



**Superior Court of California**  
COUNTY OF ALAMEDA

Office of Collaborative Court Services  
Wiley W. Manuel Courthouse  
661 Washington Street, Oakland, CA 94607

## Checklist

### Required Documents – Technical Proposal (section 7.0 – 7.3)

- Acceptance of the Terms and Conditions (attachment 3)
- General Certifications Form (attachment 4)
- Darfur Contracting Act Certification (attachment 5)
- Payee Data Record (attachment 6, external)
- Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (attachment 7)
- Cover Sheet (attachment 10, external)
- Supplemental Questionnaire (attachment 12, external)
- Client Fees

### Optional Documents – Technical Proposal (sections 7.1.2 and 7.1.5)

- Reference Form (attachment 11, external)
- Additional Information Form (attachment 13, external)

### Required Documents – Cost Proposal (section 7.4)

- Rates for all services for which it will contract with the court

### Submission of Proposals (section 6.0)

- One (1) original of the technical proposal (single sealed envelope with RFP title and number on the outside of the sealed envelope)
- One (1) original of the cost 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, RFP SC 6666.2019.1  
1225 Fallon Street, Room 210  
Oakland, CA 94612