**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 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)

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) (Minimum 2 references)

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

**Technical Proposal (RFP Section 6.1)**

Technical Proposal Template (Attachment 14)

Key Staff Resumes

Certifications, Attachments and Other Requirements (section 6.1.D)

**Cost Proposal (RFP Section 6.2)**

Cost Proposal Template (Attachment 15)

* Refer to Section 6.2 of the RFP

**Submission of Proposal (section 4.0)**

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 **May 23, 2023 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.**