**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)

Darfur Contracting Act Certification (Attachment 5)

Payee Data Record Form (Attachment 6)

Unruh Civil Rights Act (Attachment 7)

Bidder Declaration, DVBE Incentive (if applicable, Attachment 8)

DVBE Declaration(If applicable, Attachment 9)

Contact Sheet (Attachment 11)

Supplemental Questionnaire (Attachment 12)

Additional Information (if applicable, Attachment 13)

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

**Technical Proposal (RFP Section 6.1)**

Required Attachments (see above list)

If Corporation, LLC, LP, or LLP, proof of good standing in California (RFP section 6.1.D.ii)

Copies of current business licenses, professional certifications, or other credentials

(RFP section 6.1.D.iii)

**Cost Proposal (RFP Section 6.2)**

Detailed list of services showing the daily or individual cost of each proposed service

Prospective Bidders with Drug Medi-Cal Certification in California – clearly state the cost of services for clients with and without Medi-Cal benefits.

**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 following RFP deadlines:

~~Round 1:~~ **~~July 30, 2024 by 2:00 PM Pacific Time~~**

Round 2: **October 22, 2024 by 2:00 PM Pacific Time**

Round 3: **January 21, 2025 by 2:00 PM Pacific Time**

Round 4: **April 22, 2025 by 2:00 PM Pacific Time**