



Attachment 11: RFP Checklist

Superior Court of California, County of Alameda

Rene C. Davidson Courthouse

Finance and Facilities

Procurement Unit, SC 1900.2020.01

1225 Fallon Street, Room 210, Oakland, CA 94612

Required Documents

- | | |
|--|------------------------------|
| <input type="checkbox"/> Acceptance of the Terms and Conditions | Attachment 3, external file |
| <input type="checkbox"/> General Certifications Form | Attachment 4, external file |
| <input type="checkbox"/> Small Business Declaration (if applicable) | Attachment 5, external file |
| <input type="checkbox"/> Payee Data Record | Attachment 6, external file |
| <input type="checkbox"/> Iran Contracting Act Certification (if applicable) | Attachment 7, external file |
| <input type="checkbox"/> Unruh Civil Rights Act and California Fair Employment and Housing Act Certification | Attachment 8, external file |
| <input type="checkbox"/> Darfur Contracting Act Certification | Attachment 9, external file |
| <input type="checkbox"/> Question and Answer Form (for questions only) | Attachment 10, external file |
| <input type="checkbox"/> Contact Information | Attachment 12, external file |
| <input type="checkbox"/> Reference | Attachment 13, external file |
| <input type="checkbox"/> Documentation Strategy (Part of Technical Proposal) | Attachment A, Bidder's file |

Required Documents-Technical Proposal and Cost Proposal

- Technical Proposal** (RFP Section 9.1) – Review section in full detail for requirements
- Organizational Information
- Executive Summary
- Experience Relevant to RFP
- Proposed Method to Complete Work
- Documentation Strategy (Attachment A)
- Required **Attachments with Technical Proposal: A,3,4,8,9,12,13**

- Cost Proposal** (RFP Section 9.2) – Review section in full detail for requirements
- NTE total for all work and expenses under contract
- Detailed line budget showing total cost and proposed services
- Full explanation of all budget line items entitled “Budget Justification”
- Narrative that explains budget support and staff necessary to run the program
- Expectation of any leveraged funding from other sources or in-kind resources that will support the proposed project.

- One (1) original technical proposal and **3 copies** (single sealed envelope with RFP title and number on the outside of the sealed envelope labeled as “**Technical Proposal**”)

- One (1) original cost proposal and **3 copies** (single sealed envelope with RFP title and number on the outside of the sealed envelope labeled as “**Cost Proposal**”)

Superior Court of California, County of Alameda

RFP Title: *Collaborative Courts Management Information System*

RFP Number: *SC 1900.2020.1*

- 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 labeled as “**Electronic Version**”)

- One (1) envelope including the three (3) separately sealed envelopes addressed to

Superior Court of California, County of Alameda

Attn: Procurement, **RFP SC 1900.2020.1**

1225 Fallon Street, Room 210

Oakland, CA 94612