**Attachment 14**

**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)

Payee Data Record Form (Attachment 5)

Unruh Civil Rights Act (Attachment 6)

Bidder Declaration, DVBE Incentive (if applicable, Attachment 7)

DVBE Declaration(If applicable, Attachment 8)

Darfur Contracting Act Certification (Attachment 9)

Reference Check Form (Attachment 11)

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

**Technical Proposal (RFP Section 6.1)**

Completed Attachment 12 Technical Proposal

Provide a separate answer sheet to the questions listed in Attachment 12

Acceptance of Terms and Conditions (section 6.1.C)

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

**Cost Proposal (RFP Section 6.2)**

Cost Proposal Template (Attachment 13)

**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 **February 4, 2025 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.**