**ATTACHMENT 16**

**RFP 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)

Iran Contracting Act Certification (Attachment 7)

Unruh and FEHA Certification (Attachment 8)

Bidder Declaration (Attachment 9)

DVBE Declaration Form (if applicable, attachment 10)

Question and Answer Form (submit questions, Attachment 11)

Contact Sheet (Attachment 12)

Experience and Financial Qualifications Form (Attachment 13)

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

**Technical Proposal (RFP Section 8.1)**

Technical Proposal Template (Attachment 14)

**Cost Proposal (RFP Section 2.2)**

Cost Proposal Template (Attachment 15)

**Submission of Proposal**

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 **May 25, 2023, 2PM Pacific time**.

The proposals must be submitted in two files (two separate emails), the technical proposal, and the cost proposal.