by the Vendor in its Response or is unreachable within reasonable effort.

4. Pending Litigations and Judgments

Attachment G – Pending Litigations and Judgments: Vendor's Response will be reviewed, among others, for the number and types of judgments or pending litigations that may interfere with current agreements or prohibit the Vendor from entering into a new agreement.

5. Financial Capability

Attachment D – Requested Information, Section 3.1(G) – Financial Capability: Vendor's Response will be reviewed, among others, to assess Vendor's financial strength, which will be deemed either "Acceptable" or "Unacceptable" for provision of Services solicited under this RFA. To be deemed "acceptable", Vendor will need to demonstrate a history of business stability and financial ability to perform the Services.

9.2 PHASE TWO – REVIEW OF WRITTEN RESPONSE {ACCEPTABLE/UNACCEPTABLE}

As part of Phase Two, each Response will be reviewed, among others, to assess Vendor's qualifications, capability and proposed approach and methodology for provision of Services solicited under this RFA. As a result of this Phase Two review, Vendor's Response will be determined to be either (i) "Acceptable" for consideration for provision of the Services or (ii) "Unacceptable" and disqualified from further consideration. County staff will review the following Attachments, or sections thereof, included in Vendor's Response to the RFA, together with the provided supporting documentation or other information:

9.2.1 VENDOR'S PERSONNEL AND EXPERIENCE

Attachment D – Requested Information, Section 3.2 – Background and Experience: Vendor's Response will be reviewed to determine if the Vendor has the qualifications, experience and capacity to provide the Services solicited hereunder.

9.2.2 REFERENCE MEDICAL LABORATORY SERVICES

Attachment D – Requested Information, Section 3.3.1 – Reference Medical Laboratory Services under Section 3.3 – Vendor's Approach and Methodology: Vendor's Response will be reviewed to determine whether the Vendor has the capability and capacity to meet the needs of the County.

9.2.3 MOLECULAR AND GENETICS TESTING [OPTIONAL]

Attachment D – Requested Information, Section 3.3.2 – Molecular and Genetic Testing under Section 3.3 – Vendor's Approach and Methodology: Response of any Vendor willing and able to provide Molecular and Genetic Testing will be reviewed on its appropriateness and suitability and to determine whether the Vendor has the capability and capacity to meet the needs of the County.

9.2.4 VENDOR'S PRICING SCHEDULE

Attachment B – Pricing Schedule, Vendor shall submit the appropriate pricing schedule(s) (Schedules 1 through 4) for the type of test their entity can provide. Vendor's Response will be reviewed on its appropriateness, reasonableness, and the capacity to meet the needs of the County.

10.0 GENERAL

10.1 TRUTH AND ACCURACY OF REPRESENTATIONS

False, misleading, incomplete or deceptively unresponsive statements in connection with any Response to this RFA shall be sufficient cause for rejection of the Response. The review and determination in this area shall be at the sole judgment of the Director of DHS ("Director"), whose decision shall be final. Any Vendor disqualified pursuant to this Section may be debarred from working with the County.

10.2 CHANGES TO RFA

The County is responsible only for that which is expressly stated in this RFA and any authorized written addenda thereto and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf. The County may amend, re-issue or cancel this RFA altogether by issuing a written addendum to the RFA. Any addenda issued to this RFA shall be made available on the DHS Contracts and Grants Portal at <https://dhs.lacounty.gov/contracts-and-grants/>. Should an addendum require additional information not previously requested or impose additional requirements on Vendors, failure by a Vendor to provide the additional information or meet the requirements of such addendum may result in such Vendor's Response to the RFA being found non-responsive and eliminated from further consideration, as determined by County in its sole discretion.

10.3 COUNTY RIGHTS AND DISCLAIMERS

10.3.1 County may, at its sole discretion, (i) suspend this RFA indefinitely, once the County's needs are met, and subsequently re-open it if the County needs additional Contractors meeting the requirements of this RFA for provision of Services described hereunder; or (ii) cancel the RFA altogether.

10.3.2 The County reserves the right to waive any immaterial deviations in any submitted Response to this RFA.

10.3.3 The County shall not be liable in any way or be responsible for any costs or expenses incurred by Vendors in connection with the preparation or submission of Responses to the RFA.

10.4 NOTICE TO VENDORS REGARDING THE PUBLIC RECORDS ACT

- 10.4.1 Responses to this solicitation shall become the exclusive property of the County.
- 10.4.2 Exceptions to disclosure are those parts or sections of Vendors' Responses that are justifiably defined as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary".
- 10.4.3 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. **A blanket statement of confidentiality or the marking of each page of Vendor's Response as "Confidential" shall not be deemed sufficient notice of exception. Vendors must specifically label only those provisions of their respective Response which are "Trade Secrets", "Confidential" or "Proprietary" in nature.**
- 10.4.4 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records and/or contents of a Response marked "Trade Secrets", "Confidential" or "Proprietary", by submitting a Response to the RFA, Vendor agrees to defend and indemnify County from any and all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings or liability arising out of or in connection with the Public Records Act request.

11.0 DISQUALIFICATION REVIEW

- 11.1 A Vendor's Response to this RFA may be disqualified from consideration for any Work Order award under HASMA, at any time during the review and selection process, if the County determines that such Response does not meet all Minimum Mandatory Requirements specified above in this RFA or is otherwise non-responsive. County shall notify Vendor in writing of its decision to disqualify the Vendor's Response together with a reason for the disqualification.
- 11.2 Upon receipt of County's written notice of disqualification, the Vendor may submit a written request for a Disqualification Review by the date specified by County in such notice.
- 11.3 A request for a Disqualification Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:
1. The person or entity requesting a Disqualification Review is a Vendor.
 2. The request for a Disqualification Review is submitted on time (i.e., by the date and time specified in County's written notice); and

3. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness, failure by Vendor to meet the Minimum Mandatory Requirements or Vendor's Response being found "Unacceptable" was erroneous (e.g., factual errors, etc.) and provides factual support on each ground asserted, together with copies of all documents and other materials supporting the assertions.
- 11.4 The Disqualification Review shall be completed and County's determination shall be provided to the requesting Vendor, in writing, prior to the conclusion of the Review and Selection process.

ATTACHMENT A

**STATEMENT OF WORK
FOR
REFERENCE MEDICAL LABORATORY SERVICES**

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STATEMENT OF WORK FOR REFERENCE MEDICAL LABORATORY SERVICES

This Attachment A ("Statement of Work" or "SOW") sets forth the scope and requirements for provision by Contractor of Reference Medical Laboratory Services (also "Services") pursuant to the Work Order that may be executed under the Healthcare Ancillary Services Master Agreement ("HASMA" or "Master Agreement") between Contractor and the County of Los Angeles ("County") on behalf of its Department of Health Services ("DHS" or "Department") and other participating County departments.

1.0 BACKGROUND AND OVERVIEW

County currently has a need for overflow and specialty laboratory services to be provided on an ongoing, as-needed basis to help diagnose and screen for specific diseases and conditions. Contractor's Services under the Work Order will be used for testing body fluids and other suitable specimens collected from County patients for the purpose of assisting County physician(s) in determining the appropriate treatment. The Contractor will be responsible for specimen transportation and pick-up, testing, analysis and reporting of test results to the County in accordance with the terms and conditions of the Work Order. County will be responsible for collecting the specimens from the patients and preparing them for pick-up by Contractor. The Contractor providing Reference Medical Laboratory Services must be licensed by the applicable CLIA Regulations.

2.0 DEFINITIONS

Unless defined herein, the terms and phrases used throughout this Statement of Work shall have the particular meanings given to such in the Master Agreement or the executed Work Order together with all Attachments thereto, as applicable. The terms and phrases used throughout this Statement of Work, with the initial letter capitalized where applicable, shall have meanings specified below in this Paragraph 2.0.

2.1 Assay; assay: An analysis of a laboratory test.

2.2 CLIA: Clinical Laboratory Improvement Amendments.

2.3 Contract Discrepancy Report; CDR: A County issued report based on the form in Schedule 2 – Contractor Discrepancy Report to this SOW that will be used by the County's Program Manager to record discrepancies or problems with Contractor's compliance with the provisions of the Master Agreement and the Work Order. A copy of the CDR will be provided to Contractor for response and corrective action as necessary.

2.4 Critical Value Test Results: Test results, which in the judgment of either Contractor or County may be of critical and immediate importance to a

patient's care and, as such, must be immediately reported by Contractor to the County. County's criteria for Critical Value Test Results are specified in this Statement of Work.

- 2.5 Electronic Format:** Any files in an Excel, PDF or any other electronic/digital format as requested by County with defined data layout, submitted electronically by Contractor.
- 2.6 Emergency Services; STAT:** Laboratory services for emergency situations, in which a laboratory test result must be received by the County within the TAT as specified in Attachment B – Pricing Schedule to the Work Order.
- 2.7 Laboratory Regulatory Guidelines:** Applicable laboratory requirements based on established laws by state (including Title 22 of the California Code of Regulations), federal and local administrative agencies, including but not limited to: Occupational Safety and Health Administration ("OSHA"), CLIA Regulations, College of American Pathologists ("CAP"), The Joint Commission ("TJC"), Association for the Advancement of Blood & Biotherapies ("AABB"), Commission on Office Laboratory Accreditation ("COLA") and any other applicable laboratory agencies.
- 2.8 Performance Requirements Summary; PRS:** A document that may be used by County for identifying critical performance indicators related to the Master Agreement and the Work Order, which will be evaluated by County to determine whether Contractor meets the applicable performance standards.
- 2.9 Service Site:** Any County owned, managed or authorized facility or other site identified in Schedule 1 – Service Sites to this Statement of Work, for which the Services may be provided under the Work Order.
- 2.10 Turn-around-time; TAT:** The interval of time that starts when a specimen is received by the Contractor's laboratory and ends when the test results are provided or made available, as applicable, to County.

3.0 SCOPE OF SERVICES

The scope of Contractor's Services under the Work Order shall include picking up from each Service Site the specimens collected by the County, transporting them to one or more laboratories for testing, analyzing the specimens and reporting the results back to the County.

3.1 SERVICE SITES

The Service Sites approved for the provision of Services under the Work Order are identified in Schedule 1 – Service Sites to this SOW. The list of Service Sites may be modified by an amendment or other appropriate

modification to the Work Order in accordance with the provisions of the Master Agreement and the executed Work Order.

3.2 SPECIMEN PICK UP AND TRANSPORTATION

3.2.1 SPECIMEN PICK UP

Contractor shall pick up the specimens from the Service Sites at the scheduled times specified in Schedule 1 – Service Sites to this SOW. Contractor shall have adequate staff available or subcontract with a courier service for specimen pick up (scheduled or unscheduled). Contractor's staff picking up specimens shall comply with the applicable County and/or Service Site laboratory policies and procedures including, but not limited to, signing test pick-up logs.

3.2.2 STAT PICK UP

- A. Any STAT pick up for non-Molecular/Genetic testing shall be picked up from the County Service Site within one hundred twenty (120) minutes of County's notification.
- B. Any STAT pick up for Molecular/Genetic testing shall be picked up from the Service Site within twenty-four (24) hours of County's notification.

3.2.3 TRANSPORTATION

The picked up specimens will be transported from each Service Site to Contractor's testing laboratory(ies). Contractor shall maintain the integrity of the specimens after the pick up and during the transport by keeping specimens under properly controlled and secured conditions in accordance with the applicable Laboratory Regulatory Guidelines. For routine testing, specimens shall be transported to the Contractor's testing laboratory(ies) within 24 hours of pick up from each Service Site. County may, upon coordination with Contractor, utilize its own delivery service for the transport of specimens to the Contractor.

3.3 SPECIMEN HANDLING

Contractor shall ensure that all specimens to be analyzed (routine and/or STAT) are handled under properly controlled and secured conditions in accordance with the Laboratory Regulatory Guidelines at all times, including but not limited to, during specimen pick up, transport to Contractor's testing laboratory, test preparation, testing and analysis, in order to maintain the integrity and security of the test specimens to be analyzed, and as required to achieve and/or verify accurate test results.

ASSAY AND TURN-AROUND-TIMES

3.3.1 ASSAY

Contractor shall process and analyze all tests in accordance with the applicable Laboratory Regulatory Guidelines.

3.3.2 TURN-AROUND-TIMES (TAT)

A. Routine Tests

Contractor shall ensure that each specimen is resulted and reported within the TAT as specified in Attachment B – Pricing Schedule to the Work Order. Payment will be disallowed for any test not resulted and reported within the applicable TAT. Any missing, misplaced or lost specimens shall be reported to the County within 24 hours of discovery.

B. Emergency Services (STAT)

Contractor shall prioritize all STAT tests so that they supersede any routine tests. Contractor shall ensure that the tests for STAT specimens are performed in a timely manner upon delivery in order to have results available to the County within the STAT TAT as specified in Attachment B – Pricing Schedule to the Work Order after County notifies Contractor of STAT specimen pickup.

C. Critical Value Test Results

Contractor shall ensure that Critical Value Test Results are reported no later than within one (1) hour of confirming test results.

3.4 REPORTING TEST RESULTS

3.4.1 REPORTING

Contractor shall report test results for all routine and STAT specimens as provided below:

- A. Reports must be viewable, retrievable and printable by, and must include the following data and information: patient's name, date of birth, specimen collection date, County's accession number/site code and electronic medical record number ("MRN"). The Contractor shall transmit all numeric and interpretive results electronically for all laboratory reports.

ATTACHMENT A

- B. Reportable conditions and diseases shall be reported, within the applicable required timeframes, to County's Department of Public Health ("DPH" or "Public Health").

3.4.2 CRITICAL VALUE TEST RESULTS

Contractor shall report all Critical Value Test Results to the requesting Service Site verbally by telephone as soon as the results are confirmed and in accordance with Paragraph 3.2.7 – Data Transfer of this SOW. Contractor shall:

- A. Document the name and title of County staff receiving the information, date and time of notification and the test results; and
- B. Maintain a record of the name and title of the Contractor's staff reporting the test results and documenting that test results were read back to County staff as required by the Laboratory Regulatory Guidelines.

3.4.3 STAT TESTS

Contractor shall report all STAT test results to the requesting Service Site within the TAT specified for STAT tests in Attachment B – Pricing Schedule to the Work Order.

3.5 CONSULTING SERVICES

3.5.1 COUNTY PERSONNEL CONSULTATION

Contractor shall provide consultation services to the County twenty-four (24) hours a day, seven (7) days a week, including holidays, in order to respond to direct telephone queries from County personnel on laboratory testing as it applies to testing selection, receipt of test/specimens, laboratory testing methodology, results (both clinical and methodological), reports and any other information related to Services described herein.

3.5.2 COUNTY PATIENT CONSULTATION

Contractor shall provide pre and post Molecular/Genetic consultation services for County patients as specified in Schedule 2 – DHS List of Molecular and Genetic Tests under Attachment B – Pricing Schedule to the Work Order or requested by County.

3.6 DATA TRANSFER

Contractor and County's Program Manager at each Service Site will work together to identify the data transfer methodology to be used in the course of Services provided under the Work Order. Contractor shall make

available, at no additional cost to County, at least one of the following data transfer methodologies:

3.6.1 LIS INTERFACE REPORTING ACCESS

- A. Contractor's Laboratory Information System ("LIS") must enable County to make inquiries regarding patient data, test orders, order status and test results. County shall have the ability to print on demand any and all test results, billings and ad hoc laboratory reports retrievable by patient's name, date of birth, date drawn/collected, County's accession number/site code and electronic medical record ("EMR").
- B. As part of Contractor's LIS to County's LIS interface ("LIS Interface"), Contractor must address the following areas:
 - 1. Interfaced orders and results must connect securely, conveniently, timely and comprehensively.
 - 2. The LIS Interface must provide for a mechanism for detecting and flagging changes and/or mismatches between the test codes of the requesting Service Site and Contractor's laboratory.
 - 3. The LIS Interface must provide for identification parameters that include, at a minimum, the following: patient's name, date of birth, specimen collection date, County's accession number/site code and electronic MRN.
 - 4. The LIS Interface must have the capability to transmit data using industry standard protocol (e.g., "HL7", "ASTM", etc.) and comply with applicable regulations.
 - 5. A test environment must be available for proper roundtrip validation of test components and resulting.
 - 6. The LIS Interface must provide for testing for orders and reflex testing which will include all of the following parameters: reference ranges (low, normal and high), flagging for abnormal and Critical Value Test Results, regulatorily required elements and comparative mapping for reproducibility into County's Electronic Health Record ("EHR") system's display and reports.
 - 7. To the satisfaction of the requesting Service Site, Contractor shall establish a real time virtual private network ("VPN") or equivalent interface connection with County's LIS. The interface transmissions via a VPN shall be at the rate of no less than 1.4 megabits/second.

ATTACHMENT A

8. Contractor shall ensure that the appropriate Information Security and Privacy Safeguards are implemented to prevent unauthorized access to County's LIS or Contractor's LIS in compliance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").
- C. The LIS Interface must be in place and fully functional to the satisfaction of County. As appropriate, Contractor shall provide County with the initial conversion of test codes on County's LIS to match Contractor's test codes.
- D. Contractor's test codes shall be created to include the following information to align with County's LIS:
 1. Definition of item name and key words.
 2. Attachment of appropriate Charge Description Master ("CDM") billing codes.
 3. Allowed ordering location limitations, if any apply.
 4. Any test specific user messages that display.
 5. Interface code linking the LIS and EMR.
 6. Modification of Order Management menus.
 7. Appropriate modification of EMR and/or Public Health Information System ("PHIS"), as applicable, to incorporate the reference laboratory testing and meet each Service Site's display conventions.
- E. As requested by the County, Contractor will train designated County Service Site staff on using the Contractor's LIS Interface.

3.6.2 ON-LINE REPORTING ACCESS

- A. An on-line reporting system provided by Contractor must be approved by the County and be accessible from an internet browser on any County configured workstation. Contractor shall provide all maintenance to ensure that the on-line system is always operational.
- B. Contractor shall provide designated Service Site staff training on ordering tests, accessing specimen reports and electronic cataloging of completed test results and requests via a secured internet connection.

3.6.3 OTHER REPORTING ACCESS

Contractor shall request County approval for reporting test results via secured fax, mail (e.g. USP, FedEx, UPS, etc.) and/or encrypted and secure email platform.

3.7 TEMPORARY SHUT DOWN OF ASSAY PROCEDURE

3.7.1 If Contractor is unable to satisfactorily perform a certain type of Assay because of an unforeseen emergency (e.g., instrument breakdown), Contractor may submit specimens to a third-party laboratory with notification to the County together with an explanation as to why the Contractor could not perform the Services. The third-party laboratory shall be equally responsible to County for such Services in accordance with the requirements of the Master Agreement and the Work Order, including this Statement of Work, as follows:

- A. All requirements of the Work Order shall be the same for Services referred to the third-party laboratory.
- B. Contractor's reporting of test results and billing shall clearly reflect the third-party laboratory that performed the Services.
- C. The charges billed by the Contractor for any Services provided by a third-party laboratory shall not exceed the rates specified in Attachment B – Pricing Schedule to the Work Order.

3.7.2 If Contractor determines that it will be necessary to use a third-party laboratory for provision of Services for more than five (5) consecutive days, Contractor shall work with County to execute a subcontract agreement for such Services in accordance with the applicable provisions of the Master Agreement and the Work Order regarding subcontracting.

4.0 CONTRACTOR'S OBLIGATION AND REQUIREMENTS

4.1 MATERIALS AND EQUIPMENT

4.1.1 Contractor shall provide and shall be responsible for the costs of any and all materials, supplies, laboratory testing equipment, office equipment and data handling equipment necessary for provision of Services under the SOW.

4.1.2 Contractor shall perform periodic maintenance of all laboratory equipment in accordance with all applicable regulatory standards, original equipment manufacturer recommendations and as necessary for provision of tests and other Services under this SOW. Contractor shall use materials and equipment that are safe for the environment and use by employees in accordance with the applicable Laboratory Regulatory Guidelines.

- 4.1.3 Upon request of a Service Site, Contractor shall provide, at no additional cost to County, bottles, carriers, cold and warm packs, coolers, heating blocks, vials and any other supplies as required by the Service Site to collect, stabilize and maintain the integrity of specimens when transported to Contractor's laboratory.

4.2 PROCEDURES AND PROCESSES

Upon County's request, Contractor shall provide the details of its procedures and processes for provision of Services hereunder, including but not limited to:

- 4.2.1 Documentation of source materials, accuracy, sensitivity, specificity and precision for each test provided.
- 4.2.2 Periodic publication of normal ranges (or reference limits), including mean values and standard deviations, or ninety-five percent (95%) confidence limits whichever is appropriate.
- 4.2.3 Accurate information regarding proper conditions for collecting test samples, including but not limited to proper preservation of specimens, as well as information on patient conditions, medications and other alterations of the specimens which may interfere with tests or proper interpretation of test results.
- 4.2.4 Contractor shall accept and assay either blind, blind duplicates or known quality control specimens from County.

4.3 REPORTS

Contractor shall:

- 4.3.1 Submit individualized and aggregate reports in Electronic Format for each Service Site, as requested by County.
- 4.3.2 Submit monthly reports in Electronic Format by the seventh (7th) business day of the following month containing the information as provided below.

A. MONTHLY TAT REPORTS

Monthly TAT Reports containing routine laboratory tests performed in the preceding month shall be sorted and listed by specimen (County accession) number or by date of receipt. Monthly TAT Reports shall, at a minimum, include the following:

1. Patient's name (last name, first name, and middle initial).
2. Patient's file number or MRN.

ATTACHMENT A

3. Requesting Service Site's specimen (County accession) number.
4. Date and time specimen was received at the Contractor's laboratory.
5. Date and time test results reported.
6. Actual TAT.
7. Profile test name.

B. MONTHLY BILLING SUMMARY REPORTS

Monthly Billing Summary Reports containing all invoices submitted by Contractor shall include a billing summary of the tests performed. Monthly Billing Summary Reports shall, at a minimum, include the following:

1. Name of test and Services/test code ordered.
2. Quantity of each test and Services/test code ordered.
3. Unit price of each test.
4. Total cost for each test.
5. Added charges for STAT services.
6. Period of performance of Services.

C. UTILIZATION REPORT

Contractor shall submit monthly two (2) Utilization Reports of the utilization of the tests by each Service Site as follows:

- One (1) report for the month invoiced and the previous month; and
- One (1) report for the month invoiced and the previous eleven (11) months.

Utilization Reports shall, at a minimum, include the following:

1. Client ID
2. Client Name
3. Test Code
4. Test Name
5. CPT Code
6. Client Price
7. Volume by Month
8. Total Utilization
9. Ordering Physician/Clinician

- 4.3.3 Reports shall be submitted (i) to the Service Site Laboratory Managers as specified in Attachment D – County's Work Order Administration to the Work Order, and (ii) to Service Site Finance as specified in Schedule 1 – Service Sites to this SOW.

4.4 UTILIZATION OF SERVICES

- 4.4.1 Contractor acknowledges that even though it has been awarded the Work Order, Contractor may or may not be engaged by County for provision of Services pursuant to the Work Order. Furthermore, Contractor is not guaranteed a minimum or maximum amount of utilization of its Services, at the County's sole discretion.
- 4.4.2 Systematic failure by Contractor to provide Services within the specified Turn-Around-Times may disqualify Contractor from future utilization.
- 4.4.3 Services under the Work Order shall be made available twenty-four (24) hours a day, seven (7) days a week, including holidays, as requested by County.

5.0 PERSONNEL

5.1 COUNTY PERSONNEL

5.1.1 County's Program Manager

County's Program Manager is the authorized designee of County's Project Director, unless specified otherwise in the Work Order. County's Program Manager shall be Contractor's chief contact person from the County with respect to:

- The day-to-day administration and performance of the Master Agreement and this Work Order.
- The quality of any and all tasks, deliverables, goods, services and other work provided by Contractor hereunder.

5.1.2 Service Site Personnel

County anticipates engaging the following personnel for administering and/or managing provision of Services under the Work Order for each Service Site, with the respective responsibilities as provided below:

- **Laboratory Director** – will be the primary County contact for each Service Site for specific ongoing or unresolved regulatory or operational issues, including those that require interaction with the Contractor's Program Manager.
- **Laboratory Manager** – will be the primary County contact at each Service Site for any day to day operational or regulatory issues that arise during the term of the Work Order.

- **Laboratory Monitor** – will be the primary County contact at each Service Site for any day to day operational or regulatory issues that arise during the term of the Work Order.

5.2 CONTRACTOR PERSONNEL

5.2.1 Laboratory Personnel

Any personnel utilized by Contractor for provision of Services under the Work Order and administering and/or managing the Work Order shall be appropriately experienced and qualified, shall have the requisite valid credentials, licenses and certificates, and shall meet all of the applicable Regulatory Laboratory Guidelines. Contractor shall notify County in writing of any change to such Contractor personnel and, if feasible, seek County's approval prior to the change in accordance with the provisions of the Master Agreement and the Work Order regarding County's right to approve or disapprove Contractor's personnel.

5.2.2 Contractor's Program Manager

Contractor shall designate Contractor's Project Manager for provision of Services under the Work Order and administering and managing the Work Order as provided below.

- A. Contractor shall designate a full-time Contractor's Program Manager to supervise staff and coordinate Contractor's day-to-day provisions of Services under this Work Order.
- B. Contractor's Program Manager shall have full authority to act on behalf of Contractor regarding all matters relating to the daily operations of the Work Order, including but not limited to any emergency services.
- C. Contractor's Program Manager shall have six (6) years' experience providing oversight in a laboratory setting.
- D. Contractor's Program Manager, or an alternate meeting the experience and qualification requirements of Contractor's Program Manager, shall be available for and accessible by the County at all times (24 hours a day, 7 days a week).
- E. Contractor shall provide and update as necessary the contact information for Contractor's Program Manager in Attachment D – Contractor's Work Order Administration to the Work Order, which shall also include a live, operational telephone number at which the Contractor's Program Manager/alternate may be reached in person 24 hours a day, 7 days a week.

- F. Contractor's Program Manager shall institute and maintain appropriate supervision of all persons providing Services under the Work Order. Further, unless directed otherwise by County's Program Manager, or authorized designee under the Work Order, Contractor shall work independently on designated assignments in accordance with this SOW.
- G. Contractor's Program Manager shall coordinate with County's Program Manager, or authorized designee, on a regular basis and be the central point of contact with the County.

5.2.3 On-Site Personnel

County may request that Contractor assign on-site personnel to a Service Site to perform an assay of the specimens for that Service Site.

6.0 CONTRACTOR'S OFFICE

Contractor shall maintain a permanent physical office where Contractor conducts business, located within the boundaries of the following counties: Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara or Ventura, with a telephone in Contractor's name. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m. Pacific Time ("PT"), Monday through Friday, by at least one (1) employee who can respond to questions and any inquiries or complaints which may be received about Contractor's performance under the Work Order. Outside of these normal office hours, Contractor shall provide for telephone or remote after-hours service for receiving calls. Unless otherwise agreed to by the parties or specified in this SOW, Contractor shall respond to calls received by the after-hours service within thirty (30) minutes of the call.

Contractor shall maintain a written log of all questions, inquiries and complaints, the date and time each was received, and a description of the action taken in response or reason for the non-action, together with its date and time. The log shall be made available for inspection at the request of County staff.

7.0 QUALITY CONTROL

Contractor shall establish and maintain the plans and procedures described below, including a comprehensive Quality Control Plan ("QCP"), to ensure provision by Contractor of consistently high level of Services throughout the term of the Master Agreement and the Work Order. Upon request, Contractor shall be required to submit to County's Program Manager all such plans and procedures for review, monitoring and/or auditing purposes.

7.1 QUALITY CONTROL PLAN

The Quality Control Plan ("QCP") shall include, at a minimum, the following:

7.1.1 Description of Contractor's standards to improve quality, efficiency and effectiveness of Services provided hereunder, including:

- Identification of opportunities for improvement;
- Clear expectations and metrics about the action required to improve performance;
- Contractor's support and resources available to make the improvements;
- Follow-up plans to measure Contractor's progress with improving and sustaining performance; and
- Description of possible consequences if performance improvement standards are not met.

7.1.2 Description of Contractor's plan to maintain compliance with all applicable laws, standards and regulations, including County policies, procedures and/or departmental bulletins approved by the Director of DHS, or designee, relating to the performance standards and outcome measures.

7.1.3 Description of Contractor's methods of monitoring to ensure:

- All Master Agreement and Work Order requirements are being met; and
- All of Contractor's personnel who provide Services hereunder maintain current immunizations and licenses and meet the training and other requirements under the Master Agreement and the Work Order.

7.2 QUALITY RECORDS

Contractor shall perform periodic quality audits to ensure Services adhere to the Laboratory Regulatory Guidelines and other performance requirements specified herein. Contractor shall maintain records of all such audits and make them available to County for inspection.

8.0 QUALITY ASSURANCE

8.1 QUALITY ASSURANCE PLAN

County will evaluate the Contractor's performance under this Work Order using the quality assurance procedures specified in Paragraph 8.17 – County's Quality Assurance Plan under Paragraph 8.0 – Standard Terms and Conditions of the Master Agreement. County may, on an annual basis or more frequently, evaluate Contractor's Services by random chart review,

patient assessment and/or other means deemed necessary or applicable to ascertain Contractor's compliance.

8.2 MEETINGS

Contractor shall be required to attend any scheduled meeting with County staff, as requested or required by County.

8.3 CONTRACTOR DISCREPANCY REPORT

8.3.1 Verbal notification of a Master Agreement or Work Order discrepancy will be made to the Contractor's Project Manager as soon as possible whenever a discrepancy is identified. The problem shall be resolved within a reasonable time period mutually agreed upon by the County and the Contractor.

8.3.2 County's Program Manager will determine whether a formal Contractor Discrepancy Report shall be issued. Upon receipt of a CDR, Contractor shall, within five (5) business days of receipt of the CDR, provide to the County's Program Manager a written response, which shall include a corrective action plan and proposed timeframe(s) for improving performance to an acceptable level and preventing re-occurrence of the deficiencies identified in the Contractor Discrepancy Report.

8.4 PERFORMANCE REQUIREMENTS SUMMARY

8.4.1 This Work Order may identify certain critical and minimum acceptable requirements of Contractor's performance of the Master Agreement and the Work Order issued thereunder in a Performance Requirements Summary as set forth in Schedule 3 – Performance Requirements Summary to this SOW ("PRS Chart").

8.4.2 The provisions listed in the PRS Chart are intended to be consistent with the requirements of the Master Agreement and the Work Order, including this SOW, and not to create, extend, revise or expand any obligations of Contractor beyond such requirements. In the event of apparent inconsistency between the requirements of the Master Agreement or the Work Order including this SOW, as applicable, and the PRS Chart, the meaning apparent in the Master Agreement or the Work Order, as applicable, shall prevail.

8.4.3 Failure by Contractor to comply with the requirements set forth in the PRS Chart at any time during the term of the Work Order shall entitle County, at its sole discretion, to assess credits, fees or other financial deductions against Contractor as specified in the PRS Chart.

8.5 COUNTY OBSERVATIONS

In addition to departmental contracting staff, other County personnel may, at any time during normal business hours, without unreasonably interfering with the Contractor's performance, observe Contractor's performance and activities, as well as review documents relevant to the Work Order.

9.0 BUSINESS SOLICITATION AND RECORDS RETENTION

Contractor agrees that it will neither directly, nor through its officers, employees, agents or subcontractors, solicit business from County's patients or the County employees for the purpose of increasing the utilization of the Work Order. Contractor shall retain records in accordance with Laboratory Regulatory Guidelines for all services performed following contract expiration.

10.0 DHS RISK MANAGEMENT HANDBOOK

Contractor's staff, prior to providing services at Service Sites under the Work Order, must read and sign a statement acknowledging that such staff has read and consents to the DHS Risk Management Information Handbook regarding DHS' malpractice policies and medical protocols.

11.0 CHANGES TO SCOPE

The Director of DHS, or authorized designee, may add and/or delete Service Sites or otherwise require changes to the scope of the Work Order. Any such changes shall be made by a modification to this Work Order as authorized by County's Board of Supervisors ("Board") pursuant to the Master Agreement and the Work Order.

SERVICE SITES

SERVICE SITE SPECIMEN PICKUP ADDRESS	TEL # FOR STAT AND REPORTS	SERVICE SITE'S FINANCE ADDRESS	PICK UP HOURS	PICK UP FREQUENCY
Los Angeles General Medical Center 1200 N. State St., CT A7E Los Angeles, CA 90033 Pick up Location: Core Lab D&T 2C435	Telephone No.: (323) 409-7023 FAX No.: (323) 441-8331	Los Angeles General Medical Center DHS General Accounting Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S	8:00 a.m. - 8:00 p.m. Mon-Sun (including holidays)	Twice daily (a.m. & p.m.) Mon – Sun (including holidays)
Olive View-UCLA Medical Center 14445 Olive View Drive Sylmar, CA 91342	(747) 210-4581	Olive View-UCLA Medical Center DHS General Accounting Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S	8:00 a.m. - 8:00 p.m. Mon-Sun (including holidays)	Twice daily (a.m. & p.m.) Mon – Sun (including holidays)
Martin Luther King, Jr. Outpatient Center (MLK OPC) 1670 E. 120 th St. Path Dept AFH 3007 Los Angeles, CA 90059	(424) 338-1392	Harbor-UCLA Medical Center DHS General Accounting Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	8:00 a.m. – 8:00 p.m. Mon-Sun (including holidays)	Twice daily (a.m. & p.m.) Mon – Sun (including holidays)
Harbor/UCLA Medical Center 1000 W. Carson St. Path. Dept., Room 2S-4 Torrance, CA 90509	Telephone No.: (424) 306-6235 Fax No.: (310) 222-6485	Harbor-UCLA Medical Center DHS General Accounting Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	24/7 Mon-Sun (including holidays)	Twice daily (a.m. & p.m.) Mon – Sun (including holidays)
High Desert Health Center Group Attn: Laboratory 335 East Avenue I Lancaster, CA 93535	(661) 945-8291	Same as Facility Address	8:00 a.m. – 8:00 p.m. Mon-Sun (including holidays)	Twice daily (a.m. & p.m.) Mon – Sun (including holidays)

SCHEDULE 1

SERVICE SITE SPECIMEN PICKUP ADDRESS	TEL # FOR STAT AND REPORTS	SERVICE SITE'S FINANCE ADDRESS	PICK UP HOURS	PICK UP FREQUENCY
South Valley Health Center Attn: Laboratory 38350 40 th Street East, Suite 100 Palmdale, CA 93552	(661) 225-3021	Same as Facility Address	8:00 a.m. - 8:00 p.m. Mon-Sun (including holidays)	Twice daily (a.m. & p.m.) Mon – Sun (including holidays)
Rancho Los Amigos National Rehabilitation Center 7601 E. Imperial Hwy JPI-Building, Basement Downey, CA 90242 Pick up Location: B-180	Telephone No.: (562) 385-8991 Fax: (562) 385-8997	Rancho Los Amigos National Rehabilitation Center DHS General Accounting Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	8:00 a.m. - 8:00 p.m. Mon-Sun (including holidays)	Twice daily (a.m. & p.m.) Mon – Sun (including holidays)
Edward R. Roybal CHC 245 S. Fetterly Avenue Laboratory – Room 27 Los Angeles, CA 90022	Telephone No.: (323) 362-1336 Fax No: (323) 526-9854	DHS Financial Operations Processing Section 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	7:30 a.m. – 5:00 p.m. Mon-Fri 8:00 a.m. – 4:00 p.m. Sat	Twice daily (a.m. & p.m.) Mon – Fri Once daily (p.m.) Sat
East Los Angeles HC 133 N. Sunol Dr., Ste. 150 Los Angeles, CA 90063	Telephone No.: (323) 362-1336 Fax No.: (323) 526-9854	DHS Financial Operations Processing Section 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	8:00 a.m. - 4:30 p.m. Mon-Fri	Once daily (p.m.) Mon-Fri
Northeast HC 3303 North Broadway, Ste. 200 Los Angeles, CA 90031	Telephone No.: (323) 362-1336 Fax No.: (323) 526-9854	DHS Financial Operations Processing Section 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	8:00 a.m. - 4:30 p.m. Mon-Fri	Once daily (p.m.) Mon-Fri
H. Claude Hudson CHC 2829 S. Grand Avenue Rm. 13, First Floor Los Angeles, CA 90007	Telephone No.: (213) 699-7090 Fax No.: (213) 699-2119	DHS Financial Operations Processing Section 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	8:00 a.m. - 8:00 p.m. Mon-Sun (including holidays)	Once daily (p.m.) Mon-Sun (including holidays)

SCHEDULE 1

SERVICE SITE SPECIMEN PICKUP ADDRESS	TEL # FOR STAT AND REPORTS	SERVICE SITE'S FINANCE ADDRESS	PICK UP HOURS	PICK UP FREQUENCY
Curtis Tucker HC 123 W. Manchester Blvd, Inglewood, CA 90301	(310) 419-5325	DHS Financial Operations Processing Section 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	8:00 a.m.-5:00 p.m. Tue/Thurs	Once daily (p.m.) Tue & Thurs
Alvarado Health Center 2200 West 3 rd Street, Rm. 400 Los Angeles, CA 90057	(213) 699-7147	DHS Financial Operations Processing Section 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	8:00 a.m.- 5:00 p.m. Mon/Wed	Once daily (p.m.) Mon & Wed
El Monte Comp Health Center 10953 Ramona Blvd El Monte, CA 91731 Pick up Location: Room 12	Telephone No.: (626) 434-2512 Fax No.: (626) 454-1897	DHS Financial Operations Processing Section 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	8:00 a.m. - 4:00 p.m. Mon-Sat	Twice daily (a.m. & p.m.) Mon-Sat
Hubert H. Humphrey CHC 5850 S. Main St. 1st Floor-Room 1133 Los Angeles, CA 90003	Telephone No.: (323) 897-6121 Fax No.: (323) 231-8962	Harbor-UCLA Medical Center DHS General Accounting Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	9:00 a.m. - 9:00 p.m. Mon-Sun	Twice daily (a.m. & p.m.) Mon – Sun
Long Beach CHC 1333 Chestnut Ave., 2 nd Fl Lab Long Beach, CA 90813	(562) 753-2450	Harbor-UCLA Medical Center DHS General Accounting Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	8:00 a.m. - 5:00 p.m. Mon-Fri	Once daily (p.m.) Mon-Fri
Wilmington HC 1325 N. Broad Ave Wilmington, CA 90744	(310) 404-2098 OR (562) 753-2450	Harbor-UCLA Medical Center DHS General Accounting Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	8:00 a.m. - 5:00 p.m. Mon-Fri	Once daily (p.m.) Mon-Fri

SCHEDULE 1

SERVICE SITE SPECIMEN PICKUP ADDRESS	TEL # FOR STAT AND REPORTS	SERVICE SITE'S FINANCE ADDRESS	PICK UP HOURS	PICK UP FREQUENCY
Bellflower HC 10005 Flower St Bellflower, CA 90706	(562) 526-3069 OR (562) 753-2450	Harbor-UCLA Medical Center DHS General Accounting Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	8:00 a.m. - 5:00 p.m. Mon-Fri	Once daily (p.m.) Wed & Fri
Torrance HC/ DHS Lab 711 Del Amo Boulevard Torrance, CA 90502	(562) 753-2450	Harbor-UCLA Medical Center DHS General Accounting Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 nd Floor S. Suite 11200S Alhambra, CA 91803	8:00 a.m. - 5:00 p.m. Mon-Fri	Once daily (p.m.) Wed & Fri
Central Juvenile Hall 1605 Eastlake Ave Los Angeles, CA 90033	(213) 226-8809 or After Hours (213) 226-8816	Dept of Health Services Juvenile Court Health Services 1925 Daly St. 1 st Floor Los Angeles, CA 90031	7:00 a.m. - 7:00 p.m. Mon-Sun	Twice daily (a.m. & p.m.) Mon – Sun
Barry J. Nidorf 16350 Filbert St. Sylmar, Ca 91342 <u>Mailing Address:</u> Central Juvenile Hall 1605 Eastlake Ave Los Angeles, CA 90033	(213) 226-8809 or After Hours (213) 226-8816	Dept of Health Services Juvenile Court Health Services 1925 Daly St. 1 st Floor Los Angeles, CA 90031	7:00 a.m. - 7:00 p.m. Mon-Sun	Twice daily (a.m. & p.m.) Mon – Sun
Los Padrinos Juvenile Hall 7285 Quill Dr. Downey, CA 90242 <u>Mailing Address:</u> Central Juvenile Hall 1605 Eastlake Ave Los Angeles, CA 90033	(213) 226-8809 or After Hours (213) 226-8816	Dept of Health Services Juvenile Court Health Services 1925 Daly St. 1 st Floor Los Angeles, CA 90031	7:00 a.m. - 7:00 p.m. Mon-Sun	Twice daily (a.m. & p.m.) Mon – Sun

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SERVICE SITE SPECIMEN PICKUP ADDRESS	TEL # FOR STAT AND REPORTS	SERVICE SITE'S FINANCE ADDRESS	PICK UP HOURS	PICK UP FREQUENCY
Dorothy Kirby Center 1500 S. McDonnell Ave. Commerce, CA 90022 <u>Mailing Address:</u> Central Juvenile Hall 1605 Eastlake Ave Los Angeles, CA 90033	(213) 226-8809 or After Hours (213) 226-8816	Dept of Health Services Juvenile Court Health Services 1925 Daly St. 1 st Floor Los Angeles, CA 90031	7:00 a.m. - 7:00 p.m. Mon-Sun	Twice daily (a.m. & p.m.) Mon – Sun
Camp Joseph Paige 6601 N. Stephens Ranch Rd. La Verne, CA 91750 <u>Mailing Address:</u> Central Juvenile Hall 1605 Eastlake Ave Los Angeles, CA 90033	(213) 226-8809 or After Hours (213) 226-8816	Dept of Health Services Juvenile Court Health Services 1925 Daly St. 1 st Floor Los Angeles, CA 90031	7:00 a.m. - 7:00 p.m. Mon-Sun	Twice daily (a.m. & p.m.) Mon – Sun
Camp C. Afflerbaugh 6631 N. Stephens Ranch Rd. La Verne, CA 91750 <u>Mailing Address:</u> Central Juvenile Hall 1605 Eastlake Ave Los Angeles, CA 90033	(213) 226-8809 or After Hours (213) 226-8816	Dept of Health Services Juvenile Court Health Services 1925 Daly St. 1 st Floor Los Angeles, CA 90031	7:00 a.m. - 7:00 p.m. Mon-Sun	Twice daily (a.m. & p.m.) Mon – Sun
Camp G. Rockey 1900 N. Sycamore Cyn Rd San Dimas, CA 91773 <u>Mailing Address:</u> Central Juvenile Hall 1605 Eastlake Ave Los Angeles, CA 90033	(213) 226-8809 or After Hours (213) 226-8816	Dept of Health Services Juvenile Court Health Services 1925 Daly St. 1 st Floor Los Angeles, CA 90031	7:00 a.m. - 7:00 p.m. Mon-Sun	Twice daily (a.m. & p.m.) Mon – Sun

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SERVICE SITE SPECIMEN PICKUP ADDRESS	TEL # FOR STAT AND REPORTS	SERVICE SITE'S FINANCE ADDRESS	PICK UP HOURS	PICK UP FREQUENCY
Campus Kilpatrick 427 S. Encinal Cyn Rd Malibu, CA 90265 <u>Mailing Address:</u> Central Juvenile Hall 1605 Eastlake Ave Los Angeles, CA 90033	(213) 226-8809 or After Hours (213) 226-8816	Dept of Health Services Juvenile Court Health Services 1925 Daly St. 1 st Floor Los Angeles, CA 90031	7:00 a.m. - 7:00 p.m. Mon-Sun	Twice daily (a.m. & p.m.) Mon – Sun
Camp J. Scott 18700 Bouquet Cyn Rd Saugus, CA 91350 <u>Mailing Address:</u> Central Juvenile Hall 1605 Eastlake Ave Los Angeles, CA 90033	(213) 226-8809 or After Hours (213) 226-8816	Dept of Health Services Juvenile Court Health Services 1925 Daly St. 1 st Floor Los Angeles, CA 90031	7:00 a.m. - 7:00 p.m. Mon-Sun	Twice daily (a.m. & p.m.) Mon – Sun
Medical Examiner - Coroner's Toxicology Laboratory 1104 N. Mission Rd. Los Angeles, CA 90033	(323) 343-0530	Medical Examiner- Coroner's Toxicology Laboratory 1104 N. Mission Rd. Los Angeles, CA 90033	8:00 a.m. - 3:00 p.m. Tues & Fri	As Needed
Glendale Health Center 501 North Glendale Avenue Glendale, CA 91206 SPA 2	Supervising Clinic Nurse, STD Telephone No.: (818) 291-8951 Fax No. (818) 244-0835	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Razak Ayoola	8:30 a.m. - 4:30 p.m. Mon - Fri	Once daily 8:30 a.m. - 4:30 p.m. Mon – Fri
North Hollywood Health Center 5300 Tujunga Avenue North Hollywood, CA 91601 SPA 2	Supervising Clinic Nurse, STD Telephone No.: (818) 766-3982 Fax No.: (818) 752-1450	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Finance unit - Razak Ayoola	8:30 a.m. - 4:30 p.m. Mon - Fri	Once daily 8:30 a.m. - 4:30 p.m. Mon – Fri

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SERVICE SITE SPECIMEN PICKUP ADDRESS	TEL # FOR STAT AND REPORTS	SERVICE SITE'S FINANCE ADDRESS	PICK UP HOURS	PICK UP FREQUENCY
Pacoima Health Center 13300 Van Nuys Boulevard Pacoima, CA 91331 SPA 2	Supervising Clinic Nurse, STD Telephone No.: (818) 896-1903 Fax No.: (818) 834-3961	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Razak Ayoola	8:30 a.m. - 4:30 p.m. Mon - Fri	Once daily 8:30 a.m. - 4:30 p.m. Mon – Fri
Monrovia Health Center 330 West Maple Avenue Monrovia, CA 91016 SPA 3	Supervising Clinic Nurse, STD Telephone No.: (626) 256-1641 Fax No.: (626) 303- 2252	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Razak Ayoola	8:30 a.m. - 4:30 p.m. Mon – Fri	Once daily 8:30 a.m. - 4:30 p.m. Mon – Fri
Pomona Health Center 750 South Park Avenue Pomona, CA 91766 SPA 3	Supervising Clinic Nurse, STD Telephone No.: (909) 865-3845 Fax No.: (909) 868-1304	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Razak Ayoola	8:00 a.m. - 4:30 p.m. Mon - Fri	Once daily 8:30 a.m. - 4:30 p.m. Mon – Fri
Central Health Center 241 North Figueroa Street Los Angeles, CA 90012 SPA 4	Supervising Clinic Nurse, STD Telephone No.: (213) 288-7132 Fax No.: (213) 240-8641	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Razak Ayoola	8:30 a.m. - 4:30 p.m. Mon - Fri	Once daily 8:30 a.m. - 4:30 p.m. Mon – Fri
Public Health Pharmacy Central Health Center 241 N. Figueroa Street, B-9 Los Angeles, CA 90012	Chief Pharmacist Telephone No.: (213) 288-8616 Fax No.: (213) 977-0423	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Razak Ayoola	8:30 a.m. - 4:30 p.m. Mon – Fri	Once daily 8:30 a.m. - 4:30 p.m. Mon – Fri
Central Satellite Clinic at Center for Community Health 522 San Pedro St. 1 st Floor Los Angeles, CA 90013	Supervising Clinic Nurse, STD @ Central Telephone No.: (213) 486-4087	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Razak Ayoola	8:30 a.m. - 4:30 p.m. Mon – Fri	Once daily 8:30 a.m. - 4:30 p.m. Mon – Fri

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SERVICE SITE SPECIMEN PICKUP ADDRESS	TEL # FOR STAT AND REPORTS	SERVICE SITE'S FINANCE ADDRESS	PICK UP HOURS	PICK UP FREQUENCY
Hollywood/Wilshire Health Center 5205 Melrose Avenue Los Angeles, CA 90038 SPA 4	Supervising Clinic Nurse, TBE/STD Telephone No.: (323) 769-7838 Fax No.: (323) 463-4174	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Razak Ayoola	8:30 a.m. - 4:30 p.m. Mon – Fri	Once daily 8:30 a.m. - 4:30 p.m. Mon – Fri
Burke/Simms/Mann Health Center 2509 Pico Boulevard Santa Monica, CA 90405 SPA 5	Supervising Clinic Nurse, STD Telephone No.: (310) 998-3212 Fax No.: (323) 288-7837	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Razak Ayoola	8:30 a.m. - 4:30 p.m. Mon – Fri	Once daily 8:30 a.m. - 4:30 p.m. Mon – Fri
Ruth Temple Health Center 3834 South Western Avenue Los Angeles, CA 90062 SPA 6	Clinic Manager Telephone No.: (323) 730-3578 Fax No.: (323) 734-4365	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Razak Ayoola	8:30 a.m. - 4:30 p.m. Mon – Fri	Twice daily 8:30 a.m. - 4:30 p.m. Mon – Fri
Martin Luther King Jr. Center for Public Health 11833 Wilmington Ave Los Angeles, CA 90059 SPA 6	Clinic Manager 323-568-8734 or 323-568-8729 or 323-568-8727	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Razak Ayoola	8:30 a.m. - 4:30 p.m. Mon – Fri	Four times daily 8:30 a.m. - 4:30 p.m. Mon – Fri
Whittier Health Center 7643 S. Painter Ave Whittier, CA 90602 SPA 7	Rosaisela Bernal- Murillo, Supervising Clinic Nurse, STD Telephone No.: 562-464-5357 Fax No.: 562-693-4392	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Razak Ayoola	8:30 a.m. - 4:30 p.m. Mon – Fri	Once daily 8:30 a.m. - 4:30 p.m. Mon – Fri
Curtis Tucker Health Center 123 W. Manchester Ave Inglewood, CA 90301 SPA 8	Clinic Manager Telephone No.: 310-330-1423 or 310-330-1415	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Razak Ayoola	8:30 a.m. - 4:30 p.m. Mon – Fri	Three times daily 8:30 a.m. - 4:30 p.m. Mon – Fri

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SERVICE SITE SPECIMEN PICKUP ADDRESS	TEL # FOR STAT AND REPORTS	SERVICE SITE'S FINANCE ADDRESS	PICK UP HOURS	PICK UP FREQUENCY
Torrance Health Center 711 W. Del Amo Blvd Torrance, CA 90502 SPA 8	Clinic Manager 310-354-2232 or 310-354-2266	Department of Public Health 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022 Attn: Razak Ayoola	8:30 a.m. - 4:30 p.m. Mon – Fri	Twice daily 8:30 a.m. - 4:30 p.m. Mon – Fri
Twin Tower Correctional Facility 450 Bauchet Street Los Angeles, CA 90012	Primary (213) 893-5658 Secondary (213) 893-5656	1100 Corporate Center Drive, Suite 100 Monterey Park, CA 91754	6:00 a.m. - 7:00 p.m. Mon-Sun (including holidays)	Three times daily (a.m. & p.m.) Mon - Fri Once daily (p.m.) Sat/Sun/Hol
Men's Central Jail 441 Bauchet Street Los Angeles, CA 90012	Primary (213) 974-4966 Secondary (213) 893-5658	1100 Corporate Center Drive, Suite 100 Monterey Park, CA 91754	6:00 a.m. - 7:00 p.m. Mon-Sun (including holidays)	2-3 times Daily (a.m. & p.m.) Mon - Fri Once daily (p.m.) Sat/Sun/Hol
Century Regional Detention Facility 11705 S. Alameda Street, Lynwood, CA 90262	Primary (323) 568-4553 Secondary (213) 893-5658	1100 Corporate Center Drive, Suite 100 Monterey Park, CA 91754	6:00 a.m. - 8:00 p.m. Mon-Sat	1-2 times daily (a.m. & p.m.) Mon - Fri Once daily (p.m.) Sat
North County Correctional Facility 29340 The Old Road Castaic, CA 91349	Primary (661) 295-7922 Secondary (213) 893-5658	1100 Corporate Center Drive, Suite 100 Monterey Park, CA 91754	6:00 a.m. - 8:00 p.m. Mon-Fri	Once daily (p.m.) Mon – Fri
Pitchess Detention Center North Facility 29320 The Old Road Castaic, CA 91349	Primary (661) 295-8066 Secondary (213) 893-5658	1100 Corporate Center Drive, Suite 100 Monterey Park, CA 91754	6:00 a.m. - 8:00 p.m. Mon-Fri	Once daily (p.m.) Mon – Fri
Pitchess Detention Center South Facility 29330 The Old Road Castaic, CA 91349	Primary (661) 295-8081 Secondary (213) 893-5658	1100 Corporate Center Drive, Suite 100 Monterey Park, CA 91754	6:00 a.m. - 8:00 p.m. Mon-Fri	Daily (p.m.) Mon – Fri

CONTRACTOR DISCREPANCY REPORT

CDR NUMBER	DATE CDR PREPARED
FACILITY	
CONTRACTOR	CONTRACT(OR) NUMBER
TO CONTRACTOR'S STAFF (NAME AND TITLE)	FROM (COUNTY'S STAFF NAME AND TITLE)

INCIDENT DETAILS

DATE(S) OF INCIDENT	TIME(S) OF INCIDENT	LOCATION(S) OF INCIDENT
DESCRIPTION OF INCIDENT		
CONTRACTUAL REQUIREMENT(S) – INCLUDE MASTER AGREEMENT / WORK ORDER REFERENCES.		

CONTRACTOR DUE DATES

1) Contractor's Written Acknowledgement of discrepancy response due within 5 business days from the date of this CDR: _____	
2) Contractor's Correction Plan of all deficiencies identified in this CDR due within 10 business days from the date of this CDR: _____	
SIGNATURE OF COUNTY'S REPRESENTATIVE	DATE

CONTRACTOR CORRECTIVE ACTION PLAN

IDENTIFY THE ROOT CAUSE OF INCIDENT AND CORRECTIVE ACTION TAKEN		
PLAN FOR PREVENTION OF FUTURE INCIDENTS		
WRITTEN NAME & TITLE OF CONTRACTOR'S REPRESENTATIVE	SIGNATURE OF CONTRACTOR'S REPRESENTATIVE	DATE

PERFORMANCE REQUIREMENTS SUMMARY

[TO BE DEVELOPED]