



Compensation Study Proposal Package

June 2, 2022



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INTRODUCTION

There is a national trend for state and local governments and companies to examine their employee compensation programs. This trend is for a two-fold reason. First, they are facing rising compensation costs driven by their program policies. Second, they wish to remain as an employer of choice offering competitive and fair compensation to current and future employees.

An effective compensation plan is a thoughtful, delicate balance between sustained operations in the present and future, while also motivating and rewarding people fairly. From gaining acceptance from employees and stakeholders to retaining top performers and planning strategically, an effective compensation plan provides the organization with a competitive edge in the never-ending race for top talent.

Consistent with this national trend, Jefferson Parish is interested in conducting a compensation plan study. SSA Consultants (SSA), a Louisiana-based business management and organizational development firm, understands the intricate nature of compensation plans and can provide recommendations with an implementation plan to create a financially sound, competitive, and fair program for Jefferson Parish.

Founded in 1970, SSA has a long history of conducting compensation and classification studies both in the private and public sector, including recent compensation studies for East Baton Rouge Parish Government, St. Tammany Parish Government, the St. Tammany Parish Sheriff's Office, Ascension Parish Government, and the City of New Orleans.

SSA is pleased to offer this proposal for consideration by Jefferson Parish. Additional information about SSA's experience, qualifications, and proposed methodology is included within this proposal.

METHODOLOGY & APPROACH

The following sections describe SSA's methodology and approach to complete a compensation study, including a workflow with timeline and information about SSA (related experiences, reference contact information for similar projects, and project team resumes).

Project Methodology

The objective of the study is to create recommendations for the Jefferson Parish compensation plan. SSA's methodology includes the following activities.

- SSA will create a **project communication plan** with a designated point of contact to provide project status updates, provide guidance on project activities as needed, and address employee appeals.
 - SSA will schedule with the designated point of contact a project kick-off meeting to finalize the project work plan and develop the communication plan.
- SSA will develop a plan to **collect background data**.
 - This plan will include a review of Jefferson Parish's compensation strategy, policies, and practices to gain an understanding of the current compensation philosophy system.
 - SSA will deliver a data request to the Parish for background data around current benchmarks, job classifications, job descriptions, and total pay for employees.
- SSA will complete **individual job position and market analysis**.
 - SSA will use the current job descriptions to match jobs for benchmarking, based on duties, requirements, and other market indicators.
 - SSA will benchmark the positions using other compensation data and our proprietary database salary information.
- SSA will **recommend changes to the current classification system**.
 - SSA will analyze each individual classification system and compare with regional, state, and national practices to make recommendations and changes.
- SSA will make **recommend changes to the current compensation plan**.
 - SSA will make recommendations for changes to each individual plan based on findings in the benchmarking analysis to ensure external competitiveness and internal equity.
- SSA will **develop an implementation plan** around adjusting compensation as needed for individuals and jobs to create an ongoing process for updating job descriptions, benchmarks, and salary structure.
- SSA will **present the findings and recommendations with implementation plan**, including discussion of method, techniques, and data used to develop the compensation plan study, to appropriate Parish members.

Detailed Work Plan

This section of the proposal contains the detail work plan – including a step-by-step process with itemized tasks, estimated hours to complete the task, and a timeline for completion of each task. See **Methodology & Approach** section for additional detail.

The project schedule estimates a seven-month timeline. The work plan below identifies tasks to be completed in each month of the project timeline.

Project Work Plan

Scope of Work Activity	Month One	Month Two	Month Three	Month Four	Month Five	Month Six	Month Seven
<ul style="list-style-type: none"> Create a project communication plan <ul style="list-style-type: none"> Schedule and conduct project kick-off meeting 	•						
<ul style="list-style-type: none"> Collect background data <ul style="list-style-type: none"> Review compensation strategy, policies, and practices to gain an understanding of the current compensation philosophy system Gather background data around current benchmarks, job classifications, job descriptions, and total pay for employees 	•						
<ul style="list-style-type: none"> Complete individual job position and market analysis <ul style="list-style-type: none"> SSA will use the current job descriptions to match jobs for benchmarking, based on duties, requirements, and other market indicators SSA will benchmark the positions using other compensation data and our proprietary database salary information 		•	•	•			

Scope of Work Activity	Month One	Month Two	Month Three	Month Four	Month Five	Month Six	Month Seven
<ul style="list-style-type: none"> • Recommend changes to the current classification plan <ul style="list-style-type: none"> – Analyze each individual classification system and compare with regional, state, and national practices – Recommend changes to each classification system to ensure external competitiveness and internal equity 					•	•	
<ul style="list-style-type: none"> • SSA will develop an implementation plan around adjusting compensation as needed for individuals and jobs to create an ongoing process for updating job descriptions, benchmarks, and salary structure 						•	•
<ul style="list-style-type: none"> • SSA will present the findings and recommendations with implementation plan, including discussion of method, techniques, and data used to develop the compensation plan study, to appropriate Parish members 							•

REFERENCES AND GOVERNMENT CLIENTS

SSA has extensive experience in assessing and designing compensation plans for organizations across a variety of private and public industry sectors. SSA's experience in both the human resources and financial arenas, combined with their industry expertise creates practical, creative compensation solutions to keep SSA's clients at their competitive best.

In the past five years, SSA has completed several compensation studies in the public and private sectors similar in scope to Jefferson Parish. SSA has recently completed compensation and benefit plan studies for the City of New Orleans and the Baton Rouge Police Department.

References

SSA provides the following large-scale public-sector references for whom SSA has provided classification and compensation studies.

1. City of New Orleans – Compensation and Classification Benchmark Study

1300 Perdido Street
New Orleans, LA 70112
Lisa Hudson, Director, Civil Service
(504) 658-3504
lmhudson@nola.gov

2. St. Charles Parish – Compensation Study

15045 River Road, Hahnville, LA 70057
Mike Palamone, Chief Administrative Officer
(985) 783-5000
mpalemone@stcharlesgov.net

3. East Baton Rouge City Parish – Compensation Study

222 St. Louis Street
Baton Rouge, LA 70802
Linda Hunt, Director of Finance
(225) 389-3061
lhunt@brgov.com

Related Services Provided to Governmental Entities

In addition to compensation plan studies, SSA has provided a variety of related services to governmental entities and affiliated organizations in the last two years. These services include, but are not limited to, strategic planning, education and outreach, facilitation, performance management, organization design, change management, and leadership and team development.

Sample governmental entities and affiliated organizations client list includes:

- Ascension Parish
- Ascension Parish Library
- Ascension Parish Sheriff's Office
- Baton Rouge Police Department
- Baton Rouge Area Recreation (BREC)
- Capital Region Planning Commission
- City of Alexandria (Louisiana)
- City of Harahan (Louisiana)

- City of Mandeville (Louisiana)
- City of New Orleans (Louisiana)
- City of Plaquemine (Louisiana)
- City of St. Gabriel (Louisiana)
- Diocese of Baton Rouge
- East Baton Rouge Parish Government
- East Baton Rouge Sheriff's Office
- Lieutenant Governor's Office of Cultural Recreation and Tourism
- Louisiana Board of Social Work Examiners
- Louisiana Community and Technical College System
- Louisiana Emergency Response Network
- Louisiana Physical Therapy Board
- Louisiana State Board of Nursing
- Louisiana State Legislature, Streamlining Commission
- Louisiana State University
- St. Charles Parish
- St. John the Baptist Parish
- St. Tammany Parish
- St. Tammany Parish Sheriff's Office
- State of Louisiana
 - Department of Health and Hospitals
 - Department of Children and Family Services
 - Department of Education
 - Department of Natural Resources
 - Department of Revenue
 - Department of Wildlife and Fisheries
 - Department of Transportation and Development
 - Division of Administration
 - State Civil Service
- Rapides Parish
- West Feliciana Hospital

ABOUT SSA CONSULTANTS

SSA Consultants is an organizational development and management consulting firm based in Baton Rouge, Louisiana (within 30 miles of Gonzales, Louisiana) and founded in 1970. SSA is a team of professionals with diverse academic credentials and complementary, real-world management experience. The expertise of this team enables SSA to provide the quality of consulting services that help organizations improve their performance.

OUR MISSION

We are in the business of helping our clients improve their performance.

SSA's consulting services are designed and delivered to meet clearly defined client needs. SSA's clients span both the public and private sectors and range from nonprofits to Fortune 500 companies to government entities (state and local). Utilizing a collaborative methodology combining our insights and expertise with those of our clients, SSA provides straightforward consulting services and simple organizational tools that have the power to create new understanding and positive change.

SSA's services include compensation and benefit studies, strategic planning, organizational design and development, operational design and planning, work process redesign, performance management and improvement, systems integration and design, cultural transformation, training and leadership development, customer service improvement, stakeholder outreach, project management, best practice research and analysis (including public policy), grant writing, facilitation/negotiation/problem-solving, executive searches, and communications development and management.

SSA and its clients have received numerous awards as a result of their projects. Some of the more notable awards are the Better Business Bureau for South Central Louisiana's 2008 Douglas Manship Jr. Torch Award for Ethics in Business; the Press Ganey Compass Award for the most improvement in Customer Satisfaction scores in large hospitals awarded to Covenant Medical System in Texas; the Journal of Emergency Medical Services (JEMS) award for the nationally-recognized "Carpe Diem" program designed for Acadian Ambulance; the Louisiana Quality Award for process improvement work with Rapides Regional Medical Center; and the Louisiana Association of Business and Industry 2017 Free Enterprise Award for Innovator of the Year.

OUR VALUES

- Sensitive, responsive to customer needs
- Loyalty to customers and company
- High quality
- Ethics and integrity
- Teamwork
- Trust and openness in dealing with others
- Ongoing learning
- Self-evaluation for continuous improvement
- Sensitive to individual's needs and family
- Commitment to community

SSA's consulting team spans multiple generations and possesses a wide range of expertise and experience. Team members are entrepreneurs, innovators, teachers, researchers, planners, writers, problem-solvers, and community leaders that come from executive positions in the worlds of banking, health care, petrochemical, service industries, and academia.

SSA partners with and advises leading organizations in the private, nonprofit, and public sectors. By leveraging team members' diverse academic and professional backgrounds, deep industry knowledge, and areas of expertise, SSA provides high-quality services and resources that meet clients' needs.

Since 1970, SSA's approach has stayed the same — combine SSA's management expertise and experience with the knowledge and passion of their clients to build stronger, more successful organizations.

Project Leadership Resumes

SSA will utilize a mix of project team members to deliver the scope of services identified in the project methodology and approach. Resumes for the project team member, with a focus on compensation study experience, are provided for review by Jefferson Parish.



Christel Slaughter, PhD | Partner

Dr. Christel Slaughter is a partner at SSA Consultants, and for nearly 30 years, she has led organizational change and planning efforts for hundreds of clients across the United States in the private and public sectors.

Some of her work includes leading the cultural organization transformation of a publicly traded community bank; designing and implementing an award-winning customer service program for a large health care institution; leading an ongoing organizational development, design, and build-out of the Louisiana Emergency Response Network; and designing integration strategies for the State of Louisiana's multibillion-dollar coastal protection and restoration efforts. Christel also worked to establish and implement Blueprint Louisiana, a statewide grassroots reform effort. She is also Project Director of the East Baton Rouge City-Parish Green Light Plan, serving as the direct link between local government officials, program management team members, and the communities and stakeholders they both support.

In addition to client engagements, Christel is also a nationally recognized public speaker, presenting at notable conferences such as the National Association of Bar Executives, the Louisiana Association of Nonprofit Organizations, and the Diocesan Fiscal Management Conference.

Prior to embarking on her consulting career, she served as a faculty member at Louisiana State University for seven years as a Distinguished Alumni Professor. She holds a Bachelor of Science in Marketing and a doctorate degree in Systems Management and Organizational Design from LSU, and while preparing for her doctorate, the Academy of Management Doctoral Consortium selected Christel as one of the top 35 doctoral students in the nation. In 2009, Christel accepted an invitation from the dean of LSU's E.J. Ourso College of Business to teach a course in the Flores MBA Program as an adjunct professor.

Education & Certifications

- PhD Systems Management and Organizational Design, LSU
- B.S. Marketing, LSU
- Certified Hogan Assessment Systems Leadership Consultant

Areas of Expertise

- Organizational Design and Development
- Compensation and Benefit Studies
- Change Management
- Performance Improvement
- Strategic Planning
- Outreach and Education
- Training and Development
- Facilitation
- Leadership Selection and Development

Representative Clients

Compensation & Classification Studies

- Ascension Parish Government
- Baton Rouge Metropolitan Airport
- City of Baton Rouge, Parish of East Baton Rouge
- Louisiana State Civil Service
- St. John the Baptist Parish Government
- St. Tammany Parish Government



Cody Saucier | Consultant

Cody Saucier has developed a variety of experience in process management and analysis for projects in both private and public organizations. His experience includes developing process management flows for organizational assessment and evaluation, analyzing current practice standards, and implementing best practice research from a variety of industries and regions.

Cody's experience includes working with the St. Tammany Parish Government to create a Compensation and Benefits Study for all employees of the Parish Government. He has been involved in several other compensation and benefit plan studies for public entities, playing a key role in data analysis and comparable market research.

He has also worked with the Jefferson Parish Permit and Code Enforcement Department, Engineering Department, and Planning Department to improve the building permit and inspection process through process mapping and redesign. In addition, he has also assisted the Louisiana State Board of Medical Examiners in their operational analysis of the Licensure Division and create process workflows for each individual license type.

Cody has worked with the City of Baton Rouge in the reorganization of the Department of Public Works, which included separating the department into six separate entities and finding new leadership for the newly created departments.

Prior to joining SSA in 2013, Cody worked with developmental disabilities organizations to provide logistical support and volunteer coordination for fundraising events.

Education & Certifications

- B.A., History and Political Science, LSU

Areas of Expertise

- Process Management
- Complex Analysis
- Organizational Assessment
- Survey Administration
- Best Practice Research
- Compensation and Benefit Analysis

Representative Clients

Compensation & Classification Studies

- Ascension Parish Government
- Baton Rouge Metropolitan Airport
- City of Baton Rouge, Parish of East Baton Rouge
- City of New Orleans
- East Baton Rouge Sheriff's Office
- Sabine Parish Government
- St. John the Baptist Parish Government
- St. Tammany Parish Government
- St. Tammany Parish Sheriff's Office



Sarah Bowden | Consultant

Sarah Bowden has developed a breadth of experience and in specialized research and complex analysis for projects in both private, non-profit, and public organizations. Her experience includes developing operational designs for organizational assessment and evaluation, analyzing current practice standards, and implementing best practice research from a variety of industries and regions.

Areas of Expertise

- Compensation and Benefit Analysis
- Performance Management
- Employee Engagement
- Executive Searches
- Environmental Assessment

Representative Clients

Compensation & Classification Studies

- Ascension Parish Government
- Baton Rouge Police Department
- Capital Region Planning Commission
- Leadership Academy
- BREC
- BASF
- BRAC
- City of Baton Rouge, Parish of East Baton Rouge
- City of New Orleans
- CRPC
- East Baton Rouge Sheriff's Office
- Rapides Parish
- BRNEDD

Sarah's experience includes working with the Baton Rouge Police Department to create a Compensation and Benefits Study for all sworn officers in the organization, which included the formulation of recommendations to maximize the organization's efficiencies and employee satisfaction. She has been involved in several other compensation and benefit plan studies for public entities, playing a key role in data analysis and comparable market research.

She has also worked with the Parish of Ascension in developing up-to-date job descriptions and implementing a performance-management system, to enact cultural change within the Parish. In addition, she has also assisted the Baton Rouge Area Chamber in their operational analysis of the Intern BR Program.

She has worked with the Louisiana Department of Health conducting several executive searches in order to fill multiple high-level roles within the organization, which includes conducting personality assessments to assess cultural and job fit.

She has worked with the Diocese of Baton Rouge in the reorganization of the IT, CLTV, and other internal departments, which included developing a funding plan for organizational changes.

Education & Certifications

- B.A., Economics, LSU
- Minors: Psychology, Global Diplomacy, Sociology

Project Team Qualifications Matrix

Consultant	Years of Experience with Similar Projects - Government and Non-Profit Agencies	Number of Similar Projects - Government and Non-Profit Agencies	Knowledge of HR Systems and Practices	Knowledge of Federal and State Employment Laws	Designing and Implementing Pay Plans/Job Analysis/Gathering and Analyzing Salary Data	Qualifications of Staff	Ability to Manage, Coordinate, and Train Staff
Christel Slaughter, PhD	15 years	30+	Doctorate in Management; numerous presentations to SHRM, SBA, etc.	Work with EEOC; taught HR at LSU	Proficient; designed proprietary JAQ (Job Analysis Questionnaire)	Highly qualified at all aspects of compensation studies	Proficient
Cody Saucier	7 years	26+	Experience with merit systems, non-civil service systems; utilizes best in class practices	Proficient with Fair Labor Standards (exempt/non-exempt); Title VII and non-discrimination laws; equal pay, etc.	Highly proficient; directed all processes and staff for SSA's governmental and non-profit compensation studies	Has been re-engaged by satisfied clients for follow-up studies on multiple projects; multiple presentations to Parish Councils and public bodies	Highly proficient at working with clients to train staff to implement recommendations
Sarah Bowden	3 years	10+	Highly proficient in analyzing job descriptions; adjusting salary ranges; report writing	Understands Fair Labor Standards (exempt/non-exempt); Title VII and non-discrimination laws; equal pay, etc.	Proficient in designing and implementing pay plans/job analysis/gathering and analyzing salary data	Recently served as Project Manager for executive searches for state Office of Public Health; has proficiently performed numerous roles on compensation study teams	Proficient in shaping and communicating all aspects of study findings and recommendations to clients
Tessa Jackson	1 year	1	Works independently to analyze job descriptions and gather salary data	Will complete her master's degree in Public Administration from LSU in May 2022	Gaining experience with analyzing job descriptions, job analyses and gathering salary data	Qualified for most compensation study tasks and works well under the direction of the project manager	Excellent communication skills and is able to understand client questions and gather answers for them
Jill Waguespack	10 years	26+	Highly proficient writer and researcher of changes in laws and policies	Able to utilize programs and data available on HR websites such as SHRM and other subscription services	Highly proficient editor: able to synthesize information and prepare reports and materials for presentation of study results	Highly qualified administrative support professional and client liaison	Excellent ability to gather client questions and understand their needs
Total	36 years	30+ projects	4 of 5 highly qualified	4 of 5 highly qualified	4 of 5 highly qualified	All project team members are highly qualified in some aspect or aspects of compensation studies	4 of 5 highly qualified

COST PROPOSAL

SSA will utilize a mix of team members to complete each activity in the scope of work based on the activity and its complexity. The cost proposal for the Jefferson Parish Compensation Study is presented as two fixed, lump sum prices – \$310,500 for a review of all positions or \$177,750 for a benchmark review of 20% of total positions.

Below is a breakdown of services should Jefferson Parish like to review each position individually with hourly estimates at a \$225 hourly rate.

PROJECT OBJECTIVE	HOURS	COST
Project Administration	80	\$18,000
Classified Pay Plan Review	525	\$118,125
Executive Pay Plan Review	75	\$16,875
Judicial Pay Plan Review	75	\$16,875
East Bank Consolidated Fire Department Pay Plan Review	25	\$5,625
Cost Calculations and Internal Equity Review	500 (10 minutes per employee)	\$112,500
Report and Recommendations	40	\$9,000
Project Communications, Travel, & Meetings	60	\$13,500
Total	1,380	\$310,500

Below is a breakdown of services should Jefferson Parish like to use a benchmarking approach and review 20% of total positions with hourly estimates at a \$225 hourly rate:

PROJECT OBJECTIVE	HOURS	COST
Project Administration	60	\$13,500
Classified Pay Plan Review	105	\$23,625
Executive Pay Plan Review	15	\$3,375
Judicial Pay Plan Review	15	\$3,375
East Bank Consolidated Fire Department Pay Plan Review	5	\$1,125
Cost Calculations and Internal Equity Review	500 (10 minutes per employee)	\$112,500
Report and Recommendations	30	\$6,750
Project Communications, Travel, & Meetings	60	\$13,500
Total	790	\$177,750

LITIGATION

SSA is not currently involved in any litigation or contract compliance difficulties.

INSURANCE COVERAGE

If awarded the project, SSA, through its insurance provider Gallagher, can provide certificates of all-needed insurance in compliance with the requirements outlined in the RFP.

APPENDIX A

Professional Services Questionnaire

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

B. Firm Name & Address:

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:

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

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.

General Professional Services Questionnaire

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.		

General Professional Services Questionnaire

I. Please specify the total number of support personnel that may assist in the completion of this Project: _____
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:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 2
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 3
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 4
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

PROFESSIONAL NO. 5
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:

General Professional Services Questionnaire

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

Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

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.		
2.		
3.		
4.		

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

Jefferson Parish
State of Louisiana

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

Signature: *Mitch Slaughter* Print Name: _____

Title: _____ Date: _____

APPENDIX B

Affidavit

Statement of Qualifications

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF EAST BATON ROUGE PARISH

BEFORE ME, the undersigned authority, personally came and appeared: CHRISTOPHER
SLAUGHTER, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized CEO of SSA CONSULTANTS Entity),
the party who submitted a Statement of Qualifications (SOQ) to JEFFERSON
PARISH (Briefly describe the services the SOQ
will cover), to the Parish of Jefferson.

Affiant further said:

COMPENSATION STUDY FOR
PARISH EMPLOYEES

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required
attachment):

Choice A _____

Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B ✓

there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

- Choice A** _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.
- Choice B** ☒ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

- Choice A** _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.
- Choice B** ☒ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned SOQ.

Choice B ✓ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.


Signature of Affiant

CHRISTEL SLAUGHTER
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 25th DAY OF May, 2022.

Virginia W. Hornsby
Notary Public

Virginia w. Hornsby
Printed Name of Notary

55617
Notary/Bar Roll Number

My commission expires at death.

