



### *Statement of Qualifications*

Founded in January, 1999, MR Gaithersburg, LLC is an integral member of the MRINetwork which boasts over 2,000 search professionals at 700 independently owned and operated offices in over 39 countries. The MRINetwork, the most robust recruitment network in the world, is a subsidiary of Philadelphia-based CDI Corp. (NYSE: CDI). CDI, including its MRI and Today's Staffing subsidiaries, comprises the world's largest search and recruitment organization and is a global top 10 provider of staffing, outsourcing and engineering services with annual revenues in excess of \$2 billion.

MR Gaithersburg was formed with the objective of creating a highly responsive staffing and recruitment firm specializing in placing "impact players" in the Federal integration arena. We focus on the placement of general and executive managers; finance and accounting professionals; business development and sales leaders; and engineering and high-tech talent. In the past few years our business has expanded from a contingency search based recruiting model, to one that includes engaged and retained searches as well as contract/supplemental staffing. We pride ourselves on delivering the right service for our clients!

### *Industry and Functional Specializations*

MR Gaithersburg, LLC specializes in serving the Federal integration community. Within that world-wide community we place:

- General and executive managers including vice presidents at the executive and senior level; chief technical, administrative and information officers; and Chief Financial Officers. **These searches are performed under Engaged or Retained agreements.**
- Practice directors and program and project managers;
- Director and senior manager level candidates in business development, sales, marketing, capture management and proposal management;
- Technical sales executives that specialize in professional, consulting and IT services as well as those that market hardware and software products;
- Finance and accounting professionals at the director, manager and senior level;
- Contract and pricing professionals at the director, manager and senior level;
- Engineers, Information Technology or Information Systems professionals;
- Scientists (PhD) and
- Human Resource professionals.

Our experienced team recognizes that each staffing assignment has a unique set of challenges and rewards. To answer the increasingly wide range of demands, we have at our fingertips a complete portfolio of staffing tools including:

1. Project teams dedicated to fulfilling complex or multiple staffing assignments. Our clients interact with one contact, a project manager, who oversees the MR team, organizes all behind-the-scenes recruiting activity and delivers timely reports on the team's progress.
2. An in-house database with nearly 13,000 resumes of which over 7,000 have been interviewed by one of our MR Gaithersburg Team members.
3. Access to advanced Internet and Intranet sites and methodologies.
4. Access to a nationwide relocation service. This is a truly a value-added service for our clients because we can provide candidates with cost-of-living analysis, home-finding assistance, mortgage services, and provide you, our client, with significant savings on relocation expenses.

### *Recruitment Services*

MR Gaithersburg offers three types of recruiting services: Engaged, Contingency and Temp-to-Perm/Consulting. For each we can verify degrees and perform references. Relative to references, we prefer former supervisors. Occasionally our clients elect to verify degrees and conduct references so we work with you as required.

**Engaged Searches** are best utilized for high-visibility positions or those “tough-to-fills.” This is how it works: We ask for an up-front, refundable commitment by you of \$7,500.00. Your search goes to the top of our list and we guarantee to provide two fully qualified candidates to you within 45 days, and by qualified we mean two candidates that you interview. We give each other exclusivity on this search for two months – our candidates will only be presented to you and we will be the only agency conducting the search. We invoice the difference between the total fee and the up-front payment upon written acceptance of the job. The replacement warranty is predicated upon timely receipt of our fee.

As part of our service for Engaged Searches, we provide a complete due diligence package, which in addition to their resume contains a signed candidate consent form, the degree(s) verification and references.

**Contingency Searches** are an option best used for less urgent placements. Our service fee is payable only when you hire our candidate. We invoice upon written acceptance and the replacement warranty is predicated on receipt of our fee within 30 days from date of invoice. So that we're clear, we place the same priority on our client's search as they do. If it is a priority to you, it is a priority to us!



**Temp-to-Perm or Consulting Assignments** are excellent options for many of our clients. Benefits include:

- Getting candidates started quickly,
- Its' a great way to "Audition Talent",
- It ensures the right match for your position and organizational culture,
- It provides an alternative to hiring freezes or tight budgets, and
- It's perfect for short-term assignment, sabbaticals or to cover extended absences.

Temp-to-perm or consulting assignments have the added benefit of incorporating our service fee into a bill rate that won't adversely affect your Overhead or G&A rates. This is how our service works: Once you approve the candidate and we agree on the bill rate, you issue a PO to MRI Contract Staffing, they are a division of MRI and our back-office partner. They pay the candidate, pay the taxes, issue W2's and invoice you against the PO.

The candidate works for you at your location. You approve their weekly timecards which are passed through us to our back-office partner. We monitor and report to you all hours billed and any other approved charges like travel. The relationship is between you and MR Gaithersburg. Many of these assignments are three to six months, but we've had several go for one year or more.

### ***Recruitment Methodology***

MR Gaithersburg has a very well defined recruitment methodology. We use a variety of techniques to identify and recruit impact players. Before we initiate a search we work with our client to develop a written staffing plan which sets forth a detailed job description, identifies specific job requirements, and defines the hiring process that will be employed throughout the conduct of the search. We have learned that establishing these parameters is critical to the overall success of the search.

We use our staffing plan as a baseline to search an extensive in-house candidate database, and we also go directly into the marketplace to isolate and extract "impact players" from companies in the targeted niche. This later activity is often a delicate process, and we work closely with our clients to ensure that we have targeted the proper mix of corporations and to ensure that we have not violated sub-contracting or teaming arrangements. We also utilize a number of Internet search techniques in the conduct of our business. The development of a sound staffing plan, coupled with a blend of direct and indirect recruiting and hard work has been the cornerstone of our success!

We use a **four-step process** to identify, qualify, interview, submit and close candidates. In **step one**, we identify potential candidates targeting specific firms as well as using our in-house data base and knowledge of the market place. In **step two**, we qualify the candidates by first executing a detailed call plan and scoring each candidate, and referral, against a detailed staffing plan. We priority rank the top candidates and schedule them for detailed interviews.

**Step three** finds us conducting detailed interviews that focus on the most recent five jobs to include their achievements, salary history, and why they changed positions; their academic achievements; and their goals, strengths, weaknesses, management capacity and other key metrics. We priority rank the top candidates and introduce them to our clients using a detailed description coupled with a current copy of their resume. These are not candidates simply thrown over the transom!

We prepare our candidates to meet with our clients and we debrief them after each meeting. During this step it is our intention to act as a conduit of information between the client and candidate so that a decision can be reached efficiently.

**Step Four - Closing the Candidate:** MR Gaithersburg provides continuous assistance to our client throughout the hiring process. Most notably, we work with them to “close” the candidate. This can be a delicate process and we take great pride on our success rate. This is especially important during the resignation process because impact players are in short supply and they are subject to aggressive counter offers. We focus on counter offers throughout the interview process and are particularly diligent during the resignation and termination process. In short, to the best of our abilities - we deliver our candidates!

### ***Bios of Key Employees***

Our clients contact one point of contact (POC) who is defined early in the recruiting process. A bio of our key employees follows:

***Eric S. Beebe, Principal***, has over thirty years in the Federal integration industry. Mr. Beebe started MR Gaithersburg in 1999 and since that time has placed over 300 professionals within the Federal Integration sector. Significant achievements include:

- Top 10 Single Desk Office in 2002, 2003, 2004 and 2005,
- Top 50 Billing Manager in 2006, 2007, 2008 and 2009,
- President’s Club, top 25% of all 825 world-wide offices, in 2009.

Prior to MR Gaithersburg, Mr. Beebe served as Group Director of ID/IQ Programs at Affiliated Computer Services- Government Solutions Group, formerly Computer Data System, Inc. (CDSI). Key assignments during his seven years at ACS/CDSI include:

- Won a \$17m support contract with the United States Postal Service in 1994 and re-won the seven year, \$35m re-compete in 1998,
- Built an ID/IQ Programs Division from zero to over \$61 Million in gross sales within an 18 month period during 1996 and 1997, and
- Managed the transition of a nation-wide, U.S. Senate infrastructure support contract during 1998 and 1999.



Mr. Beebe and his family live in Olney, MD. He holds a Degree in Enterprise Economics from Florida Atlantic University, Boca Raton, FL.

**Daniel Bayles, Sr. Account Executive**, is nationally recognized within the Management Recruiters system and achieved Pacesetter status: the top ten percent of all account executives world-wide, during 2008 and 2009!

Now in his third year, Dan specializes in the placement of project and program managers; accounting, finance and contract professionals as well as Information Technology and engineering professionals. Working alongside Mr. Beebe, Daniel has become especially adept in the fulfillment of large-scale contract and consulting engagements. Daniel and his wife live in Rockville, MD. He holds BS in Marketing from the University of Maryland.

**Josh Beebe, Search Consultant**, joined MR Gaithersburg to provide administrative support and has since become an award winning Search Consultant. Josh, an expert at finding and qualifying IT, e-marketing, and engineering professionals, works part-time while attending college.

**Jonathan Durgam, Office Manager/Internet Researcher**, is responsible for the efficient operation of our office. Along with those duties, Jonathan serves as the POC between MRI and our clients for all contract staffing initiatives and he provides valuable and timely research information on both current and potential client companies as well as potential candidates. Jonathan is working towards his AAS degree at Montgomery County Community College.

### **References**

MR Gaithersburg has excellent references. Please feel free to contact the following:

#### **Mr. Edward Sharp**

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**Client since 1999**

#### **Ms. Karen Delaney**

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#### **Ms. Yvonne Adair**

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#### **RADM David N. Rogers, (Ret.)**

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**Client from 2002 to 2005**



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**Client since 1999**

*To learn more about how MR Gaithersburg, LLC can help you, contact me:*

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**To View my LinkedIn Profile:** <http://www.linkedin.com/pub/4/999/776>

**To View our LinkedIn Recommendations:**

[http://www.linkedin.com/myprofile?trk=hb\\_side\\_pro#profile-recommendations](http://www.linkedin.com/myprofile?trk=hb_side_pro#profile-recommendations)