Hourly Rate Reviews

Request for Proposal

# RFP Overview

***Subject Line: [COMPANY NAME] Panel Firm Hourly Rate Review***

In accordance with our panel firm arrangements, [***Company name***] requests that your firm complete the accompanying request for hourly rate information for the period [***date***] to [***date***].

Please be aware that this is not an invitation to increase your firm's hourly rates. In an environment where [***Company name***] is moving towards fixed fee arrangements for all of its external legal work, it would not be a good idea to provide us with ambit rate increase requests.

If you have any questions, please direct your questions to the following email [***insert point of contact and contact details***]. Any unauthorized contact with other members of our organization in relation to this RFP may disqualify you from the process.

[***Company name***] looks forward to receiving the hourly rate information requested.

# Pricing

**Note to Users:**

You can ask firms to complete the parts of the following table that is relevant to your request for hourly rates.

 [***Company name***] is looking for updated information in relation to your firm’s Hourly Rates.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item**  | **Current Hourly Rates (USD$)**(MM/DD/YY to MM/DD/YY) | **Proposed New Hourly Rates (USD$)**(MM/DD/YY to MM/DD/YY) | **Your Firm’s justification for the change** |
| Litigation (Partner) | Hourly Rates |  |  |
| Litigation (Senior Associate) | Hourly Rates |  |  |
| Litigation (Junior Associate) | Hourly Rates |  |  |
| Patent (Partner)  | Hourly Rates |  |  |
| Patent (Senior Associate)  | Hourly Rates |  |  |
| Patent (Junior Associate)  | Hourly Rates |  |  |
| Antitrust & Competition (Partner)  | Hourly Rates |  |  |
| Antitrust & Competition (Senior Associate) | Hourly Rates |  |  |
| Antitrust & Competition (Junior Associate) | Hourly Rates |  |  |
| Employment Law (Partner)  | Hourly Rates |  |  |
| Employment Law (Senior Associate)  | Hourly Rates |  |  |
| Employment Law (Junior Associate)  | Hourly Rates |  |  |
| Corporate Law (Partner) | Hourly Rates |  |  |
| Corporate Law (Senior Associate) |  |  |  |
| Corporate Law (Junior Associate) |  |  |  |

# Questionnaire

**Note to Users:**

You can ask your firms to provide the following information.

|  |  |
| --- | --- |
| **Topic** | **Description** |
| Explanation of Increases | Please provide clear justification for any hourly rate increases that your firm is seeking.  |
| Undertaking not to increase rates | Your firm undertakes not to increase, or request an increase, in hourly rates for the period in question [***date***] to [***date***] |