

INTRODUCTION TO LEGAL PROCUREMENT

(Course Summary)

MODULE CONTENT

This is one of the four modules required to complete the Certified Legal Pricing Associate (CLPA) qualification. This module introduces legal procurement basics that professionals in a law firm now need to be familiar with as their clients bring in professionally trained buyers of legal services.

(1) Introduction

We identify what drives clients and how procurement's involvement in the process of selecting and managing law firms changes their approach. We briefly discuss the different roles procurement, legal, business units and others play in the process on the client side as well as learn about Procurement's general strategic sourcing playbook and supplier management playbook.

(2) Role of Procurement

The first decision clients need to make is the "make-or-buy" decision. We learn about what role Procurement plays in this, how clients benefit from bringing in Procurement, and why professional spend management is typically the CEO, CFO or Board's mandate for Procurement.

(3) Procurement Jargon

We differentiate between "Procurement" and "Purchasing" and discern between the terms BID, RFI, RFQ, RFT, and RFP and which tools is typically used under which circumstances, at what part in the process, and for which types of goods and services.

(4) Procurement Process/Cycle

We look at the upstream and downstream Procurement cycle and the different steps involved. We learn about the timeline of activities law firm professionals can expect when Procurement leads the process.

(5) Planning the Procurement Process

We examine the importance of carefully scoping work so Procurement is able to compare apples-to-apples and learn about Procurement's priorities and different aspects of spend analysis.

(6) Solicitation & Selection

We differentiate the different phases of the selection process as well as Procurement's goals, activities, and priorities for each phase. We see examples of RFP questions and sample evaluation sheets.

(7) Post- Procurement

We explore Procurement's tools in the negotiation phase, including statements of work and master services agreements, when they are used and what they consist of.

(8) Supplier Performance Management

We learn about supplier relationship management, the strategic approach to managing all interactions with providers of legal services and take a close look at what aspects Procurement measure concerning law firms as well as individual matters. We end with an examination of "red flag" warning signs for clients, potentially indicating issues with (excessive) billing, staffing issues, and billing practices.

LEARNING OBJECTIVES

- Understand the role Procurement plays in large organization when buying legal services
- Learn what currently constitutes Procurement best practice based on the processes of the most sophisticated clients in the world
- Gain insight into the role Procurement plays and which tools and approaches it uses
- Develop an understanding of the difference between working only with the legal department on the client side compared to an organization involving Procurement
- Understand Procurement's approach to have better, more mutually beneficial conversations and relationships

INSTRUCTION FORMAT

The format for this module is a cloud-based webinar which you can view at any time that suits you after you subscribe. As it is web-based, there is, nothing to download and you can stream it live on any common web browser. You will hear the commentary/presentation and will view the PowerPoint slides as they progress. You will be able to download a full set of the slides.

Duration: 47 minutes

TESTING

After the presentation, you will be taken to another web page containing a multiple-choice exam. The software will allow you three attempts to achieve a score of at least 75% which is the requisite pass mark.

PRESENTER



Dr Silvia Silverstein is known for her research, teaching and speaking on purchasing decisions and change in the legal industry. She is the executive director of the Buying Legal Council®, editor of the Legal Procurement Handbook and has authored Harvard Business School case studies on legal procurement and new model law firms. She is also a lecturer at Columbia Law School in New York where she teaches law firm management.

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