**EXHIBIT 7 – MINIMUM REQUIREMENTS**

Proposer acknowledges and certifies that it meets and will comply with the Proposer’s Minimum Qualifications indicated below and as stated in Paragraph 3.0, of this Request for Proposal.

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| --- | --- | --- | --- | --- |
| No. | Minimum Requirement(s) (M/R) | Complies with M/R | | |
| Yes | No |
| 1 | Proposer must have at least five (5) years of experience as of the date of release of the RFP, providing continuous PBM billing and claims adjudication services.  *Proposer must submit business documentation to substantiate experience and years of experience.* |  |  |
| 2 | Proposer must be a certified Surescripts PBM.  *Proposer must submit a copy of current certification.* |  |  |
| 3 | Proposer must currently provide PBM services to an organization with a minimum volume of 5,000 pharmacy claims per month.  *Proposer must submit a copy of a contract, memorandum of understanding (MOU), or any business agreement that substantiates services provided and volume of pharmacy claims.* |  |  |
| 4 | Proposer’s contracted pharmacies must cover all eight (8) Service Areas in Los Angeles County.  *Proposer must submit a list of at least 100 retail pharmacies with complete addresses, within its network to demonstrate service coverage.* |  |  |
| 5 | Proposer’s Customer Call Center shall provide customer services in all Los Angeles County threshold languages listed in Attachment 16 (Threshold Languages) of Exhibit A (SOW and Attachments) of Appendix A (Sample Contract).  *Proposer must submit a staff roster with appropriate languages and/or translation services contract, MOU, etc. to substantiate language capacity.* |  |  |
| 6 | Proposer must attend the virtual Mandatory Proposers’ Conference and submit a Mandatory Letter of Intent of Submit a Proposal per Section 7.4 of the RFP.  *DMH will verify attendance through electronic sign in and will verify receipt of Mandatory Letter of Intent of Submit a Proposal by due date.* |  |  |
| 7 | Proposer must provide copies of the company’s most current and prior two (2) fiscal years financial statements. Statements should include the company’s assets, liabilities and net worth and at a minimum should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows.  It should be noted that depending on the nature of the entity, i.e., for-profit, non-profit, governmental, the title of these documents may differ. For example, for a non-profit entity the Balance Sheet is referred to as the Statement of Financial Position. If audited statements are available, these should be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page.  *This section will be scored on a pass/fail basis. Upon receipt of this information, DMH will conduct a review to determine agency’s financial capability. The County may deduct rating points or disqualify the proposal in its entirety.* |  |  |
| 8 | If Proposer’s compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Proposer must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over $100,000.00, that are confirmed to be disallowed costs by DMH, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.  *DMH will verify. Submission is not required by Proposer.* |  |  |