



Request for Proposal - Legal Services

We, at <<**Company**>>, are seeking legal services to support our legal team. We value expertise in areas of law pertaining to our business. Our wish is to work with firms that align with our values and can help us develop as a legal team and a business. Our company values are <<**insert**>>. To learn more, please visit <<**URL**>>. If this interests you, please submit a proposal in response to the following questions:

1. Firm Overview.

Please provide your firm's legal name, address of your headquarters and other office locations, date of establishment, and overall size (including number of partners, associates, paralegals and other professionals). Please tell us the story of your firm's origin and your approach to providing legal services to clients.

2. Culture.

a. Belonging, Diversity, Equity and Inclusion. We promote a culture where **employees of all backgrounds can be their authentic selves**. Please tell us:

(i) why and how you approach creating a culture of belonging in your firm, including initiatives for underrepresented communities (i.e., minorities, women, LGBTQIA+, differently-abled individuals); and

(ii) ways in which your firm intends to stay accountable for continuing to improve diversity initiatives.

b. Policy and Metrics. Please tell us:

(i) does your firm have a diversity policy or other policies in place to promote equity, justice and opportunity for diverse legal professionals within your firm? Please provide us with copies, if available;

(ii) whether your firm retains statistics on your firm's diversity at all levels (including partners, associates, paralegals and other professionals), and if not, please explain why. If these statistics are available, please provide us with a copy, or if you cannot provide to us, please explain why; and

(iii) details of your DEI certification from an accredited institution and/or body. If your firm does not have such a certification, please let us know if the firm intends to obtain one in the future, and if not, please explain why.

c. Community. Please give us examples:

(i) from the past two years of how your firm gives back to the local communities where your offices are located; and

(ii) in the past 12 months, please provide examples of your firm promoting diversity and inclusion by supporting non-profit organizations, including pro-bono work and internal initiatives.

d. [Environmental Sustainability. We run our business in climate-conscious ways. Please tell us:

(i) why environmental sustainability is important to your firm;

(ii) how your firm intends to follow through with your philosophy; and

(iii) examples of your firm’s internal and external initiatives protecting the environment.]

e. [Other DEI priorities.]

3. Legal Expertise.

Please advise on your firm’s ability to provide services in the practice areas listed below.

Areas of Law	Firm Provides Services (Yes/No)	Examples of past work/clients	Comments
<<insert>>			

4. Budget and Fees.

Please provide your firm’s standard billing rates, including a breakdown of rates by different levels of each type of professional (*i.e.*, senior partner, junior partner, associate, and paralegal). We are interested in knowing if your firm supports alternative or project-based billing arrangements. Please give us examples of existing arrangements your firm has with other clients, and describe how you would effectively set and manage budgets.

5. General.

Please provide us:

- (i) a description of the team to be assigned to work with us and their level, qualifications and experience, if any;
- (ii) the member(s) from your firm who will be the key point of contact or relationship manager;
- (iii) information on your firm’s overseas offices, and ability to provide legal services internationally;
- (iv) if your firm uses technology (in-house or others) to improve legal services;
- (v) details of your firm’s continuing legal education initiatives and training materials for clients; and

- (vi) ways your firm uses to educate the team about new clients, including businesses, competitors, and key legal challenges they face.