

# Short Form – Request For Proposal DECISION TREE

CONSIDER SF-RFP  
IF:

- ✓ This matter involves litigation
- ✓ This matter easily falls into a SF-RFP process
- ✓ There is more than one qualified firm
- ✓ There are novel facts
- ✓ This a new area of law
- ✓ The matter is high risk



FORMAL SF-RFP OR INFORMAL REQUEST  
(Decision at the discretion of the  
in-house attorney)



CREATE SF-RFP TEMPLATE



DISCRETION OF ATTORNEY:  
CONSIDER REDUCED TEMPLATE  
AS A GUIDE