**Attachment 15: RFP Checklist**

Superior Court of California, County of Alameda

Rene C. Davidson Courthouse

Procurement Unit
1225 Fallon Street, Room 210, Oakland, CA 94612

**Checklist**

**Required Documents**

|  |  |
| --- | --- |
| * Acceptance of the Terms and Conditions
 | Attachment 3 |
| * General Certifications Form
 | Attachment 4 |
| * Small Business Declaration, if applicable
 | Attachment 5, external file |
| * Payee Data Record
 | Attachment 6, external file |
| * Bidder Declaration
 | Attachment 7, external file |
| * DVBE Declaration, if applicable
 | Attachment 8, external file |
| * Unruh Civil Rights Act and California Fair Employment and Housing Act Certification, if applicable
 | Attachment 9 |
| * Darfur Contracting Act Certification
 | Attachment 10 |
| * Question and Answer Form, for submitting questions only
 | Attachment 11, external file |
| * Reference Sheet
 | Attachment 12, external file |
| * Price Sheet
 | Attachment 14, external file |

**Required Documents—Cost Proposal and Non-Cost Proposal**

|  |
| --- |
| * Cost Proposal Pricing Sheet (Attachment 14)
 |
| * Technical Proposal (Sections 7.1–7.2)
 |
| * One (1) original technical portion of the proposal (single sealed envelope with RFP title and number on the outside of the sealed envelope)
 |
| * One (1) original of the cost portion of the proposal (single sealed envelope with RFP title and number on the outside of the sealed envelope)
 |
| * One (1) electronic version of entire proposal on a USB memory stick/flash drive in PDF, Word, or excel formats (single sealed envelope with RFP title and number on the outside of the sealed envelope)
 |
| * One (1) envelope including the three (3) separately sealed envelopes addressed to

Superior Court of California, County of Alameda Attn: Procurement Unit, RFP SC 1300.2019.21225 Fallon Street, Room 210Oakland, CA 94612  |