YOUR  
LOGO

**COMPANY NAME**

IT STAFF-AUGMENTATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support your IT team through our staff-augmentation services. We specialize in providing experienced, vetted technology professionals to help companies scale quickly and cost-effectively.  
  
This proposal outlines our approach to delivering flexible and skilled IT personnel for [Client Name].

# Project Objectives

The primary goals are:  
  
- Supplement existing IT staff with specialized expertise  
- Support short-term or long-term project needs  
- Reduce time-to-hire and overhead costs  
- Maintain control over workflows while increasing agility

# Proposed Services

Our IT staff-augmentation services include:  
  
- Access to a network of pre-screened IT professionals  
- Dedicated or fractional resources in software development, infrastructure, security, support, and more  
- Flexible engagement models (onsite, remote, hybrid)  
- Onboarding assistance and HR/payroll management  
- Performance tracking and regular reporting

# Scope of Work

Scope includes:  
  
- Requirements gathering and role definition  
- Candidate screening and shortlisting  
- Facilitation of interviews and onboarding  
- Contract management and time tracking  
- Ongoing relationship and performance management

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Requirements Gathering | Define roles, skills needed, and duration | [Start Date] |
| Candidate Identification | Source and screen qualified professionals | [Date] |
| Onboarding | Facilitate start of selected resources | [Date] |
| Performance Management | Monitor, support, and adjust staffing as needed | [Ongoing] |

# Pricing

Estimated cost breakdown for IT staff-augmentation services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Talent Sourcing & Vetting | Screen and present qualified candidates | [Amount] |
| Placement Management | Onboarding, compliance, and payroll | [Amount] |
| Ongoing Support | Account management and performance tracking | [Amount] |
| Resource Hourly Rates | Per-hour billing by skill set and experience | [Rate]/hour |
| Total Estimated Monthly Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted IT staffing and workforce solutions provider.  
  
- Experience: [X] years in tech talent delivery and team scaling  
- Expertise: Cloud, DevOps, cybersecurity, software engineering, IT support  
- Mission: To provide clients with high-quality IT talent, fast and flexibly

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Scaled development team for SaaS company over 12 months  
- Outcome: Reduced project delivery timeline by 30% while improving team efficiency  
  
Testimonial:  
“[Your Company Name] gave us the flexibility and technical talent we needed to grow without the risks of permanent hiring.” — [Client Contact]

# Terms and Conditions

Payment Terms: Bi-weekly or monthly invoicing based on hours worked.  
Service Scope: Includes recruitment, placement, HR administration, and account support.  
Client Responsibilities: Define roles, participate in interviews, and provide necessary tools/access.  
Adjustments: Scope changes require mutual agreement and may affect pricing or timelines.

# Acceptance

To approve this IT staff-augmentation proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_