



CJC SUPPLY & SERVICES, C.A.

RIF: J-40665614-3

Dear Sirs: **CROSSOVER ENERGY HOLDINGS, LLC.**

Attention: **Manuel Amaro**

TECHNICAL-ECONOMIC OFFER

“PROFESSIONAL HUMAN RESOURCES CONSULTING SERVICES”

OBJECTIVE

We appreciate the opportunity to present this proposal for professional services focused on the optimization and structuring of the Human Resources area.

The main objective of this consultancy is to provide your organization with a solid institutional framework, aligning the organizational structure with the business strategy, formalizing internal processes, and ensuring the incorporation of qualified talent through a high-level recruitment and selection process.

SCOPE

Once the work has commenced, the following activities will be carried out to obtain the deliverables as follows:

- ❖ Organizational Diagnosis and Design: the following activities must be completed to achieve this milestone:
 - Organizational Structure:
 - Assessment and analysis of the current situation.
 - Design of the functional organization chart by areas and hierarchical levels.
 - Formal definition of reporting lines and scope of supervision.
 - Development of Job Profiles:
 - Information gathering through key interviews with Management.
 - Preparation of the Job Profiles Manual, detailing: job objective, main functions, key performance indicators (KPIs), required competencies, academic qualifications, and level of experience.
- ❖ Internal Regulations:
 - Preparation of the Human Resources Manual:
 - Drafting of the internal rules and policies manual (recruitment, induction, attendance control, vacations, leave, benefits, disciplinary regime, and terminations).



- Design of standard forms and control instruments for personnel management.

❖ **Recruitment, Evaluation and Personnel Selection**

➤ **Job Posting:**

- Labor Market Evaluation.
- Drafting attractive job postings and dissemination through strategic professional channels.

➤ **Contact with PDVSA Labor Relations Department**

- Definition of the employment status of workers in the Tacata and Tacat fields and conditions for their absorption into Crossover.

➤ **Evaluation and Preselection:**

- Detailed résumé screening and initial competency-based interviews.
- Presentation of candidate shortlists to Crossover.

➤ **Psychological and Medical Evaluation:**

- Administration of a psychotechnical/psychological test battery with a comprehensive report. Coordination of pre-employment medical evaluations.

➤ **Preparation and Signing of Contract:**

- Drafting of contracts in accordance with current legal regulations, integration of the employment file, and commencement of induction.
- Contract signing, delivery of employment files, and **Corporate Induction.**

ESTIMATED EXECUTION SCHEDULE

Weeks 1 – 2: Information gathering and design of the Organizational Structure. Weeks 3

– 4: Drafting and approval of the Job Profiles Manual.

Weeks 5 – 6: Preparation and final delivery of the HR Manual.

Weeks 3 – 4: Recruitment and Selection Processes (estimated 15 to 21 business days per vacancy).



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ECONOMIC OFFER

The line items listed below will be executed in accordance with the activities described in the scope.

- ITEM 1: Organizational Diagnosis and Design.
- ITEM 2: Internal Standardization.
- ITEM 3: Recruitment, Evaluation and Personnel Selection.

NOTE: The quantity and cost of Item 3 will be calculated and submitted once Item 1 has been executed, to determine the number of people to be hired.

ITEM No.	DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
				US\$	US\$
1	Organizational Diagnosis and Design	Hr	80	\$ 185,47	\$ 14.837,60
2	Internal Standardization.	Hr	80	\$ 204.02	\$ 16.321,66
3	Recruitment, Evaluation and Personnel Selection	Hr	N.A.	N.A.	N.A.
TOTAL OFFER					\$ 31.159,26

We remain at your disposal,

Sincerely;

Eng. Juan P. Torrealba
Director