

Short Form – Request For Proposal

This letter (and the confidential information contained in it) constitutes a request to your firm to provide to _____ (the “Company”) a Short Form Request For Proposal (“SF-RFP”) to represent it and certain of its subsidiary and affiliated entities as counsel. This representation pertains to *[insert type of matter and brief description, consider attaching documents if necessary]*. We very much appreciate your participation in this evaluation process.

The purpose of this request is to ensure the selection of the most appropriate counsel to represent our Company’s interests. The submission of a proposal by your firm enables the Company to evaluate objectively the capabilities of your firm, and consider your approach to this matter.

Please respond in writing to this request in accordance with the SF-RFP and attached bidding assumptions *[to be created by the company’s hiring attorney]* by *[date]*, and direct your responses to: *[contact info]*. Please be advised that in this selection process, we may invite selected firms to present their written response in person.

In order to assist in our selection of counsel, please provide the following information:

1. *[For a litigation matter, consider including the following:]* Please provide a brief discussion of your proposed litigation strategy for trial; including such items as overall strategy and objectives, record of success, and experience with opposing counsel and the forum.

Or

[For a non-litigation matter, consider including the following:] Please provide a brief discussion of your proposed methodology on how your firm will efficiently and effectively conduct the assignment.

2. A bio for each lawyer you propose for assisting us in this matter as well as a short description of any cases/matters handled by the those lawyers you believe are similar to this matter. Please also include information as to diversity of staffing.
3. Please provide a detailed discussion on what work, if any, your firm has previously done in the areas described above relevant to the Company’s legal needs. What special talents and expertise do you have, and over and above what other top tier firms possess in this regard? If relevant, please detail any recent and noteworthy accomplishments (awards, writings, etc.) and/or rulings received by your firm in these areas, including whether this work was performed by the dedicated team of personnel who would participate in the Company work.
4. Please provide a detailed alternative billing plan or set of plans or options that you would propose as to how to provide services for Company other than on an hourly

basis limited (e.g., a flat fee or success fee). If you are proposing a fee structure other than a flat fee, please also include the billing rates for any proposed members.

5. Anything else that you think may be relevant to our decision to retain your firm to represent our interests in this matter.

Insert one of the following:

If _____ has already established with your firm the Company's Terms and Conditions of Engagement, you are reminded that you will need to adhere to these terms in this engagement.

or

If _____ has not established with your firm the Company's Terms and Conditions of Engagement, you will need to adhere to these terms in this engagement. Please find attached the Terms and Conditions of Engagement and Billing Guidelines *[attach a copy of your company's document]*.

Your willingness to invest time to submit a thoughtful proposal for the representation of the Company is very much appreciated. A limited number of outside counsel have been invited to participate in this evaluation and selection process. Your participation in this process demonstrates your desire to work together with the Company in the effective management and handling of its legal work.

Please submit a written response as soon as possible, but no later than _____, 20__ . I greatly appreciate your assistance and look forward to reviewing your response.

Regards,