

Attachment 16 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 Contracting Act Certification (Attachment 5)
- ☐ Payee Data Record Form (Attachment 6)
- ☐ Unruh Civil Rights Act (Attachment 7)
- ☐ Small Business Declaration Form (if applicable, Attachment 8)
- ☐ Bidder Declaration, DVBE Incentive (if applicable, Attachment 9)
- ☐ DVBE Declaration (If applicable, Attachment 10)
- ☐ Contact Sheet (Attachment 12)

Required Documents – Technical Proposal Answer Sheet and Cost Proposal

Technical Proposal (RFP Section 7.1)

- ☐ Response to Technical Proposal Questions (Attachment 13)
- ☐ Minimum Requirements Checklist (Attachment 14)
- ☐ Acceptance of the Terms and Conditions (section 7.1.A)
- ☐ Certifications, Attachments and Other Requirements (section 7.1.B)

Cost Proposal (RFP Section 7.2)

- ☐ Cost Proposal Template (Attachment 15)
- ☐ Refer Section 7.2

Submission of Proposal (RFP Section 5.0)

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 and received no later than the RFP deadline of **May 18, 2023 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.