**CHECKLIST**



**Superior Court of California COUNTY OF ALAMEDA**

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

**Required Forms and Attachments are located on the Court’s website:**

[**Contract Opportunities | Superior Court of California | County of Alameda**](https://www.alameda.courts.ca.gov/general-information/contract-opportunities)

Acceptance of the Terms and Conditions

General Certifications Form

Darfur Certification

Payee Data Record

Unruh Civil Right Act, if proposing bid over $100,000

Iran Contracting Act Certification, if proposing bid over $1,000,000

Small Business Declaration (if applicable)

Bidder Declaration, DVBE Incentive (if applicable)

DVBE Declaration(if applicable)

Cost Proposal Template

Contact Sheet

Technical Requirements and Qualifications (Attachment B)

Technical Proposal Template (Attachment C)

Copies of certifications and business licenses

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

**Technical Proposal (RFP Section H. Technical Proposal)**

Complete and respond to Technical Requirements and Qualifications - Attachment B

Complete and respond to questions on the Technical Proposal Template - Attachment C

Copies of current business licenses, LLC certifications and proofof good standing in the State of California (Section F: Minimum Requirements #5 Business Licenses and Certifications)

Other required attachments (see list above)

**Cost Proposal (RFP Section I. Cost Proposal)**

Complete and submit Cost Proposal Template

**Submission of Proposal (RFP Section G Minimum Requirements, 1. Proposal Submission Deadline)**

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 **March 26, 2026 by no later than 2:00 p.m.** **Pacific Time**.

**The proposals must be submitted in two files, titled Technical Proposal and Cost Proposal.**