

Request for Proposal (RFP)

Company: ABC Legal Services

Date: August 5, 2024

Project Title: Legal Research and Advisory Services

1. Introduction

ABC Legal Services is seeking proposals from qualified vendors to provide legal research and advisory services. The objective of this RFP is to identify a partner who can assist in various legal projects and offer expert advice.

2. Scope of Work

- Conduct comprehensive legal research on specified topics.
- Provide advisory services on legal matters as requested.
- Prepare detailed reports and presentations.

3. Proposal Requirements

- A cover letter introducing the vendor and highlighting their qualifications.
- A detailed proposal outlining the approach to the scope of work.
- Pricing information, including any hourly rates or fixed fees.
- References from previous clients.

4. Submission Instructions

Proposals must be submitted electronically via email to rfp@abclegalservices.com by September 1, 2024. Late submissions will not be considered.

5. Evaluation Criteria

- Experience and qualifications of the vendor.
- Proposed methodology and approach.
- Cost-effectiveness of the proposal.
- References and past performance.

6. Contact Information

For questions or clarifications, please contact John Doe at johndoe@abclegalservices.com or call (555) 123-4567.

Thank you for your interest in partnering with ABC Legal Services.