

## General Professional Services Questionnaire

**A. Project Name and Advertisement Resolution Number:**

Comprehensive Wage and Salary Pay Plan Studies      SOQ No, 22-025

**B. Firm Name & Address:**

The Archer Company  
1905 Oak Park Road  
Rock Hill, South Carolina 29730

**C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:**

James Battigaglia, Director  
7652 Sawmill Road, #295  
Dublin, Ohio 43016  
614-891-7934  
jimbattigaglia@archercompany.com

**D. Address of principal office where Project work will be performed:**

7652 Sawmill Road, #295  
Dublin, Ohio 43016

**E. Is this submittal by a JOINT-VENTURE? Please check:**

YES ☐ NO ☒

If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.

**F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.**

1.

2.

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G. Has this JOINT-VENTURE previously worked together? Please check: YES ☐ NO ☐

H. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1.		
2.		
3.		
4.		
5.		



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**I. Please specify the total number of support personnel that may assist in the completion of this Project:**

2

**J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.**

### **PROFESSIONAL NO. 1**

**Name & Title:**

James Battigaglia, Director

**Name of Firm with which associated:**

The Archer Company

**Description of job responsibilities:**

Mr. Battigaglia will manage the project, coordinate communication with the Parish, coordinate project tasks with consultants, review all project work, ensure project deliverables meet the Parish expectations.

**Years' experience with this Firm:**

Fourteen years.

**Education: Degree(s)/Year/Specialization:**

Bachelor's degree in business administration from Ohio University. Certified Compensation Professional

**Other experience and qualifications relevant to the proposed Project:**

Mr. Battigaglia managed the Archer Company's last pay plan study with Jefferson Parish. The study included pay plans for Personnel (Civil Service), Executive and Judicial. He has detailed knowledge of Jefferson Parish's pay plans and job evaluations. He has managed all of our New Orleans area projects.

## General Professional Services Questionnaire

PROFESSIONAL NO. 2
<b>Name &amp; Title:</b>
Sally Archer, President
<b>Name of Firm with which associated:</b>
The Archer Company
<b>Description of job responsibilities:</b>
Ms. Archer will oversee quality control of all project deliverables.
<b>Years' experience with this Firm:</b>
More than thirty-five years
<b>Education: Degree(s)/Year/Specialization:</b>
Ms. Archer has a Master's degree in business administration from Winthrop University and a Bachelor's degree from Georgia College and State University.
<b>Other experience and qualifications relevant to the proposed Project:</b>
Ms. Archer was involved with our 2008 pay plan update study and ensured quality control with our 2016 pay plan update.



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<b>PROFESSIONAL NO. 3</b>
<b>Name &amp; Title:</b>
Rita Archer, Senior Consultant
<b>Name of Firm with which associated:</b>
The Archer Company
<b>Description of job responsibilities:</b>
Ms. Archer will review and analyze completed questionnaires.
<b>Years' experience with this Firm:</b>
Four years.
<b>Education: Degree(s)/Year/Specialization:</b>
Master's degree in Business Administration from Louisiana Tech University and a Bachelor's degree from Penn State University. She is Certified Compensation Professional.
<b>Other experience and qualifications relevant to the proposed Project:</b>
Ms. Archer has managed multiple classification and compensation plans.

**General Professional Services Questionnaire**

<b>PROFESSIONAL NO. 4</b>
<b>Name &amp; Title:</b>
Margaret Richwagen, Consultant
<b>Name of Firm with which associated:</b>
The Archer Company
<b>Description of job responsibilities:</b>
Ms. Richwagen will assist analyzing salary data and recommending pay plan design scenarios.
<b>Years' experience with this Firm:</b>
One year.
<b>Education: Degree(s)/Year/Specialization:</b>
Master's degree in business administration. Bachelor's degree in human resources from University of Michigan.
<b>Other experience and qualifications relevant to the proposed Project:</b>
Ms. Richwagen retired from DeKalb County, Georgia (Atlanta area). She served as the Assistant Director of Human Resources for DeKalb County. She managed the County's classification and compensation plan covering more than 7,000 employees.



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<b>PROFESSIONAL NO. 5</b>
<b>Name &amp; Title:</b>
Elizabeth Gooden, Consultant
<b>Name of Firm with which associated:</b>
The Archer Company
<b>Description of job responsibilities:</b>
Ms. Gooden will assist the job analysis, pay plan(s) design and report preparation.
<b>Years' experience with this Firm:</b>
One year.
<b>Education: Degree(s)/Year/Specialization:</b>
Ph. D. candidate in organizational philosophy at Averett University. Master's degree in business administration at Walden University.
<b>Other experience and qualifications relevant to the proposed Project:</b>
Ms. Gooden has more than twenty years experience in human resources. She previously was the Human Resources Director at the City of Portsmouth, Virginia. Before that, she was the Assistant Director of Human Resources at the City of Newport News, Virginia.

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**K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.**

### **PROJECT NO. 1**

<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
Jefferson Parish, Louisiana Joseph Yenni Building 1221 Elmwood Park Blvd. Suite 206 Jefferson, LA 70123 jdumas@jeffparish.net 504-364-2730	The Archer Company (dba DMG-MAXIMUS) developed the Parish's classification plans in the late 1990's. The project included salary survey, job analysis, job evaluation and pay plan development. We updated the classification plans in 2008. In 2015-2016, The Archer Company again updated the classification plans, civil service, executive and judicial. The pay plan updates included job evaluations and salary survey. The Parish licenses the job evaluation system.
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
The Archer Company has worked with Jefferson Parish for more than 20 years.	The last update was \$35,000.

### **PROJECT NO. 2**

<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
DeKalb County, Georgia 1300 Commerce Drive Decatur, GA 30030 Ms. Jadia Haynes, Assistant Director jhaynes@dekalbcountyga.gov 404-434-7235	The Archer Company developed a classification plan for more than 7,000 employees. The project included job analysis and evaluation, salary survey, pay plan development, and job documentation. The County licenses our job evaluation system. We have conducted supplemental salary surveys for the Water Department positions and Planning Department positions. We currently provide pay plan maintenance and conduct special projects for the County.
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
Six years	\$475,000



## General Professional Services Questionnaire

<b>PROJECT NO. 3</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
Cobb County, Georgia Shirene Douglas, Manager 100 Cherokee Street NE Marietta, Georgia 30090 shirene.douglas@cobbcounty.org 770-528-2538	The Archer Company developed a classification plan that included more than 4,000 employees. The project included job analysis and evaluation, salary survey, pay plan development, pay plan implementation and job documentation.
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
Five years	\$325,000

<b>PROJECT NO. 4</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
Cuyahoga County, Ohio Personnel Review Commission Albert Bouchahine, Manager 9830 Loraine Avenue Cleveland, Ohio 44102 abouchahine@cuyahogacounty.us 216-443-5619	<p>The Archer Company developed and has maintained the County's classification plan for thirty years. Our services have included all elected officials and more than 15,000 employees over the years. Our projects have included job analysis and evaluation, salary survey, pay plan development, pay plan implementation and job documentation.</p> <p>We are currently conducting a salary survey to update the County's salary ranges.</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
Thirty years	In excess of \$1,000,000 over 30 years.

## General Professional Services Questionnaire

<b>PROJECT NO. 5</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<p>Newton County, Georgia  Amanda Shoemaker, Director  1113 Usher Street, Suite 203  Covington, GA 30014  ashoemaker@co.newton.ga.us  678-625-1200</p>	<p>The Archer Company developed a classification plan for the County that includes approximately 750 employees. The project included job analysis and evaluation, salary survey, pay plan development, pay plan implementation and job documentation.</p> <p>We are currently conducting a pay plan update for the County.</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
<p>Five years</p>	<p>\$50,000</p>

<b>PROJECT NO. 6</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<p>City of Asheville, NC  Peggy Rowe, Special Assistant  70 Court Plaza  Asheville, NC 28801  prowe@ashevillenc.gov  828-259-5682</p>	<p>The Archer Company developed a classification plan for the City. We initially established a \$15.00/hour minimum for all employees and asses the resulting compression analysis. We conducted job analysis and evaluation, salary survey, pay plan development and pay plan implementation. We analyzed overall compression analysis for all employees.</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
<p>Two years</p>	<p>\$150,000</p>



## General Professional Services Questionnaire

**L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.**

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1. n/a		
2.		
3.		
4.		

**M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.**

We have worked with Jefferson Parish for more than twenty years. Because the Parish licenses our job evaluation system, we can easily update job evaluations and internal equity. In addition, we can update the pay ranges for each pay plan.

In addition to Jefferson Parish, we have developed classification plans for the following:

Louisiana Lieutenant Governor's Office  
 Plaquemines Parish (completing a pay plan update)  
 St. Bernard Parish  
 St. Charles Parish  
 Iberia Parish

**N. To the best of my knowledge, the foregoing is an accurate statement of facts.**

Signature: James Battigaglia Print Name: James Battigaglia  
 Title: Director Date: May 31, 2022