



Scope of Proposal Content – Legal Costs Consultant Services

1. Proposers should have a minimum of 5 (five) years' experience in the provision of Bills of Costs Services (drawing a formal bill of cost, drawing an informal bill of costs; drawing a bill of costs for work done o.b.o of a legal practitioner; the analysis and/or the opposition of a bill of costs; attending to the taxation of a bill of costs).
2. Provide particulars of the qualifications and experience of named individuals who will provide services under this engagement, including the identity of the lead Legal Cost Consultant.
3. The résumés of each Legal Cost Consultant who will be engaged in the representation should be included in the proposal. If available, a firm brochure should also be submitted.
4. Provide at least two references with respect to each Legal Cost Consultant, as well as the name, agency, address, and phone number of each referee.
5. In one page or less, submit why the Fund should consider the firm.
6. Disclose any potential or actual conflicts of interest.
7. List the fee charged by each Legal Consultant who will provide services under the contract, as well as the fee charged of any other personnel members. Provide particulars, if any, of expenses you propose to bill in addition to fees, and the basis for charging such additional expenses. If rates are to be adjusted at any time during the course of the contract, the method by which such adjustment will be made should be particularise. If applicable, proposals should include alternatives to the fee charged, including, but not limited to, fixed price representation.
8. Provide particulars of your affirmative action plan / equal opportunity record.