**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 Documents**

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 (for solicitations of $100,000 or more, attachment 7)

Iran Contracting Act Certification (for solicitations of $1,000,000 or more, attachment 8)

Small Business Declaration Form (attachment 9)

Question and Answer Form (submit questions, attachment 10)

Bidder Declaration, DVBE Incentive (if applicable, attachment 11)

DVBE Declaration(If applicable, attachment 12)

Contact Sheet (attachment 13)

Reference Check Form (attachment 14)

Cost Proposal Template (attachment 15)

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

**Technical Proposal (RFP Section 8.4)**

Technical Proposal (section 8.4.a to 8.4.c)

Proposed Method to Complete the work (section 8.4.d)

Acceptance of the Terms and Conditions (section 8.4.e)

Certifications, Attachments and Other Requirements (section 8.4.f)

**Cost Proposal (RFP Section 8.5)**

**Refer Section 8.5**

**Submission of Proposal (section 7.0)**

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](mailto:bidquestions@alameda.courts.ca.gov) and received no later than the RFP deadline of **August 4, 2022 by No Later than 3:00 p.m.** pacific time.

The proposals must be submitted in two files, the technical proposal and the cost proposal.