

# Annexure A

## Proposal Format for RFP for HR Augmentation

*Please do not include any more information than what is requested. Strict limits to the page sizes indicated must be adhered to. These will be used for evaluating the quality of the proposal. The total number of pages must **not exceed seven** in a 11 pt font.*

*Only a **PDF export** of the final document must be submitted. Do not submit editable DOC files.*

### About the company

*(max. half page)*

**Name of Company:**

**Brief history and any other relevant information:**

### About the Resourcing Business in Software Development

*(max. half page)*

**Year of Commencement of Resourcing Business:**

**Total Resourcing projects completed:**

**Total Resourcing projects underway:**

**Total count of employees on roll in resourcing:**

**Any other relevant information:**

### Proposed team (Month 1)

*In the table below*

- 1. Basic qualification is the highest degree, discipline, university and graduating year, and certifications in the relevant area*
- 2. Tech Stack: list only those in which the resource has a minimum of 2 years experience*
- 3. YE indicates Years of Experience in the relevant tech stack (not total years including other experience)*
- 4. YC indicates Years on company's payroll*
- 5. NN indicates Total count on company's roll in this role/level*
- 6. Insert rows as needed for multiple persons in the same role*

<Name of company>

7. An example row has been inserted. Use a similar format and delete the sample row.

<b>Proposed role and level</b>	<b>Name of Resource</b>	<b>Basic qualification</b>	<b>Tech Stack</b>	<b>YE</b>	<b>YC</b>	<b>NN</b>
<i>Example Role (replace this row)</i>	<i>First Middle Lastname</i>	<i>B.Tech, CSE, VNIT Nagpur, 2007</i>	<i>Java, Next.js</i>	<i>5</i>	<i>7</i>	<i>30</i>
Senior Developer						
Senior UX/UI Designer						
Senior Data Engineer						
Technical Manager						
DevSecOps Lead						

The resources deployed beyond 6 months will be equal to or higher than the above qualification and relevant experience.

Resources will need to be deployed within 2 weeks from the date of the award of the Purchase Order (PO).

## **Program management methodology**

*(max 1 page. Indicate how the resources will be managed so as to provide a highly available service)*

## **Proposed Key Performance Indicators**

*(max 1 page. How the resource performance will be gauged and monitored. How will it be used to provide a high quality service.)*

## **Presentation by Senior Resources**

The senior resources are expected to make presentations during the evaluation process. The format as prescribed below is expected from each person.

1. Technical Manager :
  - a. Slide 1 : Motivation to join the project and value the person will bring to the engagement

- b. Slide 2: Specific expertise with example where it was used and how it is relevant to the engagement. Cite contributions to the open source community that IITB can verify.
  - c. Slide 3 : Which of the tech stack we have mentioned that they do not have an experience on.
2. DevSecOps Lead
- a. Slide 1 : Motivation to join the project and value the person will bring to the engagement
  - b. Slide 2: Specific expertise with tools and techniques of DevSecOps with examples where it was used and how it is relevant to the engagement.
  - c. Slide 3 : Which of the tools and techniques we have mentioned that they do not have an experience on
3. Senior UX/UI Designer
- a. Slide 1 : Motivation to join the project and value the person will bring to the engagement
  - b. Slide 2: Specific examples of UX / UI that IITB can verify and cite examples of significant projects that made significant UI/UX improvements. .
  - c. Slide 3: List techniques and tools that the designer would suggest IITB to use and how these will help

## Employee Background Verification format

[On Company Letterhead]

To:

[Client Name]

[Client Designation]

[Client Company Name]

[Client Address]

Subject: Employee Background Verification Report – [Candidate Full Name]

Date:

Dear Sir/Madam,

As requested, we have completed the background verification for the below-mentioned candidate. Please find the summary of our findings below:

Background Verification Summary – [Candidate Full Name]

Verification Category	Status (Clear / Not Clear / Pending)	Remarks

Identity Verification		Verified via government ID
Address Verification		Current & permanent address confirmed
Education Verification		Degree verified from [University Name]
Employment History		Verified with [Company Name]
Criminal Record Check		No records found
Reference Check		Positive feedback received
Original Documents Verification		All documents provided and verified

*Warm regards,*

*[Your Name]*

*[Your Designation]*

*[Company Name]*

*Place:*

*Signature:*