

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 (Section 6.1)

- ☐ Required Attachments (see above list)
- ☐ Provide a separate answer sheet to the questions listed in Attachment 13 (Technical Proposal)
- ☐ If Corporation, LLC, LP, or LLP, proof of good standing in California (section 6.1.c.ix)
- ☐ Copies of current business licenses, professional certifications, or other credentials (section 6.1.c.x)

Cost Proposal (Section 6.2)

- ☐ Cost Proposal Template (Attachment 14)

Submission of Proposal (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 **November 18, 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.