

Staffing Proposal

Private and Confidential

Date

Prepared for

Prepared by

1. Introduction

This **Staffing Proposal** ("**Proposal**") outlines the staffing services that _____ ("**Company**") proposes to provide to _____ ("**Client**"). The purpose of this document is to present a structured overview of the proposed staffing support, including the scope of services, personnel categories, pricing structure, and operational approach.

This Proposal is intended to assist the Client in evaluating the Company's staffing capabilities and proposed engagement model. Unless otherwise stated in a separate written agreement signed by both parties, this Proposal is non-binding and does not create a contractual obligation for either party.

2. Company Overview

The Company specializes in providing staffing and workforce solutions across multiple industries. The Company supports organizations by identifying, recruiting, and placing qualified personnel to meet short-term, project-based, or long-term operational needs.

The Company maintains recruitment processes designed to evaluate candidate qualifications, professional experience, and suitability for the Client's operational environment.

3. Purpose of the Staffing Engagement

The purpose of the proposed engagement is to support the Client's workforce needs by supplying qualified personnel who can contribute to the Client's operational objectives.

The Company will work with the Client to understand staffing requirements, role expectations, and performance standards in order to identify suitable candidates for placement.

4. Scope of Staffing Services

Under the proposed engagement, the Company may provide the following services:

- Identification and sourcing of qualified candidates
- Candidate screening and preliminary evaluation
- Coordination of interviews with the Client
- Assistance with onboarding logistics where applicable
- Ongoing communication regarding staffing performance and needs

The Client will retain final authority over candidate selection, supervision, and day-to-day work direction unless otherwise specified in a separate service agreement.

5. Proposed Staffing Roles

The following table outlines the roles anticipated for the staffing engagement. The specific number of personnel and final job descriptions will be confirmed following discussions between the parties.

Position Title	Key Responsibilities	Estimated Start Date	Estimated Duration

6. Recruitment and Selection Process

The Company will apply its standard recruitment process to identify qualified candidates. This process may include:

- Candidate sourcing through internal databases and professional networks
- Resume and qualification review
- Preliminary interviews conducted by the Company
- Submission of shortlisted candidates to the Client for final review

The Client may request additional screening procedures, such as background checks or skill assessments, subject to mutual agreement.

7. Pricing Structure

The proposed pricing structure for staffing services is outlined below. Final pricing may be adjusted depending on the confirmed scope of work, personnel requirements, and engagement duration.

Unless otherwise agreed, invoices for staffing services will be issued according to the payment schedule specified in any subsequent service agreement.

8. Client Responsibilities

To facilitate an effective staffing process, the Client is expected to:

- Provide clear job descriptions and role expectations
- Participate in candidate evaluation and selection
- Communicate workplace policies or operational requirements applicable to assigned personnel
- Provide a safe and suitable work environment for all personnel engaged through the staffing arrangement

9. Project Coordination

The parties may designate representatives to coordinate communications and operational matters related to the proposed staffing engagement.

Role	Name	Contact Information
Client Representative		
Company Representative		

These representatives will serve as primary points of contact for staffing coordination, scheduling discussions, and operational updates.

10. Proposal Validity

This Proposal remains valid for _____ days from the Proposal Date unless withdrawn or replaced by a revised proposal issued by the Company.

Any staffing engagement arising from this Proposal will be governed by a separate written agreement that sets out the full terms and conditions of the services.

11. Confidentiality

The Client agrees that the information contained in this Proposal is confidential and provided solely for the purpose of evaluating the Company's staffing services. The Client should not disclose or distribute this Proposal to third parties without the Company's prior written consent, except where disclosure is required for internal evaluation purposes.

12. Acceptance of Proposal

If the Client wishes to proceed with the staffing engagement described in this Proposal, the parties may confirm their intent by signing below. Such confirmation indicates interest in moving forward with the proposed staffing arrangement and initiating discussions toward a formal service agreement.

Signatures

Company

Name

Date

Signature

Client

Name

Date

Signature



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