**Attachment 15**

**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)

Contact Sheet (Attachment 11)

Reference Check Form (Attachment 12)

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

**Technical Proposal (RFP Section 6.1)**

Provide a separate answer sheet to the questions listed in Attachment 13

Acceptance of the Terms and Conditions (section 6.1.b)

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

**Cost Proposal (RFP Section 6.2)**

Cost Proposal (Attachment 14)

**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 4, 2023 by no later than 3:00 p.m.** pacific time.

**The proposals must be submitted in two files, the technical proposal and the cost proposal.**