Secondment Requests

Request for Proposal

# RFP Overview

***Subject Line: Request by [COMPANY NAME] for a [insert details - SENIORITY/PRACTICE AREA e.g. 4th Year Litigation] Secondee for a period of [X] months***

Overview: [***Company name***] is looking for a [***Seniority/Practice Area eg. 4th year litigation***] Secondee for a [***XX***] month period to join our [***XX***] team.

Seniority: The secondee will be expected to have had [***XX***] years experience in [***describe nature of private or in-house practice that you're looking for. The better your description of the previous experience you would like the candidate to have had, the better the prospect that you will find a candidate to meet your requirements***].

Role: The role that the secondee will perform includes the following: [***describe the proposed role and responsibilities of the secondee. Include the purpose of the role, seniority and major tasks to be performed****].*

Position: The secondee is expected to have the following title within our organization whilst on secondment [***Insert Title***].

Reporting To: The secondee will report to [***Insert Name and Title of the person within your organization to whom the secondee will be reporting***].

Start Date: The date on which it is anticipated that the secondee will start is [***MM/DD/YY***].

Duration of Secondment: The anticipated duration of the secondment is [***XX***] months.

Location: The secondee will be located at [*insert location/s and outline any anticipated travel*].

Relocation/Housing Expenses: [***Set out here what your organization is prepared to consider paying, if anything, by way of relocation, housing and related expenses***].

Admitted to Practice:[***Set out here if you require the secondee to be admitted to practice in one or more locations and/or courts****].*

About Our Company and this Secondment Opportunity: [***This is your chance to highlight the benefits to law firms in responding to this secondment request by placing one of their lawyers into your organization. For example, you could describe the benefits of deepening the relationship between your company and the law firm***].

Further Information about this Secondment Opportunity: [***Set out here any other information about your secondment request which you regard as relevant and which has not been caught in any of the above headings. If there is none, then delete this heading and paragraph***].

Candidate's CV: Please attach the CV of your proposed candidate for secondment to your proposal. If you are proposing more than one candidate for [***Company Name***] to choose from, then please complete a separate proposal for that candidate/s and attach their CV to that separate proposal.

If you have any questions, please direct your questions to the following email [***insert point of contact and contact details***].

# Contractual terms

**Note to Users:**

If your company has standard T&C’s used for secondments, utilise those and attach them to this request. Otherwise, Law Firms typically have their own standard T&C’s for secondments.

[***Company Name***] looks forward to receiving your firm’s proposal in response to this secondment request.

# Pricing

Fixed Fee. Please provide us with your firm's [*fixed fee/daily rate etc*] for seconding your candidate to our Company for the duration of the secondment.

# Questionnaire

**Note to Users:**

You can ask your firms to provide answers to the questions set out in the table that is relevant to your secondment request. The questions here are examples only, and you should look to tailor your questions around what’s most important for your Company in the context of the relevant secondee.

|  |  |
| --- | --- |
| **Topic** | **Description** |
| Candidate’s Previous Relevant Roles & Experience | Please provide a brief description of your candidate's previous roles/experience and the relevance of those roles/experience in light of the role which we are looking to fill. |
| Candidate’s Seniority | What is your candidate's level of seniority? (Eg. 6th year litigation associate). |
| Previous Secondment Experience | Has your candidate previously been on secondment to a client, and if so, please provide a brief description of that experience and how your candidate will bring the benefit of that experience to this secondment opportunity. |
| Start Date/Duration/Location | Please let us know if your candidate is unable to satisfy any of the Start Date/Duration/Location criteria that we have requested, and what alternatives you propose. |
| Admission to Practice | Is your candidate admitted to practice in the jurisdiction/s that we have requested? |
| Other Relevant Attributes or Considerations | Are there any other attributes your candidate has, or considerations relevant to your candidate, that you believe have not been adequately addressed in the previous answers that you have provided? If so, please provide a description of those attributes/considerations here. |