**Attachment 16**

**Checklist**



**Superior Court of California COUNTY OF ALAMEDA**

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

**Submission of Proposal (RFP Section 5.0)**

Proposals must be submitted in two separate emails, the Technical Proposal and the Cost Proposal. The Court will not accept proposals that are hand delivered or delivered by a carrier or mail service provider.

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 **October 21, 2025 by no later than 2:00 p.m.** pacific time.

**Required Documents – Technical Proposal Contents (RFP Section 7.1)**

Acceptance of the Terms and Conditions (Attachment 3)

General Certifications Form (Attachment 4)

Small Business Declaration (if applicable, Attachment 5)

Payee Data Record Form (Attachment 6)

Unruh Civil Rights Act (Attachment 7)

Bidder Declaration, DVBE Incentive (if applicable, Attachment 8)

DVBE Declaration(If applicable, Attachment 9)

Darfur Contracting Act Certification (Attachment 10)

Contact Sheet (Attachment 12)

Reference Check Form (Attachment 13)

Technical Proposal Template (Attachment 14)

Minimum Requirements Checklist (Attachment 18)

Certifications, Attachments and Other Requirements (ref. section 7.1 B)

* California Certificate of Good Standing
* Proof of financial stability
* Proposed method

**Required Documents – Cost Proposal Contents (RFP Section 7.2)**

Cost Proposal Template (Attachment 15)