**Attachment 15**

**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 Certification (Attachment 5)

Payee Data Record (Attachment 6)

Unruh Civil Right Act (Attachment 7)

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

DVBE Declaration(if applicable, Attachment 9)

Contact Sheet(Attachment 11)

Reference Check Form (Attachment 12)

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

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

Required Attachments (see above list)

Provide a separate answer sheet to the questions listed in Attachment 14 (Technical

Proposal)

If Corporation, LLC, LP, or LLP, proof of good standing in California *(Reference RFP Section 7.C.x.)*

Copies of current business licenses, professional certifications, or other credentials *(Reference RFP Section 7.C.xi.)*

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

Cost Proposal Template (Attachment 14)

**Submission of Proposal (*RFP Section 6*)**

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 ***April 1, 2026* by no later than 2:00 p.m.** pacific time.

**The proposals must be submitted in two files, the technical proposal and the cost proposal.**