



Superior Court of California
COUNTY OF ALAMEDA

Office of Collaborative Court Services
Wiley W. Manuel Courthouse
661 Washington Street, Oakland, CA 94607

Checklist

Required Documents – Technical Proposal (pages 8-10)

- Acceptance of the Terms and Conditions (attachment 3)
- General Certifications Form (attachment 4)
- Darfur Contracting Act Certification (attachment 5)
- Payee Data Record (attachment 6, external)
- Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (attachment 7)
- Cover Sheet (attachment 10, external)
- Supplemental Questionnaire (attachment 12, external)
- Bidders Declaration, if applicable (attachment 14, external)
- DVBE Declaration, if applicable (attachment 15, external)
- Client Fees

Optional Documents – Technical Proposal (page 9)

- Reference Form (attachment 11, external)
- Additional Information Form (attachment 13, external)

Required Documents – Cost Proposal (page 10)

- Rates for all services for which it will contract with the court

Submission of Proposals (pages 7- 8)

- 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 6666.2018.4
1225 Fallon Street, Room 210
Oakland, CA 94612