

## **ATTACHMENT 17 RFP CHECKLIST**



**Superior Court of California** COUNTY OF ALAMEDA  
Procurement Unit Rene C. Davidson Courthouse  
1225 Fallon Street Ste. 210, Oakland, CA 94612

### **Required Attachments**

- ☐ Acceptance of the Terms and Conditions (Attachment 3)
- ☐ General Certifications Form (Attachment 4)
- ☐ Darfur Contracting Act Certification (Attachment 5)
- ☐ Payee Data Record Form (Attachment 6)
- ☐ Small Business Declaration (if applicable, Attachment 7)
- ☐ Unruh and FEHA Certification (Attachment 8)
- ☐ Iran Contracting Act Certification (Attachment 9)
- ☐ Bidder Declaration (Attachment 10)
- ☐ DVBE Declaration Form (if applicable, attachment 11)
- ☐ Question and Answer Form (submit questions, Attachment 12)
- ☐ Reference Check Form (Attachment 13)
- ☐ Contact Sheet (Attachment 14)

### **Required Documents – Technical Proposal and Cost Proposal**

#### **Technical Proposal (RFP Section 7.1)**

- ☐ Technical Proposal Template (Attachment 15)

#### **Cost Proposal (RFP Section 7.2)**

- ☐ Cost Proposal Template (Attachment 16)

**Amended; Refer to Addendum Memo No. 1 for Additional Information**

### **Submission of Proposal**

The Court will not accept proposals that are hand delivered or delivered by a carrier or mail service provider at this time.

Proposals must be emailed to [bidquestions@alameda.courts.ca.gov](mailto:bidquestions@alameda.courts.ca.gov) and received no later than the RFP deadline of **March 21, 2024, 2PM Pacific time**.

The proposals must be submitted in two files (two separate emails), the technical proposal, and the cost proposal.