

REQUEST FOR PROPOSAL

For the Law Firm Support Services System

For

The Law Society of Hong Kong

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1. INVITATION TO SUBMIT PROPOSAL

Vendors are invited to submit proposals for the Law Firm Support Services System (the “System”) in accordance with the information provided and all relevant annexes attached in this *Request For Proposal*. The System, if being preferred by The Law Society, will be the subject matter of its intended application to the HKSAR Government for funding to implement the whole project.

The proposal shall remain valid and open for **not less than 180 days** after the Proposal Closing Date (that is specified in *Annex “Form of Proposal”*), that is, the Proposal Validity Period. If a proposal is withdrawn before the expiry of the Proposal Validity Period by any vendor, due notice will be taken of such withdrawal.

2. ENQUIRIES

Any enquiries from a vendor concerning the submission procedure* shall be in writing made to:

Contact Person:	Ms. Wendy Lee
Position:	Director, Member Services of the Law Society of Hong Kong
Address:	3/F., Wing On House, 71 Des Voeux Road Central, Hong Kong
Tel No.:	2846 0581
Fax No.:	2845 0397
E-Mail Address:	dms@hklawsoc.org.hk

*Other enquiries will not be entertained.

After lodging a proposal with the Law Society, the vendors shall not attempt to make arrangement for direct or indirect contact with any person at the Law Society. The Law Society reserves the right to initiate further contact with any vendor for clarifications and any such replies of the vendor shall be in writing.

3. ASSESSMENT OF PROPOSALS

3.1 SUBMISSION OF PROPOSAL

Vendors are requested to provide the following areas in the proposal in accordance with the information provided and all relevant annexes attached in this document. The proposal should demonstrate the vendor's ability in undertaking the project for the development of the System.

- a. Company profile
- b. Relevant reference of past similar projects
- c. Experience with computer-based law firm support services
- d. Proposed technical solution (includes proposed hardware platform; software platform such as compatible operating systems, development tools, database; system architecture, web-based or client-server system)
- e. Describe in details how Installation, Maintenance, Technical Support, Upgrades and/or Updates services will be performed.
- f. The proposed work approach which shall include:
 - i) a detailed description of how the vendor is going to provide the required services;
 - ii) standards and methodologies that the vendor will adopt for providing the required services of this project;
- g. Detailed estimation of man-effort by stages required in providing the services
- h. A project plan showing the project stages and milestones, tasks, their dependencies and relationships, the deliverables, and the schedule start date

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and completion date of each stage and task. A milestone for team formation should also be included;

- i. Concise description including the table of contents for each written deliverable;
- j. Any potential risk of the implementation of the project;
- k. Any other suggestions related to the service delivery for the project and the requirements specified in this document.
- l. Fee (to be provided separately for the following items)
 - i) one-off development and assignment of the System in favour of The Law Society
 - ii) provision of detailed cost breakdown, by each payment milestone in proposed payment schedule, in terms of the estimated man-effort of various staff required and their corresponding charging rate
 - iii) estimated cost for the required hardware and software, if any, with breakdowns on the unit prices and the total price (This cost estimation must be provided to the Law Society for budgetary purpose at the time of submission of the proposal. Procurement of the hardware and software will be by tender and the selected vendor may participate in such tender.)
 - iv) estimated annual maintenance of the aforesaid hardware and software (This cost estimation must also be provided to the Law Society for budgetary purpose at the time of submission of the proposal.)
 - v) installation, periodic maintenance, technical support, upgrades, updates services of the System to each individual law firm if necessary. (*Note: law firms will have the choice of opting for all or some of these services*)

Proposal must be properly completed in two hardcopies and one softcopy on CD-ROM and submitted with a completed “*Form of Proposal*” (Annex) before the Proposal Closing Date.

Late submission or proposal not submitted in the aforesaid manner **WILL NOT BE CONSIDERED.**

3.2 DEMONSTRATION AND PRESENTATION

During the Proposal Validity Period, vendors may be requested to provide a free of charge demonstration or presentation of the proposed solution of the project for the Law Society. Failure to perform the demonstration or presentation within the specified date the proposal may not be considered.

The demonstration or presentation may be taken into consideration in the evaluation and selection of the proposal.

3.3 EVALUATION OF PROPOSAL

The Law Society is not bound to accept the lowest fee quotation. At its absolute discretion, the Law Society may not consider any proposal if a vendor fails to provide all the information required.

4. PROJECT SPECIFICATION

4.1 SCOPE OF SERVICE

The Project Team of the successful vendor (hereinafter refers to as the “Contractor”) shall provide the following services:

The development of a (integrated) system with all or part of the following features, based on existing product, if any :

[title of System:] :

preferred features :

- a law firm accounting in compliance with the Solicitors Accounting Rules
- b solicitor-client billing
- c document management
- d office administration
- e compliance as per requirements of the Solicitors Practice Rules, Legal Practitioners Ordinance and generally

optional features :

- f litigation support
- g taxation of costs – preparation of taxation bill and related bundles
- h company secretarial administration, based on the new Companies Ordinance
- i precedent database management

5. TERMS AND CONDITIONS

5.1 Duration

The anticipated term of the Project is 24 months from notification of funding available from the HKSAR Government.

Intellectual Property Rights

5.2 (a) The Intellectual Property arising from the development of the System required in this document shall, upon its creation, vest in and belong exclusively to the Law Society. In the case of a System which has been developed (fully or partly) by the Contractor, the Intellectual Property rights shall be absolutely assigned to the Law Society at the Completion of the Project. The Law Society shall have the absolute right to make as many copies of the System as required and use the System.

(b) The Vendor hereby warrants that any hardware, software and programs supplied under this Contract and the process for their manufacture do not infringe the

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Intellectual Property Rights of any third party.

(c) In the event of a claim being received by the Law Society alleging or the Law Society having grounds to believe that the hardware, software and programs supplied hereunder are infringing copies or have otherwise infringed the Intellectual Property Rights of a third party, the Law Society shall have the right to terminate the Contract and recover all damages from the Vendor arising from the infringement of Intellectual Property Rights by the Vendor.

Confidentiality of Information

5.3 (a) The Vendor shall treat as confidential all information, drawings, specifications, documents, contracts, design materials, source codes and all other data (including without limitation any personal particulars records and Personal Data (as defined in the Personal Data (Privacy) Ordinance (Cap 486)) and materials of any nature (in or on whatever media) which the Law Society has for the purposes of or in the course of performing this Contract supplied, made available or communicated to the Vendor or are otherwise accessible by the Vendor provided that this Clause 5.3(a) shall not extend to any information which was rightfully in the possession of the Vendor prior to the issue of the quotation documents relating to this Contract or which is already in the public knowledge or becomes so at a future date (otherwise than as a result of a breach of this clause).

(b) The Vendor hereby agrees that it will use such confidential information solely for the purposes of this Contract and that it will not, at any time before, during or after the completion, expiry or termination of this Contract use or allow to be used the same for any other purposes (whether directly or indirectly) without the Law Society's prior written consent.

(c) The Vendor undertakes to take all such security measures for the protection of the information, documentation, source codes and materials which it is obliged by Clause 5.3(a) to keep secret and treat as confidential as it takes for the protection of its own confidential or proprietary information, documentation and materials.

6. ANNEX – FORM OF PROPOSAL

THE LAW SOCIETY OF HONG KONG

FORM OF PROPOSAL

The proposal must be properly completed in two hardcopies and one softcopy on CD-ROM in a sealed plain envelope marked “Proposal for the development of Law Firm Support Services System for the Law Society of Hong Kong” addressed to the Law Society of Hong Kong, and be placed in the Proposal Box located at *3/F Wing On House, 71 Des Voeux Road, Central, Hong Kong* before **3:00p.m. (Hong Kong Time)** on the 31st July 2014 (the “Proposal Closing Date”).

Late submission or proposal not submitted in accordance with the above manner **WILL NOT BE CONSIDERED.**

In the event of conflict between the hardcopy and softcopy, the hardcopy version shall prevail.

Name of Service Provider

Signed by the Officer authorized to sign quotation (with Company Chop)

_____ Date _____

Registered Office Address of Service Provider

Principal Place of Business

Business Registration Number

(Please attach a copy of the latest Business Registration Certificate)

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