



Request for Quotation

New Website Design & Build

Background

In-House Legal Solutions (“IHLS”) is an alternative legal services provider operating in the Liverpool City Region headed by two ex in-house City of London financial services lawyers with over 25 years’ experience between them. We launched in 2017 with the ambition of shaking up the legal market by providing an innovative low-cost generalist outsourced legal team solution to large businesses, with a specialism in high volume contract negotiation in the financial services sector. IHLS actively markets two products, its External Legal Team Solution which provides a generalist external legal team for business that do not have one or provides support for existing legal teams, and its Volume Legal Solutions, which focuses on high volume short timeframe contract negotiation solutions. We have strong expertise in providing Volume Legal Solutions to the financial services sector, which is described as its Transaction Support Solutions, however going forwards the business plans to market this service to other areas with the support of the new website.

The focus of our offering is to provide cost effective legal services at rates below those of traditional law firms, whilst offering unrivalled quality of service and advice. We offer advice in areas such as commercial contracts for the supply of goods or services, IT licences, outsourcing, financial services and legal risk management. Our client base is made up of large corporates including many well known investment funds, banks, pension schemes and professional advisors based in locations across the world including the Europe, US, Australia and Canada.

In addition to solicitors, we are committed to providing opportunities to those seeking to enter the profession and employ teams of paralegals who each undergo a comprehensive bespoke in-house training program, and who are given strong support and responsibility to run their own matters and deal directly with counterparties and clients. We are committed to their development and offer training contracts to our paralegals each year.

Requirement

SPECIFICATION OVERVIEW –

We are looking at either a complete overhaul/new website with compelling visual image messaging our company’s services in a contemporary, professional, and attractive state-of-the-art style and functionality which promotes organic growth. The website should have technical features providing measurable visitor and traffic of genuine potential business interests.

Our supplier of choice will be a successful, reasonably well-established company, who can showcase their accomplishment with examples of client testimonials. They must be able to guide us through all the technical requirements of what and how an outstanding website’s

functionality can help us to strengthen our brand within a growing market trend. We are expecting a professional and reliable company that can provide a list of decision makers who would be involved in the project, a short description of the career profile and contact detail.

Suppliers are requested to provide written case studies of similar projects they have provided in the past together with demonstrated capability of working for professional services clients, be able to define to us the strengths of their proposed design and how it achieves our objectives, and clearly define why they would be a supplier of choice.

The site should contain a news section which can be easily edited by our in-house team and should employ an easy-to-use content management system with all necessary training and support materials provided.

Deliverable Timescale

Commencing February 2022 – completion by May 2022

Indicative Budget

Up to £10,000 is available

Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

Quality/ Technical Merit (50%)

Supplier must demonstrate they have the technical and professional capability to deliver the requirement.

Delivery Timescale (20%)

Supplier must demonstrate they can deliver the requirement to timescales above.

Cost/Value for money (30%)

Does supplier offer value for money. This will not necessarily be the cheapest quote.

Scoring Methodology

4 Excellent	Proposal meets and in some places, exceeds the required standard
3 Good	Proposal meets required standard
2 Acceptable	Proposal meets the required standard in most respects, but is lacking or inconsistent in others
1 Poor	Proposal falls short of expected standard
0 Unacceptable	Completely or significantly fails to meet required standard or does not provide the relevant answer

Proposal Format

Proposals should clearly demonstrate how they meet the requirement set out above.

Deadline and Submission

Proposals are required by 11:59pm on 11 February 2022 to Brian Noon/Carol Hornsey – brian.noon@inhouselegalsolutions.com carol.hornsey@inhouselegalsolutions.com

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25th January 2022



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Conditions of Tender

- Please be aware that due to the relatively low indicative budget for this work (i.e. less than the current OJEU limits) there is no regulatory obligation for us to provide feedback if you are unsuccessful.
- We reserve the right to discontinue this tender process at any time and not award a contract.
- You will not be entitled to claim from us any costs or expenses which you may incur in preparing and/or submitting your Tender at any stage of this exercises. This applies whether or not your organisation is successful.