



City of Dallas

Executive Search for an Inspector General

Presented by Molly O'Reilly-Pol, Director of SLED

Company Overview



Our mission is to connect people to life-changing career opportunities and connect workplaces to remarkable, reliable talent.

Helen Stefan Moreau
President, CEO, Owner

Founded: 1989

Ownership: 100% Woman-Owned, WBENC Certified

Operating: 800 cities across 46 states nationwide

Headquarters: Washington, DC

Core Capabilities: Municipal - Social Services, Data Analysis, Transportation, Administrative, Operational, and Information Technology Staffing



Award-Winning Culture & Excellence



Our Differentiators



Program Management Office

40 experienced professionals to support all Program Management for each client



24/7 Access

A dedicated Account Manager available 24/7 for customer service and job requirements



30-Minute Response

Respond to requests, acknowledging job orders or solving issues, in 30 min or less



Resumes in 48 Hours

48-hour typical turnaround time to provide qualified resumes



Tailored Solutions

Midtown creates customized recruiting plans specific to each of our client's needs



Industry Expertise

Recruiters averaging 13 years of industry experience and 10 years at Midtown



Candidate Sourcing

Active (job boards & postings) and passive (referrals & LinkedIn) candidate sourcing



Recruiter Relationship

Candidates maintain 1-on-1 relationship with the Recruiter that sourced them

Our Past Performance



The City of
Worcester



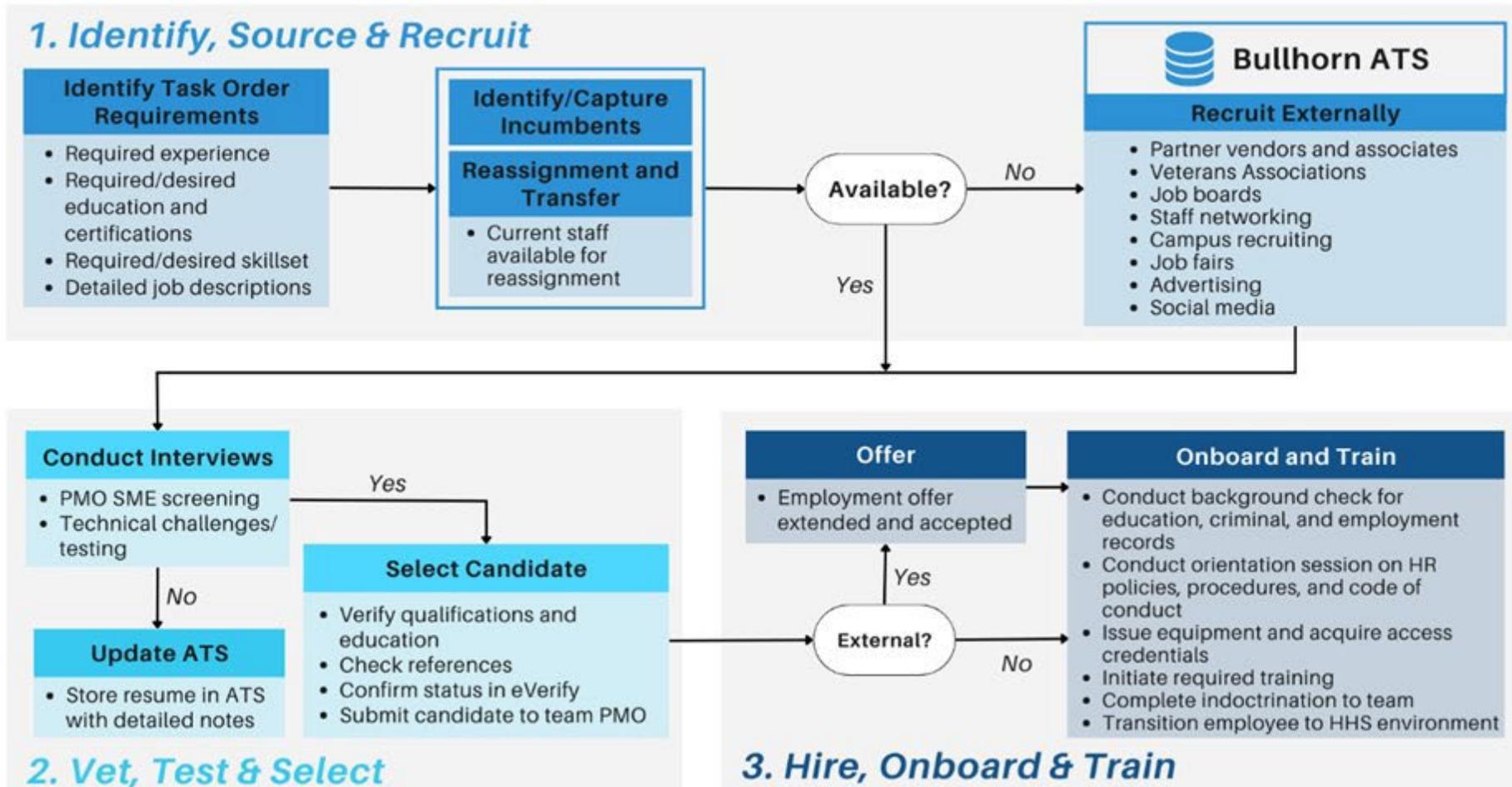
THE CITY OF
STAFFORD

Executive Search Management Team

Project Team	Responsibilities
 <p>Molly O'Reilly-Pol <i>Project Manager</i></p>	<ul style="list-style-type: none"> • Primary Point of Contact (POC) for all communication and management activities for the Inspector General executive search engagement. • Develop and submit reports and provide prompt, ad-hoc support. • Review all reports submitted to the City. • Perform regular outreach to City stakeholders throughout the recruitment process to promote situational visibility. • Debrief the corporate PMO and Executive Sponsor on executive search placement progress and job performance. • Ultimately responsible for customer satisfaction and engagement success.
 <p>Joanna Swann <i>Recruitment Lead</i></p>	<ul style="list-style-type: none"> • Perform job position analysis with the PM, and identify successful candidate experience, cultural, and intangible requirements. • Direct and conduct recruitment activities with Recruitment Teams (specializing in various staffing verticals and domains). • Direct, conduct, and review screening processes of prospective candidates done by recruiters. • Perform continuous collaboration with PM to maintain visibility into candidate pipelines and job position fill progress. • Ultimately responsible for qualified candidate identification and screening procedure oversight.
 <p>David Stefan <i>Executive Sponsor</i></p>	<ul style="list-style-type: none"> • Secondary POC and Corporate reach back role. • Provide C-level updates on project progress and engaging in escalations. • Perform comprehensive quality control and quality assurance activities to ensure executive recruitment processes and strategies meet Acceptable Quality Levels (AQLs), and identified candidates meet qualification requirements. • Review all reports submitted to the City. • Empowered to make decisions on behalf of the organization, ensuring swift resolution and continuity of services. • Ultimately responsible for company commitment.

Executive Search Approach

MIDTOWN STAFFING APPROACH



Executive Search Timeline

Executive Search Phase	Midtown Activities	Schedule
<p>Nationwide Executive Search & Presenting Resumes</p>	<p>Executive Search</p> <ul style="list-style-type: none"> Midtown’s PM and recruiting team perform sourcing activities to identify potential Inspector Generals in the DFW locality and throughout the nation. <p>Qualified Resume Submissions</p> <ul style="list-style-type: none"> After careful review of job position requirements and intake call notes, the PM will only present resumes of qualified candidates that are the right fit for the City. An initial list of identified candidates will be submitted no later than 10 (ten) days after award of the task. 	<p>Initial list provided no later than 10 days after award</p>
<p>Status Meetings and Updates</p>	<ul style="list-style-type: none"> PM schedules and conducts weekly status meetings with updates regarding the progress and status of ongoing Inspector General Executive Search activities. Meeting agenda includes discussing potential candidates regardless of resume status, updates on trends and analysis we are identifying in the labor market, feedback regarding potential pushback related to salary/expectations, etc. 	<p>Weekly</p>
<p>Onboarding and Employee Start</p>	<p>Onboarding Process</p> <ul style="list-style-type: none"> Comprehensive and streamlined security and suitability assessments, background check procedures, employee orientation, and training sessions. <p>Factors influencing Start Time</p> <ul style="list-style-type: none"> Employee’s availability. Completion of background checks. Current employment status. Employee’s current job transition out timelines and requirements - Executive and Senior positions may require longer than two (2) weeks to offboard current position and fully transition responsibilities. 	<p>Two (2) Weeks – One (1) Month</p>

Executive Search Fee

- Midtown's standard direct hire fee for an executive-level position like the Inspector General is **22.5%** of the position's first year salary.

Direct Hire Guarantee

- 6-month guarantee – Free candidate replacement if the City deems that our candidate does not meet expectations
- No contingency fee – Midtown will not charge a fee to the City unless we find and successfully deliver an Inspector General

Questions



MIDTOWN
GROUP



MIDTOWN
GROUP

Midtown Personnel, Inc.
dba The Midtown Group

Executive Search Inspector General

**City of Dallas
Office of Inspector General
January 15, 2026**

**Molly O'Reilly-Pol
Director of SLED**

molly@themidtowngroup.com

Mobile: 202.800.8738

Business Type: Woman Owned Tax I.D. Number: 52-1645512 DUNS Number: 793586405

This proposal includes confidential and/or proprietary data that shall not be disclosed outside the intended recipient and shall not be duplicated, used or disclosed-in whole or in part-for any purpose other than to evaluate this quotation. If, however, a contract is awarded to Midtown Personnel, Inc. as a result of-or in connection with-the submission of this data, the intended recipient shall have the right to duplicate, use, or disclose the data. The data subject to the restriction is contained/applicable to our entire quotation package. Any malicious misuse of the data that is provided shall be deemed unlawful.

Cover Letter

January 15, 2026

City of Dallas

Re: Executive Search – Inspector General

Attn.: Erika Guerrero and the City of Dallas

Midtown Personnel, Inc., dba The Midtown Group (Midtown), is excited to respond to the City of Dallas (City) request for an Executive Search of an Inspector General.

As a Washington, DC-based staffing and consulting agency with over 36 years of experience in legal staffing, executive search and recruitment, and direct hire staffing in addition to demonstrated experience providing staffing specifically to multiple customers in Dallas, Midtown is fully prepared to provide executive search services, involving the immediate recruitment and hiring of an Inspector General for the City.

Since the company’s inception, Midtown has evolved from a small local staffing firm to a nationwide full-service staffing organization whose overarching mission is to connect people to great career opportunities and connect workplaces to remarkable, reliable talent. We believe that every working professional should love what they do, and every client deserves to have their requests met with Red-Carpet Service. Our dedication to ensuring a healthy and motivated workplace is demonstrated by our Washington Business Journal’s “Best Places to Work” award—an accolade we have achieved 23 years straight. Midtown is committed to providing City with qualified executive leaders who are dedicated to your mission.

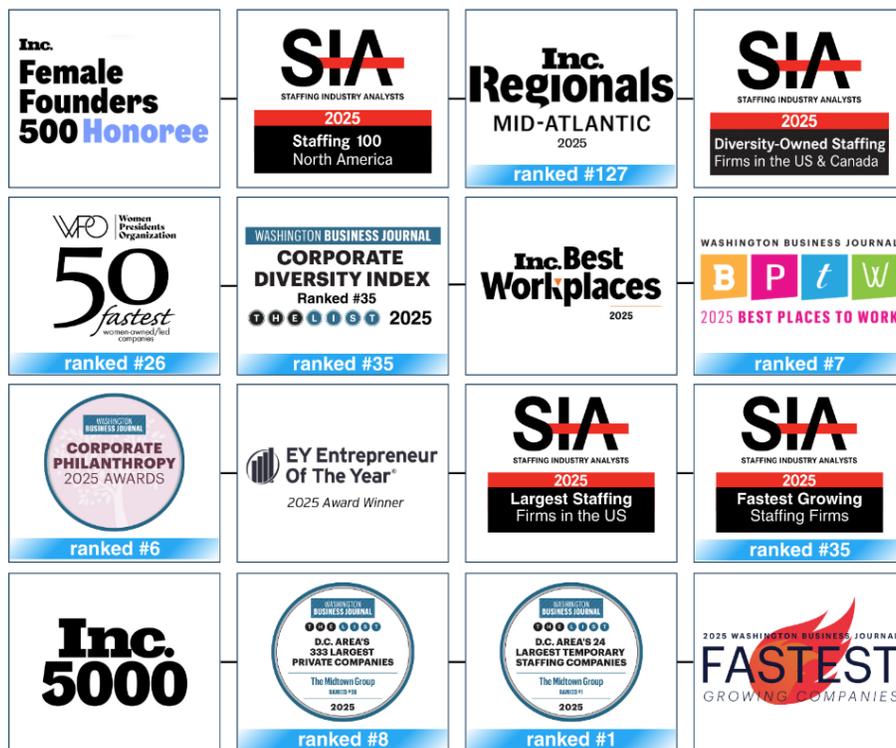


Figure 1 - Midtown's 2025 Award Recognition Timeline

Originally established in 1989 as a legal staffing firm providing temporary and permanent placements to some of the best law firms in the country, Midtown has evolved into a nationwide staffing agency providing comprehensive staff augmentation services to a diverse portfolio of clients nationwide.

As experts in both legal executive search and staffing in the Dallas locality, Midtown will draw our deep knowledge of the Dallas locality employment market and our long-standing experience in the executive search domain to fulfill the City’s staffing goals and objectives. Since receipt of this solicitation, we have been actively sourcing qualified candidates for the Inspector General position and are confident in our ability to find the ideal Inspector General who will meet the immediate needs of the City and integrate seamlessly.

Midtown represents the best of both large and small businesses. Our mature infrastructure, methodologies, and proven business processes reflect those of our larger competitors, while maintaining the flexibility, agility, and responsiveness of a lean small business. These valuable attributes combined with our demonstrated and substantiated experience make us an ideal partner to meet City’s goals and objectives. With a nationwide team and deep expertise in executive recruitment for transit agencies, Midtown is fully prepared to deliver a highly qualified Inspector General who brings extensive experience in transit-related organizations and proven success providing strategic planning and ensuring continued efficiency, security, and compliance of Legal internal systems and operational processes.

We thank you for the opportunity to submit this proposal and we are excited to establish and develop a long-lasting partnership with City. Further details of our plan, price, and additional information are provided in this proposal.

Feel free to contact me for any additional information.

Regards,



Molly O'Reilly-Pol
Director of SLED
molly@themidtowngroup.com

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A. Plan

A.1 Management Team

Midtown’s management team, who will be responsible for ensuring the successful delivery of an Inspector General for City, consists of:

- **Project Manager (PM):** Molly O’Reilly Pol, Director of SLED.
- **Recruitment Lead:** Joanna Swann, Director – Talent Fulfillment & Delivery
- **Executive Sponsor (ES):** David Stefan, Managing Partner.

With over 45 years of combined experience and each member successfully managing and executing direct hire recruitment nationwide, this team excels in all aspects of recruiting and placing highly qualified professionals to support our clients’ missions, goals, and objectives. This management team is supported by our corporate PMO to ensure swift responses to client inquiries and requests and rapid identification, recruitment, and onboarding of qualified and high-performing executive-level professionals.

Proposed Key Personnel and their responsibilities for the City Executive Recruitment and Direct Hire Services contract are presented below in **Table 1**.

Key Personnel	Responsibilities
<p>Molly O’Reilly-Pol (Project Manager)</p>	<ul style="list-style-type: none"> • Primary Point of Contact (POC) for all communication and management activities for the Inspector General executive search engagement. • Develop and submit reports and provide prompt, ad-hoc support. • Review all reports submitted to the City. • Perform regular outreach to City stakeholders throughout the recruitment process to promote situational visibility. • Debrief the corporate PMO and Executive Sponsor on executive search placement progress and job performance. • Ultimately responsible for customer satisfaction and engagement success. • Available to the City via: <ul style="list-style-type: none"> ○ Email: molly@themidtowngroup.com ○ Phone: 202-800-8738
<p>Joanna Swann (Recruitment Lead)</p>	<ul style="list-style-type: none"> • Perform job position analysis with the PM, and identify successful candidate experience, cultural, and intangible requirements. • Direct and conduct recruitment activities with Recruitment Teams (specializing in various staffing verticals and domains). • Direct, conduct, and review screening processes of prospective candidates done by recruiters. • Perform continuous collaboration with PM to maintain visibility into candidate pipelines and job position fill progress. • Ultimately responsible for qualified candidate identification and screening procedure oversight.
<p>David Stefan (Executive Sponsor)</p>	<ul style="list-style-type: none"> • Secondary POC and Corporate reach back role. • Provide C-level updates on project progress and engaging in escalations. • Perform comprehensive quality control and quality assurance activities to ensure executive recruitment processes and strategies meet Acceptable Quality Levels (AQLs), and identified candidates meet

Key Personnel	Responsibilities
	<p>qualification requirements.</p> <ul style="list-style-type: none"> • Review all reports submitted to the City. • Empowered to make decisions on behalf of the organization, ensuring swift resolution and continuity of services. • Ultimately responsible for company commitment. • Available to the City via: <ul style="list-style-type: none"> ○ Email: david@themidtowngroup.com ○ Phone: 202-887-4747

Table 1 - Proposed Key Personnel & Responsibilities

A.2 Work Plan

Itemized Tasks. Midtown’s work plan entailing a list of itemized tasks for performing the executive search for a Inspector General is presented in **Table 2** below.

Step 0: Contract Kickoff	
Schedule Meeting	Within 24 hours of contract award, Midtown will coordinate with the City to schedule a kick-off meeting.
Contract Kick-Off Meeting	<p>PM and ES meet with City stakeholders to discuss contract terms, conditions, and expectations. Meeting agenda includes:</p> <ul style="list-style-type: none"> • Introduction of Midtown Staff: Introduce the key personnel and team members who will be involved in the project. • Service Overview: Provide a comprehensive overview of the services Midtown will offer. • Address any questions or concerns from the City team. • Highlight any specific interests or requirements from the City team.
Step 1: Review and Analysis	
Requirements Analysis	Thoroughly review the job order request to understand the scope of work, personnel experience required, technical requirements, and deliverables.
Understanding of Institutional Needs	Work closely with internal leadership teams and City stakeholders to define the specific challenges, goals, and expectations for the role. Identify additional responsibilities of the prospective Inspector Generals roles, which include ensuring the continued efficiency, security, and compliance of the Legal Department’s internal systems and operational processes.
Clarifications	Seek clarifications from the City if requirements or expectations or requires further detail.
Step 2: Candidate Identification	
Position Analysis	PM, in collaboration with the Recruiting Lead, analyzes position requirements, including general and intangible requirements, and identifies potential candidates. The job order is then assigned to the recruitment team that specializes in recruiting and sourcing qualified candidates matching the job role and responsibilities.
Nationwide Sourcing Activities	PM and recruiting team perform sourcing activities to identify potential Inspector Generals within the DMV and surrounding localities.
Rigorous Screening	PM performs various screening procedures and consistent communication with prospective candidates to ensure candidates fully meet the minimum qualifications described in the job description, possess the required credentials and certifications, and are committed to the opportunity.

Internal Review	PM review candidates and score each candidate based on qualifications and alignment with the City’s environment and culture.
Step 3: Candidate Submission	
Submission	Submit only the most qualified and applicable candidates to the City by the specified deadline, ensuring all required information and documentation is included and formatted correctly, including: <ul style="list-style-type: none"> • Résumés/CVs • Detailed summaries of relevant experience • Confirmation of candidate interest and availability • Preliminary screening and interview notes • Verification of qualifications and professional references • Assessment/skills testing results
Confirmation	Confirm receipt of the proposal with the City and address any immediate follow-up questions.
Step 4: Candidate Selection	
Candidate Communication and Interview Coaching	During the candidate selection process, Midtown performs constant communication with the candidates to facilitate transparency and guide them through the interview processes. Assigned recruiter schedules interviews with the City and coaches candidates through the interview process and conducts various interview preparation activities.
Stakeholder Communication and Candidate Status Updates	PM performs consistent outreach to relevant City stakeholders for visibility into the candidate selection and hiring process. PM also submits regular updates on candidate availability and current competing offers. Pertinent information is shared with the candidate for situational awareness. PM will provide immediate notification to the City if a candidate withdraws from consideration.
Step 5: Job Offer	
Background Checks	Conduct background checks to verify education, certification, employment, address, and criminal records.
City Onboarding	When the City selects to proceed with a candidate, the City can send a job offer or Midtown can, ensuring an expedited onboarding process. Midtown’s PM will facilitate negotiations, oversee onboarding processes, and review contract details. Once the candidate is selected, we facilitate expedited transition activities to ensure seamless onboarding.
Step 6: Job Execution	
Project Initiation	Inspector General begins work at the City as outlined in the job description, with Midtown providing continued background support to both the new Inspector General and the City.
Issue Resolution	Address any issues or obstacles that arise during the Inspector General’s transition promptly to maintain operational continuity.
Step 7: Reporting and Communication	
Employee Communication	In the early stages of the job position start, maintain weekly communications with the employee to facilitate smooth transition and ensure continuity of operations. After a month, transition communications to monthly reach-outs to employees to confirm employee satisfaction.
Stakeholder Communication	Maintain open and regular communication with City stakeholders to promote transparency and ensure our resource assimilates seamlessly and performs to the City’s standards and expectations.

Table 2 - Itemized Work Plan for the City of Dallas Inspector General Placement Services

A.3 Staffing Approach

With over 36 years of experience performing executive recruitment and direct hire staffing, Midtown has developed a demonstrated and substantiated approach to identifying, onboarding, and deploying highly qualified executive-level candidates.

We recognize that the City values leaders who not only meet the academic and professional qualifications of the role but also embody a commitment to growth, care, and community. Our executive recruitment approach is designed to identify candidates who will thrive in the City environment, understand your goals, and align with your values.

Pool of Candidates. Midtown maintains a comprehensive database containing hundreds of thousands of pre-screened candidates across the country. Our expansive candidate pipeline includes a pool of executive-level legal candidates derived from decades of performing comprehensive legal recruiting and staff augmentation services specifically for transit agencies. Our existing legal candidates are pre-vetted, pre-screened, and readily available for immediate hiring and onboarding.

Candidate information is stored in our Bullhorn Applicant Tracking System (ATS), a cloud-based system that allows for immediate access to applicant information and outreach and provides maximum visibility within a centralized portal.

Proactive Sourcing. Midtown’s recruiters continuously identify potential candidates through our Sourcing Specialists that update our ATS with candidate information to augment our large, diverse, and evolving pool of candidates in the Washington Metropolitan Area, surrounding DMV localities, and throughout the nation. Our sourcing strategies include posting job openings on our website and job boards such as LinkedIn Recruiter, Monster, CareerBuilder, Indeed, Dice, ZipRecruiter, and Handshake. We also leverage consultant redeployment, referrals, and user groups on social media platforms.



Comprehensive Screening Process. Midtown’s screening processes rigorously evaluate each candidate’s qualifications, skill level, and cultural fit. We take the time to ensure our candidates understand the City’s high standards of public trust and commitment to excellence, integrity, respect, and safety, which align closely with our own dedication to ethical standards. This comprehensive approach has proven effective in sourcing professionals who will be successful, engaged, and dedicated in their roles.

To ensure only the best-suited candidates are presented, each applicant undergoes a thorough seven-step vetting process, presented in **Table 3** below.

Screening Process	Agenda / Activities
Preliminary Screening	Midtown’s recruiters screen potential candidates for the expertise and experience required for their position, reviewing past contributions and confirming professional skills.
Phone Screen	Once a candidate with the necessary qualifications is identified, an initial phone interview takes place. This serves as an opportunity to verify credentials, assess verbal communication skills, and confirm salary requirements and availability. Candidates should effectively communicate their skillset, demonstrate excellent

Screening Process	Agenda / Activities
	verbal communication skills, and express flexibility and adaptability within the role.
Project Manager Review	Upon confirming the candidate’s skills, experience, and interest in the position, the recruiter will send the resume to the PM for consideration. If the PM confirms that the candidate meets the City’s requirements, we schedule in-person or virtual interviews.
Face-to-Face Interview (F2F) & Comprehensive Evaluation	We conduct a series of in-person or virtual interviews to determine each applicant’s subject matter expertise, aptitude, and ability to provide quality service to the City, ensuring their interests, motivators, and education align with job roles and responsibilities and the City’s values of integrity and respect. During the interview processes, we evaluate the candidates previous experience, legal expertise, and leadership style. We also confirm that candidates possess relevant intangible qualities, are culturally aligned with the City, and demonstrate interest and commitment to becoming a City employee.
Testing	Midtown can conduct technical assessments if requested. We administer various tests through <i>eSkill</i> , a leading online software for professional skill assessments across various areas, including legal and administrative tasks. The City can select from over 500 tests to apply to respective job roles. Midtown’s testing protocols and procedures are fully customizable, and we are fully prepared to administer tests from a platform that the City prefers.
Reference Check	If requested, we verify previous work performance with three (3) professional supervisory references. Midtown is fully prepared to perform reference check outreach if the City prefers. Recruiters ask references to rate the candidate’s overall performance, reliability, focusing on initiative, ability to follow directions, and meeting deadlines. We prioritize whether the reference would hire this person again for a suitable opening.
Background Check	Midtown possesses extensive experience conducting comprehensive background checks through <i>Data Screening</i> and drug screens through <i>LabCorp</i> . Although we typically utilize these vendors for background check processes, we are fully capable of utilizing a City-preferred vendor if necessary. Due to the sensitive nature of a leadership position like the Inspector General, we are fully prepared to conduct additional background checks and screening procedures to further verify prospective employees’ professional and personal history.

Table 3 – Midtown’s Comprehensive Screening Procedures

Establishing Candidate “Buy-In”. During the staffing and onboarding process, Midtown emphasizes building personal relationships and meaningful connections with prospective direct hire employees to communicate and establish realistic expectations regarding the Inspector General position, pay, benefits, incentives, and the City’s environment and culture. Our approach to direct hire staffing emphasizes constant communication, commitment, and trust-building with candidates to ensure candidate buy-in. We strive to cultivate a positive mindset of the job position and City institution, ultimately leading to a higher likelihood of job offer acceptance and commitment.

Midtown utilizes various processes and procedures during the hiring and onboarding processes to mitigate the risk of candidate buy-backs, establish candidate buy-in, and ensure commitment to the City job position. Some of the techniques we employ are provided below:

- **Constant Communication and Prompt Feedback.** Throughout the hiring and onboarding processes, Midtown’s recruiters conduct continuous communication with candidates to facilitate candidate engagement and promote visibility and transparency. We provide regular updates on the application process and hiring timeline and present prompt feedback throughout the multiple interview processes.
- **Conduct Questionnaires.** Midtown sends candidates questionnaires regarding basic professional experience, expectations, and various personality and cultural questions to gauge interest and facilitate employee involvement in the hiring process.
- **Tailor Resumes.** Midtown prompts candidates to tailor their resumes to highlight professional and educational experience and skillsets relevant to the City job position roles and responsibilities. This effort both demonstrates candidate commitment and ensures the City receives resumes that are clear, compliant and relevant.
- **Establish Expectations.** Throughout the hiring process, Midtown’s recruiters take extensive efforts to ensure that expectations are established and understood by candidates. Setting realistic and exciting expectations and conveying the potential challenges that may be faced during the role fosters a personal understanding of the potential role and responsibilities of the job position and facilitates candidate buy-in by establishing trust and conveying transparency.

Throughout this process, Midtown consistently checks in on the candidate for visibility into other interviews and job offers that the candidate is in the process of completing. For individuals actively in the job market, it is essential to maintain complete transparency into their job search situation and situational awareness regarding the hiring process. All candidate communication and updates are also conveyed to City stakeholders to promote visibility into the candidate’s current situation.

A.4 Project Schedule

Midtown is committed to providing high-quality direct hire resources for the City efficiently and quickly. Timelines for City services and deliverables are provided in **Table 4**, and can be tailored to meet City requirements, goals, and objectives.

Services and Deliverables	Schedule	Agenda / Activities
<p>Nationwide Executive Search & Presenting Resumes</p>	<p>Perform nationwide executive recruitment activities and submit resumes for City review ad-hoc. (Initial list provided no later than 10 days after award).</p>	<p>Executive Search</p> <ul style="list-style-type: none"> Midtown’s PM and recruiting team perform sourcing activities to identify potential Inspector Generals in the DFW locality and throughout the nation. <p>Qualified Resume Submissions</p> <ul style="list-style-type: none"> During the identification of and outreach with potential candidates, perform pre-screening procedures to verify education, work history, and professional references. After careful review of job position requirements and intake call notes, the PM will only present resumes of qualified candidates that are the right fit for the City. An initial list of identified candidates will be submitted no later than 10 (ten) days after award of the task. If the City prefers, we are also fully prepared to perform additional continuous executive search activities, submitting qualified resumes to the City on an ad-hoc basis, as they are identified and vetted.
<p>Status Meetings and Updates</p>	<p>During the executive search process, Midtown’s PM will organize and conduct weekly status meetings.</p>	<p>Weekly Status Meetings</p> <ul style="list-style-type: none"> PM schedules and conducts weekly status meetings with updates regarding the progress and status of ongoing executive recruitment activities. Typical meeting agenda include discussing potential candidates regardless of resume status, updates on trends and analysis we are identifying in the labor market, feedback regarding potential pushback related to salary/expectations, etc. PM is fully prepared to organize and conduct additional ad-hoc meetings with City stakeholders to promote visibility and situational awareness.
<p>Time to Employee Start</p>	<p>The time from when an offer is extended to when the contractor begins an engagement can vary from two (2) weeks to one (1) month.</p>	<p>Onboarding Process</p> <ul style="list-style-type: none"> Comprehensive and streamlined security and suitability assessments, background check procedures, employee orientation, and training sessions. <p>Factors Influencing Start Time</p> <ul style="list-style-type: none"> Employee’s availability. Completion of background checks. Current employment status. Employee’s current job transition out timelines and requirements - Executive and Senior positions may require longer than two (2) weeks to offboard current position and fully transition responsibilities.

Table 4 - Project Schedule for the City of Dallas Inspector General Executive Search

B. Price

Midtown’s standard direct hire fee for an executive-level position like the Inspector General is **22.5%** of the position’s first year salary.

Direct Hire Guarantee. Midtown is committed to ensuring smooth and efficient project initiation, with quick response times, rapid presentation of qualified candidates, and timely commencement of contractor engagements. We perform constant communication with City stakeholders to proactively identify risks and perform risk mitigation activities, including proactive sourcing, to ensure replacement resumes are available. In the case that issues arise, and after Midtown notification, we will immediately implement corrective action plans to remedy issues and ensure operational continuity.

Midtown offers the City a **6-month guarantee** regarding this executive recruitment opportunity. If for any reason our Inspector General candidate leaves or does not meet the City’s expectations within the first 6 months, we will **replace the candidate for free**.

Contingency Fee. In order to provide a low-risk option for the City, Midtown assures that we will provide our services based on a contingency basis – Midtown will not charge a fee to the City unless we find and successfully deliver a Inspector General.

C. Additional Information

C.1 Relevant Experience

Midtown possesses a strong history of placing executive legal staff and supporting transit agencies nationwide and we are poised to continue comprehensive executive search services and delivering top-tier talent to meet diverse operational goals and objectives needs.

Legal Staffing Experience

Since establishment, Midtown has built a longstanding reputation in the legal community, providing temporary and permanent placement services to some of the best law firms in the country. Our specialty services include sourcing, screening, hiring, onboarding, and deploying a wide spectrum of legal resources.

Examples of executive-level job positions we have deployed for law firms and legal institutions include Director of Administration, Chief Administrative Officer, Senior Operations Manager, Legal Recruiting Manager, Senior Director of Support Operation, and Chief HR Officer. Other examples of legal staffing we have provided for various public sector clients and law firms include Federal Attorneys, Legal Counsel, Litigation Professionals, Attorneys, General Counsel, Compliance Associates, Paralegals, Legal Secretaries, Legal Assistants, and Legal Clerks.

A list of Midtown’s current clients, featuring public sector customers and prestigious law firms, for whom we have provided comprehensive legal staff augmentation services, is provided below in **Table 5**.

Midtown Clients with Legal Placements	
Public Sector Clients	Law Firms
D.C. Bar (DCB)	Steptoe & Johnson LLP
D.C. Department of Human Services (DHS)	Paul Hastings LLP
D.C. Department of Transportation (DDOT)	Arnold & Porter Kaye Scholer LLP
D.C. Superior Court (DCSC)	Pillsbury Winthrop Shaw Pittman LLP
Office of the Attorney General for the District of Columbia (OAG)	Redgrave LLP
Public Defender Service for the District of Columbia (PDSDC)	Allen, Allen, Allen & Allen
U.S. Attorney’s Office (USAO) – Multiple Offices Nationwide (DC, PA, MN, IL, TN, WI, MN, NO, CA, SC, TX, WA)	Carlton Fields, P.A.
U.S. Consumer Financial Protection Bureau (CFPB)	Winton & Chapman PLLC
U.S. Department of Education (ED)	Rock Creek Trade LLP
U.S. Food and Drug Administration (FDA)	Kirkland & Ellis LLP

Table 5 - Clients with Active Legal Placements

Our success in delivering qualified and high-performing legal resources is demonstrated by our continued engagements with our very first client, Kirkland and Ellis, LLP – a partnership that has lasted over 36 years. Midtown’s commitment to understanding the intricacies of the legal staffing domain ensures that our customers receive tailored staffing solutions that comprehensively address their evolving goals and objectives.

C.2 Unique Selling Propositions

Midtown possesses multiple Unique Selling Propositions (USPs) that distinguish us from other staffing and executive recruitment firms. As a boutique firm providing tailored and hands-on support to our partners, we offer City various benefits that are unmatched in the industry. Our

tailored recruitment strategies and processes will actively search for highly qualified Inspector Generals in the Washington Metropolitan Area and surrounding localities.

Our extensive list of USPs include:

- 80% of resumes we send to clients receive an interview, demonstrating our ability to present qualified candidates to our customers.
- 92% candidate offer and acceptance rate and 95% retention rate throughout project / position completion.
- 92% of Midtown’s current business is from repeat customers, demonstrating our ability to establish trusted and long-lasting partnerships with staffing services that remain robust and efficient.
- Over 36 years of experience performing legal placement services including executive recruitment and direct hire placements.
- Intimately familiar with sourcing, recruiting, and onboarding qualified and high-performing individuals in the Washington Metropolitan Area and across the nation.
- Guaranteed 30-minute response time for any questions, inquiries, and issue resolution tasks.
- With a central office in Washington, D.C., we frequently visit clients on-site across the country to ensure in-person visibility into contract and personnel performance and client satisfaction.
- Midtown’s capable and experienced recruiters possess an average of 14 years in the recruiting industry and 10 years at Midtown and are capable of providing tailored recruiting for various service verticals and industries.