

## Enterprise Legal Management (ELM)

# Manage Outside Counsel

## Process Module for Law Departments



### Right Work, Right Firm, Right Price Digitise and Structure the RFP Process

Law departments issue an RFP in one of two ways:

1. A manual process that utilises email for questions and submissions - and spreadsheets for comparisons. This can lead to inconsistency, limited control, little transparency, and multiple hours spent on this ad hoc process.
2. Using an RFP system not intended for the legal industry provides minimal time savings.

Elevate ELM Manage Outside Counsel process module offers a data-driven, collaborative RFP process that provides insight and lowers risk.

## Why Select Elevate's Manage Outside Counsel?

### ● Collaboration

Keep your communication easily tracked with a chat stream for internal and external stakeholders.

### ● Data-Driven

Understand and score each response with side-by-side comparison and grading. Analytics and reporting are available across all metrics.

### ● Consistency

Produce more structured, scope-driven RFPs that ensure consistency and objectivity while saving time for both law department and outside counsel.

### ● Flexibility

Customise your RFP process workflow by benchmarking responses and accommodating different fee proposals (time-based, fixed fees, or AFA).

### ● Enterprise Legal Management

Improve collaboration, enhance metrics and eliminate data re-entry with our easy-to-use, cloud-based legal operations platform. Share data across third-party point solutions and our process modules.



# Customise Your RFP Workflow

- A

**Conflict Check**  
Provide matter details for conflict clearance.
- B

**Scope**  
Enter matter outcomes, deliverables, assumptions, estimated budget, and deadlines.
- C

**RFP Questions**  
Dropdown lists generate RFP questions
- D

**Settings**  
Set pricing requirements, including alternative fee arrangements or fixed fees.
- E

**Review and Submit**  
Law firms submit their responses inside Manage Outside Counsel, and the law department sees a summary of each bid.

elevate

COUNSEL | CREATE RFP

RFP No. 100023

1 Summary

2 Conflict Check

3 Documents

4 Scope

5 RFP Questions

6 Settings

7 Recipients

8 Review & Submit

Scoring and side-by-side response comparison simplify the evaluation and selection process.

	Chow & Mcgar Version 2 <a href="#">View proposal</a>	Wilson LLP Version 1 <a href="#">View proposal</a>	Chow & Mcgar Version 1 <a href="#">View proposal</a>
Scope 25%	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
RFP Questions 25%	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Financials 50%	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Average Rating			

WINDING_EMPLOY   RFP NO. 100001			
	Chow & Mcgar Version 2	Wilson LLP Version 1	
Overall Score	3.5 stars	3.75 stars	
Financials	Total Cost: \$20202.5	Total Cost: \$26100	
Case assessment and planning	Hourly Price - \$10640	Hourly Price - \$14400	
Legal motions	Hourly Price - \$2137.5	Hourly Price - \$4050	
Define settlement	Hourly Price - \$7425	Hourly Price - \$7650	
Proposal Summary	Proposal Summary	We have vast experience in employment settlements.	
List of Documents Shared	Project Winding.docx	Project Winding.docx	
Desired Matter Outcomes	Settlement with Winding over contract dismissal	Settlement with Winding over contract dismissal	
Assumptions and Exclusions			
Desired Matter Deliverables and Due Dates			
Case assessment and planning	12/18/2020	12/18/2020	

# Customer Impact

A leading European pharma manufacturer faced the challenge of automating their RFP process for consistency in selecting outside counsel. They chose Elevate’s Manage Outside Counsel.

Previous State	Impacts after Implementation of Manage Matters Outside Counsel
Email, Microsoft Word, and Excel.	<b>Time Savings:</b> Dramatically reduced the time needed to complete the RFP process.
RFPs stored on hard drives and paper.	<b>Coordination:</b> Harmonised expectations and responses across three respondents.
Using email to send out RFPs required tracking multiple responses.	<b>Process Simplification:</b> Clarity of instructions, process, and like-for-like proposals drive a painless, faster evaluation process.
Law firms submitted hard-to-compare, customised responses that did not follow the requested format.	<b>Clarity:</b> Outside counsel reported the process as easy and straightforward.
Many email addresses made internal updates challenging.	
Process allowed for errors.	

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Using Manage Outside Counsel, my team has saved significant time and applied very robust standards in managing outside counsel selection to achieve significant cost savings.

– Group GC