

## 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 13 (Technical Proposal)
- ☐ If Corporation, LLC, LP, or LLP, proof of good standing in California (*Reference RFP section 7.1.c.ix*)
- ☐ Copies of current business licenses, professional certifications, or other credentials (*Reference RFP section*)

#### **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 **June 4, 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.**