**Attachment 15**

**Checklist**



**Superior Court of California COUNTY OF ALAMEDA**

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

**Submission of Proposal (RFP Section 4.0)**

Proposals must be submitted in two separate emails, the Technical Proposal and the Cost Proposal. The Court will not accept proposals that are hand delivered or delivered by a carrier or mail service provider.

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 **October 29, 2025** **by no later than 2:00PM PT**.

**Required Documents – Technical Proposal Contents (RFP Section 6.1)**

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 (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)

Technical Proposal Template (Attachment 13)

Certifications, Attachments and Other Requirements (ref. section 6.1 b)

* California Certificate of Good Standing
* Current business licenses, professional certifications, or other credentials
* Proof of financial solvency or stability (if requested by the Court)
* Resumes

**Required Documents – Cost Proposal Contents (RFP Section 6.2)**

Cost Proposal Template (Attachment 14)