GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

CONTRACT NUMBER: 47QREA20D0015
CONTRACT PERIOD: 07/24/2020 through 07/23/2025

Multiple Award Schedule

CONTRACTOR: @Orchard LLC
207 E Ohio St. #378
Chicago, IL 60611
Tel: (202) 631-3373
Web: www.talentorchard.com

CONTRACT ADMINISTRATOR: Tiffany Eastman
CEO
Tel: (202) 631-3373
tiffany@atorchard.com

BUSINESS SIZE: Small Business
Small Disadvantaged Business
Woman-Owned Small Business
Economically Disadvantaged Woman-Owned Small Business
Certified 8(a) Firm

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

For more information on ordering from this Federal Supply Schedule contract, please visit: www.gsa.gov/schedules
Contractor Information

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs): 561320SBSA, 561320SBSARC

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH AWARDED SIN: See Appendix A

1c. HOURLY RATES (Services only): See Appendix A

2. MAXIMUM ORDER THRESHOLD: $250,000

3. MINIMUM ORDER THRESHOLD: $100.00

4. GEOGRAPHIC COVERAGE: 48 States, DC

5. POINT(S) OF PRODUCTION: Chicago, IL

6. DISCOUNT FROM BEST MARKET RATE: GSA Net Prices can be found in Pricing Matrixes (below). Negotiated discounts have been applied and the Industrial Funding Fee has been added.

7. VOLUME DISCOUNT(S): .5% > $250,000 / 1% > $1,000,000

8. PROMPT PAYMENT TERMS: .5% Net 15

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9.a Government Purchase Cards will be accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards will NOT be accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: Determined at the task order level

11b. EXPEDITED DELIVERY: Contact Contractor if Available

11c. OVERNIGHT AND 2-DAY DELIVERY: Contact Contractor if Available

11d. URGENT REQUIREMENTS: Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the Contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination

13a. ORDERING ADDRESS: @Orchard LLC

ATTN: Tiffany Eastman
207 E Ohio St. #378
Chicago, IL 60611

13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT ADDRESS: @Orchard LLC

ATTN: Tiffany Eastman
207 E Ohio St. #378
Chicago, IL 60611
15. WARRANTY PROVISION: None

16. EXPORT PACKING CHARGES: None

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: None

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): Not Applicable

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): Not Applicable

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): Not Applicable

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): Not Applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): Not Applicable

22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): Not Applicable

23. PREVENTIVE MAINTENANCE (IF APPLICABLE): Not Applicable

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

24b. SECTION 508 COMPLIANCE FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT): Not Applicable

   The EIT standards can be found at: www.Section508.gov/

25. DUNS NUMBER: 964051259

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:

   Contractor has an active registration in the System for Award Management (SAM) database.
## Appendix A – Price List

<table>
<thead>
<tr>
<th>Customer Facility</th>
<th>Contractor Facility</th>
<th>Labor Category</th>
<th>GSA Rates w/IFF</th>
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The Service Contract Labor Standards is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
Appendix B – Labor Category Descriptions

**Accounting Clerk IV**

**Education:** High School Diploma  
**Experience:** Minimum of five (5) years’ experience  
**Job Duties:** Performs daily administrative and accounting activities such as maintaining journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

**Administrative Assistant II**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of five (5) years’ experience  
**Job Duties:** Provides administrative specialist support for program or project team, to include general secretarial, administrative and receptionist duties. Familiar with word processing, presentation, and simple spreadsheet application programs. Provides support for time and expense reporting, special and travel orders, travel arrangements, leave accounting, document control, and office supplies management. Capable of collecting information and performing data entry into documents. Senior level personnel experienced in support of executive level functions for schedule management and appointments records, travel arrangements, protocol, and meeting management.

**Administrative Assistant III**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of ten (10) years’ experience  
**Job Duties:** Performs a variety of standard and frequently complex administrative duties and responsibilities for supervisor(s) to ensure the smooth functioning of department or program using administrative skills, organizational skills, and a detailed knowledge of the organization and its programs and policies. Demonstrated ability to use word processing and spreadsheet software packages to create documents, reports, presentations and logs. Good organizational and analytical skills to perform research, collect data, proof and edit documents. Ability to take initiative, prioritize, complete work with minimal supervision while meeting deadlines.

**Business Analyst I**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of three (3) years’ experience  
**Job Duties:** Business Analyst I is responsible for providing analysis while applying current disciplines and methodologies to the planning, evaluation, and implementation in support of business operations. The Business Analyst I understands applicable business policies, regulations, and related data.

**Business Analyst II**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of five (5) years’ experience  
**Job Duties:** Business Analyst II has significant knowledge of the industry served while applying current disciplines and methodologies to the planning, evaluation, and implementation in support of business operations. The Business Analyst II understands applicable business policies, regulations, and related data and supports strategic decision making.
**Business Analyst III**

**Education:** Bachelor’s Degree

**Experience:** Minimum of ten (10) years’ experience

**Job Duties:** Business Analyst III has significant knowledge of the industry served while applying current disciplines and methodologies to the planning, evaluation, and implementation in support of business operations. The Business Analyst III understands applicable business policies, regulations, and related data and supports strategic decision making and facilitates process improvement.

**Business Subject Matter Expert I**

**Education:** Bachelor’s Degree

**Experience:** Minimum of five (5) years’ experience

**Job Duties:** The Business Subject Matter Expert I provides a high level of subject matter expertise and serves as an advisor on numerous aspects including the design, implementation, and analysis of business strategies. Analysis includes market research, forecasting, risk assessment, and working with internal departments to achieve quantitative results. A Business Subject Matter Expert I will have a minimum of five (5) years’ experience in their particular field of expertise. Examples of these fields could include but are not limited to logistics management, operations, procurement, enterprise strategy, training, marketing, human resources, quality control, supply chain management, and accounting.

**Business Subject Matter Expert III**

**Education:** Master’s degree

**Experience:** Minimum of ten (10) years’ experience

**Job Duties:** The Business Subject Matter Expert III provides a high level of subject matter expertise and serves as an advisor on numerous aspects including the design, implementation, and analysis of business strategies. Analysis includes market research, forecasting, risk assessment, and working with internal departments to achieve quantitative results. A Business Subject Matter Expert III will have a minimum of ten (10) years’ experience in their particular field of expertise with a core focus on elements having major organizational impact and typically reports to senior management. Examples of these fields could include but are not limited to logistics management, operations, procurement, enterprise strategy, training, marketing, human resources, quality control, supply chain management, and accounting.

**Engineer I**

**Education:** Bachelor’s Degree

**Experience:** Minimum of two (2) years’ experience

**Job Duties:** Engineer I’s work closely with Client personnel in activities for the system analysis in information system development: system engineering; system integration; software engineering; information engineering; network engineering; data engineering; or mentoring.

**Human Resources Assistant**

**Education:** High School Diploma

**Experience:** Minimum of three (3) years’ experience

**Job Duties:** Human Resources Assistant provides administrative support to one or more human resources functions, including recruiting, employee/labor relations, compensation, benefits, training, equal employment opportunity, and/or employee records. Processes HR department applications, including employment and enrollment applications; maintains attendance and employment records, and compiles statistics for various HR management reports. Being a Human Resources Assistant III may conduct pre-employment screening interviews, check references and respond to routine questions on HR policy. May coach and provide instruction to lower-level professional staff. Additionally, Human Resources Assistant III may require an associate's degree or its equivalent. Typically reports to a supervisor or manager. The Human Resources Assistant III has gained proficiency in multiple competencies relevant to the job. Works independently within established procedures associated with the specific job function.
**Human Resources I**

**Education:** Associate's Degree  
**Experience:** Minimum of one (1) year experience  
**Job Duties:** Responsible for administering human resources policies and procedures. Collects and maintains HR data related to compensation, benefits, training, recruitment, etc. to help make recommendations for improvement. A Human Resources I processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies.

**Human Resources II**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of five (5) years’ experience  
**Job Duties:** Leads the development, implementation, and administration of compensation and benefits programs, policies, and procedures. Manages common compensation functions, including survey participation, job evaluation, salary structure development, incentive plan design, and associated analysis. Being a Compensation and Benefits Manager manages common benefits functions, including life, health, and disability insurance, retirement benefits and paid time off. Ensures that compensation and benefits programs remain competitive and conform to current compensation strategy. Additionally, Compensation and Benefits Manager may also manage profit-sharing and performance management programs.

**Information Technology Analyst I**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of two (2) years’ experience  
**Job Duties:** IT Analyst I’s work closely with Client personnel in activities for the definition of system requirements in information system development including: organizing joint application development (JAD) work sessions; JAD facilitation; data analysis; business process modeling; use case modeling; requirements elicitation; analysis modeling; or mentoring. Responsible for the creation of requirements documentation (use case specifications, supplemental specifications, software requirements specifications) using the Unified Modeling Language (UML) and computer aided software engineering tools (CASE).

**Information Technology Analyst II**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of four (4) years’ experience  
**Job Duties:** IT Analyst II’s work closely with Client personnel in activities for the definition of system requirements in information system development including: organizing joint application development (JAD) work sessions; JAD facilitation; data analysis; business process modeling; use case modeling; requirements elicitation; analysis modeling; or mentoring. Responsible for the creation of requirements documentation (use case specifications, supplemental specifications, software requirements specifications) using the Unified Modeling Language (UML) and computer aided software engineering tools (CASE).

**Information Technology Analyst III**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of seven (7) years’ experience  
**Job Duties:** IT Analyst III’s work closely with Client personnel in activities for the definition of system requirements in information system development: organizing joint application development (JAD) work sessions; JAD facilitation; data analysis; business process modeling; use case modeling; requirements elicitation; analysis modeling; or mentoring. Responsible for the creation of requirements documentation (use case specifications, supplemental specifications, software requirements specifications) using the Unified Modeling Language (UML) and computer aided software engineering tools (CASE). As a senior resource, an Analyst III is capable of leading a team of Analysts in the requirements gathering effort.
Information Technology Specialist I
Education: Bachelor’s Degree
Experience: Minimum of three (3) years’ experience
Job Duties: An Information Technology Specialist I typically works under supervision to provide technical support in emerging technologies. Responsible for the development of the Client's solution based on a given architecture and detailed design.

Information Technology Subject Matter Expert I
Education: Bachelor’s Degree
Experience: Minimum of five (5) years’ experience
Job Duties: IT Subject Matter Expert I's serve as technical experts on projects. Develop and/or review technical documentation detailing technical areas within a project. This documentation set includes, but is not limited to: development processes, computer aided software engineering (CASE) tool configuration, mentoring, system architecture, system design, and system specifications.

Information Technology Subject Matter Expert II
Education: Master’s degree
Experience: Minimum of nine (9) years’ experience
Job Duties: IT Subject Matter Expert II's serve as technical experts on projects. Develop and/or review technical documentation detailing technical areas within a project. This documentation set includes, but is not limited to: development processes, computer aided software engineering (CASE) tool configuration, mentoring, system architecture, system design, and system specifications.

Information Technology Subject Matter Expert III
Education: Master’s degree
Experience: Minimum of 15 years’ experience
Job Duties: IT Subject Matter Expert III's serve as technical experts on projects. Develop and/or review technical documentation detailing technical areas within a project. This documentation set includes, but is not limited to: development processes, computer aided software engineering (CASE) tool configuration, mentoring, system architecture, system design, and system specifications.

Infrastructure Security Specialist
Education: Bachelor’s Degree
Experience: Minimum of four (4) years’ experience
Job Duties: Infrastructure Security Specialist's responsibilities are to design the network infrastructure including load balancers, clusters, and firewalls to ensure that the network infrastructure meets the needs solution. Infrastructure Security Specialists work in tandem with the technical team and individually as tasks and time dictate.

Infrastructure Specialist I
Education: Bachelor’s Degree
Experience: Minimum of one (1) year experience
Job Duties: Infrastructure Specialist I's work with supervision in the installation, configuration, maintenance, troubleshooting and repair of computer-based systems and LANs/WANs included in the environment.

Infrastructure Specialist II
Education: Bachelor’s Degree
Experience: Minimum of two (2) years’ experience
Job Duties: Infrastructure Specialist II's work with little supervision in the installation, configuration, maintenance, troubleshooting and repair of computer-based systems and LANs/WANs included in the environment.
**Infrastructure Specialist III**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of seven (7) years’ experience  
**Job Duties:** Infrastructure Specialist III's provide infrastructure support on projects. They are responsible for the analysis, design, installation, and configuration of network and server environments. Maintains, troubleshoots, and repairs the computer-based systems and LANs/WANs included in the environment. Responsible for communicating infrastructure status to Client management. As a senior resource, an Infrastructure Specialist III is capable of leading a team of Infrastructure Specialists in the specific infrastructure effort.

**Marketing Manager I**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of three (3) years’ experience  
**Job Duties:** Product Manager manages, develops, and implements marketing activities to maximize sales of an assigned brand. Analyzes brand performance, brand competitiveness, and product trends in the marketplace and develops strategies for assigned brand based on research and analysis. Being a Product/Brand Management Manager, Sr. works with sales teams to identify and implement appropriate sales strategies. May require a bachelor's degree. Additionally, Product/Brand Management Manager, Sr. typically reports to senior management. The Product/Brand Management Manager, Sr. typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget.

**Medical Claims Processing I**

**Education:** Associate's Degree  
**Experience:** Entry-level, no experience required  
**Job Duties:** Conduct compliance audits and inpatient and outpatient record reviews. Ability to read and analyze complex information including medical charts and other insurance and claims documents. Ability to prepare objective, unbiased medical determinations for review. Ensure compliance with all HIPAA requirements.

**Medical Claims Processing II**

**Education:** Bachelor’s Degree  
**Experience:** Entry-level, no experience required  
**Job Duties:** Conduct compliance audits and inpatient and outpatient record reviews. Ability to read and analyze complex information including medical charts and other insurance and claims documents. Ability to prepare objective, unbiased medical determinations for review. Familiarity with automated medical claims payment systems. Ensure compliance with all HIPAA requirements. Demonstrate an ability to constructively provide feedback to providers.

**Project Manager I**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of four (4) years’ experience  
**Job Duties:** Manages and oversees all aspects of a technology project to ensure it is completed on-time and within budget. Has overall responsibility for managing scope, cost, schedule, internal staffing and outside vendors, and contractual deliverable. An IT Project Manager prepares reports for upper management regarding status of project. Possesses strong knowledge of technology.
**Project Manager II**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of seven (7) years’ experience  
**Job Duties:** Responsible for the coordination and completion of task orders. Oversees all aspects of task orders. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of each assigned task order. Prepares reports for upper management regarding status of task orders. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

**Quality Control Clerk**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of three (3) years’ experience  
**Job Duties:** Oversees and monitors the inspection and testing of materials, parts, and products to ensure adherence to established quality standards. Establishes inspection protocols, defines sampling procedures, and determines equipment and mechanisms to be used in the testing process. Recommends changes in specifications of materials, parts, and products based on inspection results. May formulate and revise quality control policies and procedures.

**Recruiter I**

**Education:** High School Diploma  
**Experience:** Minimum of two (2) years’ experience  
**Job Duties:** Recruits respondents for studies by a variety of methods. Must be familiar with screener and questionnaire development and have excellent communication skills to gain report with respondents easily, sometimes under difficult circumstances. Must be able to work to deliver recruits under tight deadline pressure.

**Recruiter II**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of four (4) years’ experience  
**Job Duties:** Recruits high-level and difficult to reach respondents for qualitative and quantitative studies such as focus groups and face-to-face interviews, phone surveys or mixed mode methodology studies. Recruiting usually takes place by email or web invitation, phone, or occasionally face-to-face. Extensive experience in unobtrusive customer contact and professional communication skills are required.

**Recruiter III**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of five (5) years’ experience  
**Job Duties:** Responsible for recruiting, screening and interviewing of potential employees. Works with a variety of sources both external and internal sources to find the best candidates for open positions. Works with hiring managers to determine the required skills and experience for the position. Prepares job offers, assists in compensation negotiations and conducts orientation for new employees. Performs exit interviews and processes change of employee status. May guide lower-level recruiters.

**Researcher**

**Education:** Bachelor’s Degree  
**Experience:** Minimum of two (2) years’ experience  
**Job Duties:** Develops research protocols and conducts primary and secondary research efforts for clients. Uses a variety of traditional and non-traditional qualitative and quantitative research methods. Gathers and synthesizes data, interprets results, draws conclusions, and makes recommendations based on findings. Writes and presents research reports.
Tester I
Education: Bachelor’s Degree
Experience: Minimum of one (1) year experience
Job Duties: Tester I’s are responsible for the implementation of the test cases. When defects are identified, the Tester I is responsible for submitting problem reports. After the defects are resolved, the Tester I is responsible for verifying that the defect has been resolved.

Tester II
Education: Bachelor’s Degree
Experience: Minimum of two (2) years’ experience
Job Duties: Tester II’s are responsible for the development and implementation of the test cases. When defects are identified, the Tester II is responsible for submitting problem reports. After the defects are resolved, the Tester II is responsible for verifying that the defect has been resolved.

Education/Experience Equivalents

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@Orchard uses the industry standard: 1 ½ years of experience is equivalent to one year of education.