



Superior Court of California
COUNTY OF ALAMEDA

1225 Fallon St.
Oakland, Ca 94612

Checklist

Required Documents – Technical Proposal (section 7.0 – 7.2)

- Acceptance of the Terms and Conditions (attachment 3)
- General Certifications Form (attachment 4)
- Darfur Contracting Act Certification (attachment 10)
- Payee Data Record (attachment 6, external)
- Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (attachment 9)
- Reference List (attachment 12, external)
- Supplemental Questionnaire (attachment 16, external)
- Pricing sheet for all services and goods

Submission of Proposals (section 6.0)

- One (1) original of the technical proposal (single sealed envelope with RFP title and number on the outside of the sealed envelope)
- One (1) original of the cost proposal (single sealed envelope with RFP title and number on the outside of the sealed envelope)
- One (1) electronic version of entire proposal on a USB memory stick/flash drive in PDF, Word, or excel formats (single sealed envelope with RFP title and number on the outside of the sealed envelope)
- One (1) envelope including the three (3) separately sealed envelopes addressed to
Superior Court of California, County of Alameda
Attn: Procurement, RFP SC 1300.2020.1
1225 Fallon Street, Room 210
Oakland, CA 94612