

Memorandum



CITY OF DALLAS

DATE November 6, 2025

TO Honorable Members of the Ad Hoc Administrative Affairs Committee: Jesse Moreno (Chair); Laura Cadena; Maxie Johnson; Cara Mendelsohn; Kathy Stewart

SUBJECT **Inspector General Recruitment – Vendor Procurement Options**

Staff from the Department of Human Resources (HR) previously outlined potential approaches for the Inspector General (IG) recruitment, including a standard executive recruitment timeline. Based on feedback from members of the Ad Hoc Administrative Affairs Committee, this memorandum presents two vendor procurement options, a posting strategy, and a high-level timeline or schedule.

Option A – Informal Request For Proposal (IRFP) via Administrative Action (AA). If the Committee prefers a competitive process, staff can finalize specifications (scope, deliverables, candidate profile, evaluation criteria) and route an Administrative Action for approval. Upon approval, the process typically spans 6–8 weeks: (1) 1–2 weeks to issue and receive responses; (2) 1–2 weeks to evaluate and shortlist; (3) 1 week for vendor selection/AA approval; and (4) 1–2 weeks for contract kickoff.

Option B – Cooperative Purchasing (Co-op/Interlocal). At the request of the Ad Hoc Administrative Affairs committee, HR contacted four cooperative programs—TIPS, NCTCOG, BuyBoard, and HGACBuy—to confirm the availability of firms and typical fee structures for an IG-level executive search.

1. MGT of America Consulting (CoOp: NCTCOG, BuyBoard)
2. Strategic Government Resources, Inc. (CoOp: NCTCOG)
3. Genius Road, LLC CoOp: TIPS, BuyBoard, and HGACBuy)
4. Outland Recruiting (CoOp: TIPS)
5. Kelly Educational Staffing (CoOp: TIPS)
6. HJ Staffing (CoOp: HGAC, BuyBoard, TIPS)
7. Crossley Staffing LLC (CoOp: TIPS)
8. TEEMA (CoOp: TIPS)
9. Verity Services, LLC (CoOp: TIPS)
10. Pedigo Staffing Services, LLC (CoOp: TIPS)
11. My HR Management (CoOp: TIPS)
12. EAB Global, Inc. (CoOp: TIPS)
13. Greenwood Asher & Associates (CoOp: TIPS)
14. The Midtown Group (CoOp: TIPS)
15. Peak Performers (CoOp: TIPS)

The attached document includes the contact information for each vendor identified above, their CoOp affiliation, level of interest, and estimated rate. Please note that many companies participate in more than one CoOp. Additionally, the rates provided are for the

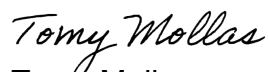
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execution of the search only, excluding fees for community meetings and logistics related to interviewing. The timeline for engagement is also attached.

Where provided, fee estimates cover search execution only; community meetings, stakeholder facilitation, candidate travel, and interview logistics are typically billed separately.

Posting Strategy. Regardless of the procurement path, the IG position will be posted on LinkedIn, the American Bar Association (ABA), the International Municipal Lawyers Association (IMLA), the Texas Municipal League (TML), the Association of Inspectors General (AIG), and the State Bar of Texas. Following the Committee's direction, staff will proceed with the preferred procurement process. For any questions or to request additional information, please get in touch with me or Nina Arias at nina.arias@dallas.gov or (214) 470-2727.

Service First, Now!



Tomy Mollas
Human Resources Assistant Director

c: Kimberly Bizer Tolbert, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Billieae Johnson, City Secretary
Preston Robinson, Administrative Judge
Baron Eliason, Inspector General (I)
Dominique Artis, Chief of Public Safety
Dev Rastogi, Assistant City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Alina Ciocan, Assistant City Manager
Donzell Gipson, Assistant City Manager
Robin Bentley, Assistant City Manager
Jack Ireland, Chief Financial Officer
Ahmad Goree, Chief of Staff to the City Manager
Directors and Assistant Directors

Vendor Contact Information, CoOp Affiliation, Level of Interest, and Estimated Rate

1. **MGT of America Consulting** (CoOp: NCTCOG, BuyBoard)
Website <https://www.mgt.us/advisory/performance/human-capital/recruiting/>
Synopsis: *Executive Search and Recruitment Services* - To identify, assess, and recruit top-level executives and senior management professionals.
Primary Contact: Patrick J. Dyer (916) 502-5243, pdyer@mgtconsulting.com
 - Interested in working with the City of Dallas? **Yes**
 - Estimated Cost per search: Rate Determined Based Upon Search

2. **Strategic Government Resources, Inc.** (CoOp: NCTCOG)
Website: [Home - Strategic Government Resources](#)
Synopsis: *Executive Search and Recruitment Services - Executive Search and Recruitment Services* - To identify, assess, and recruit top-level executives and senior management professionals
Primary Contact: Jennifer Fadden, (817) 337-8581
 - Interested in working with the City of Dallas? **Yes**
 - Estimated Cost per search: Rate Determined Based Upon Search

3. **Genius Road, LLC** (CoOp: TIPS, BuyBoard, and HGACBuy)
Address: 14800 Quorum Drive, Suite 285, Dallas, TX 75254
Website: www.geniusroad.com
Synopsis: Technical, telecom, and executive recruiting firm matching qualified candidates to company culture, providing short-term and permanent staffing solutions across the U.S. and Canada. Certified WBE, WOSB, and HUB.
Primary Contact: Cheryl Miller, Director of National Accounts, (713) 854-0548, cmiller@geniusroad.com
Secondary Contact: Kimberly Zanatta, President, (214) 725-9050, kzanatta@geniusroad.com
 - Interested in working with the City of Dallas: **Yes**
 - Estimated Cost per search: 20% of base salary

4. **Outland Recruiting** (CoOp: TIPS)
Address: 316 Untermaier Street, New Braunfels, TX 78130
Website: www.outlandrecruiting.com
Synopsis: Service-Disabled Veteran-Owned Small Business providing modular recruiting services with a 365-day guarantee of candidate success.
Primary Contact: Justin Horton, Owner, (210) 409-2444, justin@outlandrecruiting.com
Secondary Contact: Chris Stimmel, Principal Recruiter, (254) 978-5596, chris@outlandrecruiting.com CoOp: TIPS
 - Interested in working with the City of Dallas: **Yes**

- Estimated Cost per search: 20% of the candidate's base salary
5. **Kelly Educational Staffing (Kelly Services Inc.)** (CoOp: TIPS)
Address: 999 West Big Beaver Road, Troy, MI 48084
Website: www.kellyservices.com
Synopsis: Global workforce solutions firm offering specialty staffing in Science, Engineering, Education, Office, Contact Center, and Light Industrial, plus outsourcing, consulting, recruitment, talent advisory, and payroll solutions.
Primary Contact: Jennifer Carosielli, Regional Vice President, Strategic Sales, (763) 258-9017, carosjl@kellyservices.com
Secondary Contact: Bobby Schorr, Regional Vice President, Strategic Sales, (478) 733-9263, BOBS997@kellyservices.com
- Interested in working with the City of Dallas: **Yes**
 - Estimated Cost per search: TBD
6. **HJ Staffing (Harris-Jones Staffing & Recruiting)** (CoOp: HGAC, BuyBoard, TIPS)
Address: 16310 Tomball Parkway, Unit 1504, Houston, TX 77064
Website: www.hjstaffing.com
Synopsis: Certified Women-Owned Minority Business Enterprise providing HR support, staffing, and recruiting solutions with a focus on diversity, inclusivity, and client success.
Primary Contact: Constance Jones, President, (281) 937-4885, cjones@hjstaffing.com
Secondary Contact: Cristina Martinez, HR Admin, (832) 800-3921, cmartinez@hjstaffing.com
- Interested in working with the City of Dallas: **Yes**
 - Estimated Cost per search: 18%-20% of the base
7. **Crossley Staffing LLC** (CoOp: TIPS)
Address: 260 Sherbrook Ct. NW, Marietta, GA 30064
Website: www.crossleystaffing.com
Synopsis: Minority and woman-owned staffing firm delivering professional recruitment solutions across various industries.
Primary Contact: Joy Crossley, Managing Partner, (404) 759-5512, joy@crossleystaffing.com
Secondary Contact: Jacob Crossley, Managing Partner, (404) 944-8830, jacob@crossleystaffing.com
- Interested in working with the City of Dallas: **Yes**
 - Estimated Cost per search: 18%-20% of base salary
8. **TEEMA** (CoOp: TIPS)
Address: 114 N. Old Litchfield Rd., Suite D, Litchfield Park, AZ 85430
Website: www.teemagroup.com
Synopsis: Staffing partner serving government, educational, healthcare, nonprofit,

and commercial clients with 250+ subject matter expert recruiters, delivering efficient and cost-effective talent acquisition solutions across the U.S. and Canada.

Primary Contact: Michelle Boyd, Client Relationship Manager, (903) 486-2442, mboyd@teemagroup.com

Secondary Contact: Aubrianna Mihay, Client Relationship Manager, (903) 340-6340, amihay@teemagroup.com Tina Justus 602.291.3178 T.justus@teemagroup.com .

- Interested in working with the City of Dallas: **Yes**
- Estimated Cost per search: 20% of Base

9. Verity Services, LLC (CoOp: TIPS)

Address: 1095 Evergreen Circle, Suite 200, The Woodlands, TX 77380

Website: www.goverity.com

Synopsis: Texas-based, HUB-certified, woman-owned IT staffing and consulting firm founded in 2007. Provides staffing solutions with a focus on strong client relationships.

Primary Contact: Catalina de Varona-Ball, Dir Business Development, (800) 526-9819, cathy@goverity.com

Secondary Contact: Kemp Fuller, Dir Consulting Services, (800) 526-9819, kemp@goverity.com

- Interested in working with the City of Dallas: No response has been received from the vendor as of this memorandum
- Estimated Cost per search: Rate Determined Based Upon Search

10. Pedigo Staffing Services, LLC (CoOp: TIPS)

Address: 503 S. Austin Street, Seguin, TX 78155

Website: www.pedigostaffing.com

Synopsis: Privately owned firm with 20+ years of staffing experience and 50+ years in IT, specializing in Texas Public Sector staffing, respected by public sector firms and subcontracting partners.

Primary Contact: Debbie Pedigo, CEO / Staffing Consultant, (830) 433-4604, debbiep@pedigostaffing.com

Secondary Contact: Debbie Pedigo, CEO, (830) 433-4604, debbiep@pedigostaffing.com

- Interested in working with the City of Dallas: No response has been received from the vendor as of this memorandum
- Estimated Cost per search: Rate Determined Based Upon Search

11. My HR Management (CoOp: TIPS)

Address: 1234 Beaver Ruin Rd, Suite 305, Norcross, GA 30093

Website: www.myhrmgmt.com

Synopsis: Award-winning Asian American certified woman-owned minority-owned HR staffing firm established in 2011, offering full HR services including staffing, RPO, compliance, training, payroll, and workforce planning.

Primary Contact: Fahad Ellahi, Director of Customer Success, (203) 788-8693, fellahi@buraghr.com

Secondary Contact: Uzair Mutaqi, Business Development Manager, (203) 274-8595, umutaqi@myhrmgmt.com

- Interested in working with the City of Dallas: No response has been received from the vendor as of this memorandum
- Estimated Cost per search: Rate Determined Based Upon Search

12. EAB Global, Inc. (CoOp: TIPS)

Address: 2445 M Street NW, Washington, DC 20037

Website: www.eab.com

Synopsis: Education-focused research and consulting firm supporting 2,500+ institutions with data-driven insights, research studies, and student success solutions, including Navigate360 CRM.

Primary Contact: Jenna Hock, Managing Director, Partner Development, (202) 266-6488, JHock@eab.com

Secondary Contact: Lauren Isaacs, Senior Director Proposals, (202) 266-6774, LIsaacs@eab.com

- Interested in working with the City of Dallas: No response has been received from the vendor as of this memorandum
- Estimated Cost per search: Rate Determined Based Upon Search

13. Greenwood Asher & Associates (GA&A) (CoOp: TIPS)

Address: 42 Business Centre Drive, Suite 206, Miramar Beach, FL 32550

Website: www.greenwoodsearch.com

Synopsis: Retained executive search firm founded in 2004 by former higher education leaders, completing 2,000+ searches, specializing in higher education executive placements.

Primary Contact: Lauren McGriffin, Vice President & Managing Director, (850) 650-2277, sgriffin@greenwoodsearch.com

Secondary Contact: Courtney Kerrigan, Business Development Manager, (850) 650-2277, courtneykerrigan@greenwoodsearch.com

- Interested in working with the City of Dallas: No response has been received from the vendor as of this memorandum
- Estimated Cost per search: Rate Determined Based Upon Search

14. The Midtown Group (Midtown Personnel Inc.) (CoOp: TIPS)

Address: 1130 Connecticut Ave NW, Suite 450, Washington, DC 20036

Website: www.themidtowngroup.com

Synopsis: Woman-owned business providing flexible staffing nationwide for Administrative, Call Center, IT, Legal, Financial, and Professional Services, recognized as a 17-time Best Place to Work.

Primary Contact: David Stefan, Managing Partner, (202) 887-4747, david@themidtowngroup.com

Secondary Contact: Molly O'Reilly-Pol, Director of Municipalities, (202) 887-4747, molly@themidtowngroup.com

- Interested in working with the City of Dallas: No response has been received from the vendor as of this memorandum
- Estimated Cost per search: Rate Determined Based Upon Search

15. Peak Performers (CoOp: TIPS)

Address: 4902 Grover Ave, Austin, TX 78756

Website: www.peakperformers.org

Synopsis: Nonprofit staffing agency providing office and professional placements for government agencies, helping people with disabilities find professional careers.

Primary Contact: Myles Wallace, Disability Inclusion Partner, (512) 453-8833, myles@peakperformers.org

Secondary Contact: Glenn Neal, VP of Public Sector, (512) 216-9061, glenn.neal@peakperformers.org

- Interested in working with the City of Dallas: No response has been received from the vendor as of this memorandum
- Estimated Cost per search: Rate Determined Based Upon Search

Note: All vendors were contacted regarding working with the City of Dallas on this search on October 30, October 31, and November 3, 2025; staff are awaiting responses from the remaining vendors.

High-Level Executive Recruitment Timeline – Inspector General

Weeks	Phase	Key Activities
1–2	Role Definition & Launch Planning	• Develop and approve the position profile and recruitment brochure (scope, duties, qualifications, independence requirements). • Develop a communications and outreach plan (City website, LinkedIn, professional associations, oversight/ethics networks). • Secure Council approval of the position profile, process, and outreach strategy.
3–4	Active Recruitment & Outreach	• Post the position across relevant platforms (e.g., Association of Inspectors General, LinkedIn, government/oversight networks). • Conduct targeted outreach and direct sourcing through professional networks and referrals. • Launch public communications to support transparency and broaden the candidate pool. • Engage oversight and government organizations to identify qualified candidates.

5–6	Screening & Preliminary Assessments	• Review applications for minimum qualifications, suitability, and independence. • Conduct structured preliminary interviews with qualified candidates. • Initiate integrity, leadership, and conflict-of-interest assessments, as appropriate. • Engage third-party background screening (professional, financial, criminal, and conflict-of-interest checks).
7–8	Shortlist Development & Council Engagement	• Present a recommended shortlist with candidate dossiers (résumés, references, background summaries). • Facilitate structured interviews with the City Council or designated Council Selection Committee. • Incorporate stakeholder and/or community input, as appropriate, to support transparency and trust.
9–10	Final Evaluation & Selection	• Support Council deliberation and identification of the preferred finalist. • Conduct final reference checks and confirm integrity and independence criteria. • Negotiate employment terms (compensation, relocation, contract provisions, independence, and reporting guarantees). • Prepare public communication regarding the finalist and selection rationale.
11–12	Appointment & Onboarding	• Facilitate formal Council vote and appointment. • Execute the employment agreement and finalize logistical arrangements. • Implement an onboarding plan focused on independence, reporting protocols, access to information, and initial 90-day priorities.