

Attachment 15: RFP Checklist



Superior Court of California, County of Alameda

Rene C. Davidson Courthouse
Procurement Unit
1225 Fallon Street, Room 210, Oakland, CA 94612

Checklist

Required Documents

<input type="checkbox"/> Acceptance of the Terms and Conditions	Attachment 3
<input type="checkbox"/> General Certifications Form	Attachment 4
<input type="checkbox"/> Small Business Declaration, if applicable	Attachment 5, external file
<input type="checkbox"/> Payee Data Record	Attachment 6, external file
<input type="checkbox"/> Bidder Declaration	Attachment 7, external file
<input type="checkbox"/> DVBE Declaration, if applicable	Attachment 8, external file
<input type="checkbox"/> Unruh Civil Rights Act and California Fair Employment and Housing Act Certification, if applicable	Attachment 9
<input type="checkbox"/> Darfur Contracting Act Certification	Attachment 10
<input type="checkbox"/> Question and Answer Form, for submitting questions only	Attachment 11, external file
<input type="checkbox"/> Reference Sheet	Attachment 12, external file
<input type="checkbox"/> Price Sheet	Attachment 14, external file

Required Documents—Cost Proposal and Technical Proposal

- Cost Proposal Pricing Sheet (Attachment 14)
- Technical Proposal (Sections 7.1–7.2)
- Three (1) original technical portion of the proposal (single sealed envelope with RFP title and number on the outside of the sealed envelope)
- Three (1) original of the technical portion of the 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 1300.2019.1
1225 Fallon Street, Room 210
Oakland, CA 94612