Hourly Rate Information

Request for Proposal

# Note to Users

Use this template when requesting hourly rate information across one or more practice areas from law firms that you may not have an existing agreement with in relation to hourly rates.

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# Stage 1: Conflict Check

**Note to User:**

The first step to take is to ask each of the firms that you are seeking to invite to your RFP to clear conflicts before receiving your RFP. This is to ensure that firms do not see any confidential material that may form part of your RFP before clearing conflicts. Your company may have a standard procedure for asking firms to clear conflicts. Your communication will likely need to cover the following. If it is clear that no conflict clearance is required for your matter, simply proceed to Stage 2.

**Subject line: [COMPANY NAME] Requesting a Conflict Clearance before requesting hourly rate information**

[***Company name***] is considering inviting your firm to an RFP to provide hourly rate information. Before providing hourly rate information, we require your firm to clear conflicts.

### Legal Entity requesting Conflict Check

**[*Company name or other legal entity within your company group that is seeking legal representation*]**

### Counterparty Name

**[*Insert Counterparty/s names*] [*Attach any documents you may with to provide law firms with in order to assist them with clearing conflicts*].**

We request that your firm clear conflicts by [***insert date***].

Your point of contact at [***Company name***] is [***insert contact name and contact details***].

You will be provided with further details in relation to this request for hourly rate information once your firm has cleared conflicts.

[***You can then move to Stage 2 for all firms that have cleared conflicts***].

# Stage 2: Once Firms Have Cleared Conflicts

**Note to User:**

You can proceed to issue your RFP to all firms that have confirmed to your satisfaction that they have cleared conflicts. You may submit any questions you have regarding the RFP to the POC by the date specified in the RFP schedule. All such questions must be in writing/submitted to the POC via the designated email address. Company is not required to respond to any query submitted but, if Company does reply, may make your query as well as Company’s answer to it available to all bidders.

# RFP Overview

***Subject Line: Request by [COMPANY NAME] for hourly rate information for [LIST OR SUMMARISE PRACTICE AREAS]***

You have been invited by [***Company name***] to provide hourly rate information across the following practice areas: [***Insert practice areas***]

We have attached some background information in relation to [***Company name***] and the type of work we are looking to engage our external firms on [***Attach relevant background documentation as applicable***]

*[****Set out here any other information you wish the law firms to know and that that may persuade law firms to provide their most competitive hourly rate information. For example, the volume of work that you expect to engage law firms on across the different practice areas that you're asking about***].

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

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

# Pricing

**Note to User:**

Now you can ask any pricing information in the 'Pricing' section below. We have started you off with examples of hourly rate information you can ask for, fixed pricing for various phases and a total fee cap. You can choose, modify or delete any of those, and/or add your own. We have also started you off with example questions that you may wish to ask in the 'Questionnaire' section below. Again you can choose, modify or delete any of those, and/or add your own.

Please complete the parts of the following table that is relevant to your RFP.

|  |  |
| --- | --- |
| **Item** | **Proposed Hourly Rate (USD$)** |
| Litigation (Partner) |  |
| Litigation (Senior Associate) |  |
| Litigation (Junior Associate) |  |
| Patent (Partner) |  |
| Patent (Senior Associate) |  |
| Patent (Junior Associate) |  |
| Antitrust & Competition (Partner) |  |
| Antitrust & Competition (Senior Associate) |  |
| Antitrust & Competition (Junior Associate) |  |
| Employment Law (Partner) |  |
| Employment Law (Senior Associate) |  |
| Employment Law (Junior Associate) |  |
| Corporate Law (Partner) |  |

# Questionnaire

**Note to User:**

You can ask your firms to provide the following information in the table that are relevant to your RFP.

|  |  |
| --- | --- |
| **Topic** | **Description** |
| Holding to your rates | Do you undertake not to increase the hourly rates set out in your proposal for the period [MM/DD/YY to MM/DD/YY]? |