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

Contract Number: GS-35F-322GA
Contract Period: 03/29/2017 – 03/28/2027

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contractor: Library Associates of Maryland, LLC (dba LAC Federal)
700 12th Street, NW, Suite 700
Washington, DC 20005

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology, Office Management, Professional Services

Business Size: Other than Small Business

Telephone: 240-292-0502
Web Site: www.lacfederal.com
E-mail: jonathan.barney@lacfederal.com
Contract Administration: Jonathan Barney

Price Current through Mod #PS-0020 dated 06/16/2022.
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>493110RM &amp; 493110RMRC</td>
<td>Physical Records Management Services</td>
</tr>
<tr>
<td>518210DC &amp; 518210DCRC</td>
<td>Document Conversion Services</td>
</tr>
<tr>
<td>54151HEAL &amp; 54151HEALRC</td>
<td>Health Information Technology Services</td>
</tr>
<tr>
<td>54151S &amp; 54151SRC</td>
<td>Professional Information Technology Services</td>
</tr>
<tr>
<td>541611LIT &amp; 541611LITRC</td>
<td>Litigation Support Solutions</td>
</tr>
<tr>
<td>541611O &amp; 541611ORC</td>
<td>Office Management Needs Assessment and Analysis Services</td>
</tr>
<tr>
<td>541611 &amp; 541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM &amp; OLMRC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See Pricing Page 5.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Labor Category Descriptions Page 9.

2. Maximum Order: For SINs 54151HEAL and 54151S - $500,000.00
   For SINs 493110RM, 518210DC, 541611LIT, 541611O, and 541611 - $1,000,000.00
   For SIN OLM - $250,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Worldwide

5. Point(s) of production (city, county, and state or foreign country): N/A

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None

8. Prompt payment terms: Net 30 days
   Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9. Foreign items (list items by country of origin): None
10a. Time of Delivery (Contractor insert number of days): LAC Federal shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Consult with Contractor.

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Consult with Contractor.

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Consult with Contractor.

11. F.O.B Points(s): Destination

12a. Ordering Address(es): Same as Contractor.

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es): Same as Contractor.

14. Warranty provision: Contractor’s Standard Warranty.

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. www.lacfederal.com

23. **Unique Entity Identifier (UEI) Number:** E7CZU1NJ8JD3

24. **Notification regarding registration in System for Award Management (SAM) database:** LAC Federal is registered in the System for Award Management.
GSA Awarded Pricing of Products and Services for SINs 493110RM, 518210DC, 541611LIT, and 541611O

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 5 03/29/2021 – 03/28/2022</th>
<th>Year 6 03/29/2022 – 03/28/2023</th>
<th>Year 7 03/29/2023 – 03/28/2024</th>
<th>Year 8 03/29/2024 – 03/28/2025</th>
<th>Year 9 03/29/2025 – 03/28/2026</th>
<th>Year 10 03/29/2026 – 03/28/2027</th>
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<tbody>
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GSA Awarded Pricing of Products and Services for SINs 493110RM and 518210DC

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

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<thead>
<tr>
<th>Labor Category</th>
<th>Year 5 03/29/2021 – 03/28/2022</th>
<th>Year 6 03/29/2022 – 03/28/2023</th>
<th>Year 7 03/29/2023 – 03/28/2024</th>
<th>Year 8 03/29/2024 – 03/28/2025</th>
<th>Year 9 03/29/2025 – 03/28/2026</th>
<th>Year 10 03/29/2026 – 03/28/2027</th>
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<tbody>
<tr>
<td>Website Designer I</td>
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GSA Awarded Pricing of Products and Services for SIN 54151HEAL
The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

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<th>Year 7 03/29/2023 - 03/28/2024</th>
<th>Year 8 03/29/2024 - 03/28/2025</th>
<th>Year 9 03/29/2025 - 03/28/2026</th>
<th>Year 10 03/29/2026 - 03/28/2027</th>
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<tr>
<td>Health IT Administration Specialist</td>
<td>$34.11</td>
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GSA Awarded Pricing of Products and Services for SIN 54151S
The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

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<th>Labor Category</th>
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<th>Year 6 03/29/2022 - 03/28/2023</th>
<th>Year 7 03/29/2023 - 03/28/2024</th>
<th>Year 8 03/29/2024 - 03/28/2025</th>
<th>Year 9 03/29/2025 - 03/28/2026</th>
<th>Year 10 03/29/2026 - 03/28/2027</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Programmer I</td>
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GSA Awarded Pricing of Products and Services for SIN 541611
The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

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<th>Year 7 03/29/2023 – 03/28/2024</th>
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<th>Year 9 03/29/2025 – 03/28/2026</th>
<th>Year 10 03/29/2026 – 03/28/2027</th>
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<td>$103.47</td>
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Document Processor I

**Functional Responsibilities:** Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.

**Minimum Education:**  Bachelors Degree

**Minimum Experience:**  3 Years

File Clerk I

**Functional Responsibilities:** Follows detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph, or mailing machine.

**Minimum Education:**  High School Degree

**Minimum Experience:**  0 Years

File Clerk II

**Functional Responsibilities:** Follows detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph, or mailing machine.

**Minimum Education:**  High School Degree

**Minimum Experience:**  1 Year

Librarian I

**Functional Responsibilities:** Responsible for supervising, coordinating, and/or management of a branch or library division. May oversee one large or several small satellite libraries and supervise others. Participates in development of collections, knowledgeable of library policy; interprets and assists in formation and implementation. May be responsible for planning, developing, and implementing outreach programs. Requires excellent knowledge of: library services, reference sources and methods, plus other information acquisition methods; library automation principles and practices, including computer equipment systems and software; principles, and practices of library science. Provides
instruction or assistance as new or unusual situations arise, and is knowledgeable of operating procedures and policies of the work unit. Good knowledge of principles and practices of supervision, training, and performance evaluation. Supervises library support staff.

**Minimum Education:** Masters Degree  
**Minimum Experience:** 1 Year

### Librarian II

**Functional Responsibilities:** Responsible for supervising, coordinating, and/or management of a branch or library division. May oversee one large or several small satellite libraries and supervise others. Participates in development of collections, knowledgeable of library policy; interprets and assists in formation and implementation. May be responsible for planning, developing, and implementing outreach programs. Requires excellent knowledge of: library services, reference sources and methods, plus other information acquisition methods; library automation principles and practices, including computer equipment systems and software; principles, and practices of library science. Provides instruction or assistance as new or unusual situations arise, and is knowledgeable of operating procedures and policies of the work unit. Good knowledge of principles and practices of supervision, training, and performance evaluation. Supervises library support staff.

**Minimum Education:** Masters Degree  
**Minimum Experience:** 2 Years

### Librarian III

**Functional Responsibilities:** Responsible for supervising, coordinating, and/or management of a branch or library division. May oversee one large or several small satellite libraries and supervise others. Participates in development of collections, knowledgeable of library policy; interprets and assists in formation and implementation. May be responsible for planning, developing, and implementing outreach programs. Requires excellent knowledge of: library services, reference sources and methods, plus other information acquisition methods; library automation principles and practices, including computer equipment systems and software; principles, and practices of library science. Provides instruction or assistance as new or unusual situations arise, and is knowledgeable of operating procedures and policies of the work unit. Good knowledge of principles and practices of supervision, training, and performance evaluation. Supervises library support staff.

**Minimum Education:** Masters Degree  
**Minimum Experience:** 3 Years

### Library Assistant I

**Functional Responsibilities:** Uses some subject-matter knowledge and judgment to complete assignments that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Such positions (which may include supervisory
responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.

**Minimum Education:** High School Degree  
**Minimum Experience:** 0 Years

---

**Library Assistant II**  
**Functional Responsibilities:** Uses some subject-matter knowledge and judgment to complete assignments that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.

**Minimum Education:** High School Degree  
**Minimum Experience:** 1 Year

---

**Library Cataloger I**  
**Functional Responsibilities:** Assist with circulation of materials and tracks, stores, retrieves, and disseminates material. Assists finding training materials from internal and external sources. Instructs on how to access and use information resources and systems. Maintains collections by adding and deleting materials. Checks-in, checks-out, and distributes materials. Renews, reserves, and recalls materials.

**Minimum Education:** Associates Degree  
**Minimum Experience:** 1 Year

---

**Library Cataloger II**  
**Functional Responsibilities:** Assist with circulation of materials and tracks, stores, retrieves, and disseminates material. Assists finding training materials from internal and external sources. Instructs on how to access and use information resources and systems. Maintains collections by adding and deleting materials. Checks-in, checks-out, and distributes materials. Renews, reserves, and recalls materials.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 2 Years

---

**Library Cataloger III**  
**Functional Responsibilities:** Assist with circulation of materials and tracks, stores, retrieves, and disseminates material. Assists finding training materials from internal and external sources. Instructs on
how to access and use information resources and systems. Maintains collections by adding and deleting materials. Checks-in, checks-out, and distributes materials. Renews, reserves, and recalls materials.

**Minimum Education:** Masters Degree  
**Minimum Experience:** 3 Years

---

**Library Technician I**

**Functional Responsibilities:** Provides services including Interlibrary Loan work, Acquisitions, Serials check-in, ILS Systems support, Circulation, and Reference support. Provides information service, such as answering questions regarding card catalogs, and assists in the use of bibliographic tools, such as library catalogs. Performs routine cataloging of library materials. Files cards in catalog drawers according to system used. Answers routine inquiries and refers persons requiring professional assistance to Librarian. Verifies bibliographic information on order requests. Works or directs workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department; card preparation activities in catalog department; or limited loan or reserve desk operation of circulation department.

**Minimum Education:** Associates Degree  
**Minimum Experience:** 0 Years

---

**Library Technician II**

**Functional Responsibilities:** Provides services including Interlibrary Loan work, Acquisitions, Serials check-in, ILS Systems support, Circulation, and Reference support. Provides information service, such as answering questions regarding card catalogs, and assists in the use of bibliographic tools, such as library catalogs. Performs routine cataloging of library materials. Files cards in catalog drawers according to system used. Answers routine inquiries and refers persons requiring professional assistance to Librarian. Verifies bibliographic information on order requests. Works or directs workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department; card preparation activities in catalog department; or limited loan or reserve desk operation of circulation department.

**Minimum Education:** Associates Degree  
**Minimum Experience:** 1 Year

---

**Multimedia Specialist I**

**Functional Responsibilities:** Determines format, approach, content, level, and medium to meet objectives most effectively within budgetary constraints, utilizing research, knowledge, and training.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 3 Years

---

**Project Manager I**
**Functional Responsibilities:** The PM will provide day-to-day direction and control of large or complex document management projects. The PM provides technical and functional guidance to project teams; monitors the progress of tasks and deliverables; tracks and reports project status to client; and ensures that all critical project issues are addressed.

**Minimum Education:**  Bachelors Degree  
**Minimum Experience:**  2 Years

---

**Project Manager II**

**Functional Responsibilities:** The PM will provide day-to-day direction and control of large or complex document management projects. The PM provides technical and functional guidance to project teams; monitors the progress of tasks and deliverables; tracks and reports project status to client; and ensures that all critical project issues are addressed.

**Minimum Education:**  Bachelors Degree  
**Minimum Experience:**  3 Years

---

**Project Manager III**

**Functional Responsibilities:** The PM will provide day-to-day direction and control of large or complex document management projects. The PM provides technical and functional guidance to project teams; monitors the progress of tasks and deliverables; tracks and reports project status to client; and ensures that all critical project issues are addressed.

**Minimum Education:**  Bachelors Degree  
**Minimum Experience:**  4 Years

---

**Technical Writer I**

**Functional Responsibilities:** Performs the research, writing, review, editing, and rewriting of documents such as manuals, reports, publications, presentations, studies, proposals, etc. Translates technical information into clear, readable documents used by technical and non-technical personnel. Researches information sources such as library resources, technical documents, and client and company personnel to obtain and verify technical data. Performs the proofreading and editing of documents for proper grammar, spelling, punctuation, syntax, and usage. Edits and rewrites documents to ensure accuracy, consistency of style, compliance with format, and adherence to original content. Coordinates with technical staff to determine the optimum organization, format, and content of technical documents to include layout and preparation for production. Safeguards technical documents.

**Minimum Education:**  Associates Degree  
**Minimum Experience:**  2 Years

---

**Experience & Degree Substitution Equivalencies - Non-Engineer Labor Categories**

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.
<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
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<tr>
<td>Bachelors</td>
<td>Associates degree + 2 Additional Years relevant experience or 4 Additional Years relevant experience</td>
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<tr>
<td>Masters</td>
<td>Bachelors plus 2 Additional Years relevant experience or Associates degree + 4 Additional Years relevant experience or 6 Additional Years relevant experience</td>
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<td>PhD</td>
<td>Masters + 2 Additional Years relevant experience, or Bachelors + 4 Additional Years relevant experience or Associates degree + 6 Additional Years relevant experience or 8 Additional Years relevant experience</td>
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Labor Category Descriptions
SIN 493110RM and 518210DC

Website Designer I

Functional Responsibilities: Works closely with records managers, librarians, and technical staff to build high impact, scalable web pages, online portals, and backend processing applications that support resource discovery, digital collections, and the many processes used to acquire, catalog, preserve, and deliver print and electronic resources. Committed to applying best software development practices and using emerging web technologies to help the libraries realize their mission online.

- Creates visually appealing web pages and user interfaces.
- Visualizes and anticipates the interaction points of printed web design and web design concepts.
- Codes web pages and user interfaces as defined by specifications.
- Creates and/or modifies CMS templates.
- Creates, modifies, and/or extends jQuery libraries and plug-ins.
- Tests for cross-browser incompatibilities.
- Works in a team environment.

Minimum Education: Associates Degree
Minimum Experience: 2 Years

Experience & Degree Substitution Equivalencies - Non-Engineer Labor Categories
Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<table>
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<td>Bachelors</td>
<td>Associates degree + 2 Additional Years relevant experience or 4 Additional Years relevant experience</td>
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<td>Masters</td>
<td>Bachelors plus 2 Additional Years relevant experience or Associates degree + 4 Additional Years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Masters + 2 Additional Years relevant experience, or Bachelors + 4 Additional Years relevant experience or Associates degree + 6 Additional Years relevant experience</td>
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Labor Category Descriptions
SIN 54151HEAL

**Health IT Administration Specialist**

**Functional Responsibility:** Compiles, verifies, and enters Health IT information into an established information management platform such as a database or spreadsheet. Performs data entry, data quality control, and updating of Health IT related data and information under the direction of a program manager or other supervisor.

**Education/Experience:** Associates Degree
**Minimum Experience:** 1 Year

**Health IT Computer Programmer**

**Functional Responsibility:** Applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) to support the creation of Health IT products that support the collection, analysis, and management of health informatics, health research, or healthcare delivery. Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures.

**Minimum Education:** Bachelors Degree
**Minimum Experience:** 2 Years

**Health IT Information Specialist I**

**Functional Responsibility:** Provides support in the creation, maintenance, and quality assurance of health information records either in a clinical or research setting using a knowledge of health metadata and coding standards. Work may range from data entry, database administration, document imaging, and transcribing health records. Uses knowledge of medical terminology and medical coding, and office automation equipment to organize and maintain health information.

**Minimum Education:** Associates Degree
**Minimum Experience:** 1 Year

**Health IT Information Specialist II**

**Functional Responsibility:** Provides support in the creation, maintenance and quality assurance of health information records either in a clinical or research setting using a knowledge of health metadata and coding standards. Work may range from data entry, database administration, document imaging, and transcribing health records. Uses knowledge of medical terminology and medical coding, and office automation equipment to organize and maintain health information.

**Minimum Education:** Bachelors Degree
**Minimum Experience:** 2 Years
**Health IT Information Specialist III**

**Functional Responsibility:** Provides support in the creation, maintenance and quality assurance of health information records either in a clinical or research setting using a knowledge of health metadata and coding standards. Work may range from data entry, database administration, document imaging, and transcribing health records. Uses knowledge of medical terminology and medical coding, and office automation equipment to organize and maintain health information.

**Minimum Education:** Masters Degree
**Minimum Experience:** 3 Years

---

**Health IT Web Developer I**

**Functional Responsibility:** Provides programming and other technical support to develop or modify web pages for health and healthcare-related web sites that incorporate sound User Experience/User Interface design principles and meet necessary compliance standards. Creates or supports online portals and backend processing applications to create sites using web technologies, applications and programming languages as required. Coordinates with team members to support content creation and graphic design.

**Minimum Education:** Bachelors Degree
**Minimum Experience:** 1 Year

---

**Health IT Web Developer II**

**Functional Responsibility:** Provides programming and other technical support to develop or modify web pages for health and healthcare-related web sites that incorporate sound User Experience/User Interface design principles and meet necessary compliance standards. Creates or supports online portals and backend processing applications to create sites using web technologies, applications and programming languages as required. Coordinates with team members to support content creation and graphic design.

**Minimum Education:** Bachelors Degree
**Minimum Experience:** 3 Years
**Experience & Degree Substitution Equivalencies - Non-Engineer Labor Categories**

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

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<td>Masters</td>
<td>Bachelors plus 2 Additional Years relevant experience or Associates degree + 4 Additional Years relevant experience or 6 Additional Years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Masters + 2 Additional Years relevant experience, or Bachelors + 4 Additional Years relevant experience or Associates degree + 6 Additional Years relevant experience or 8 Additional Years relevant experience</td>
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Labor Category Descriptions
SIN 541515

Computer Programmer I
Functional Responsibility: Performs basic to complex programming tasks either in support of higher level staff or in an organization with well-established technologies using Commercial Off the Shelf (COTS) programs and providing support for integration as needed.

Minimum Education: Bachelors Degree
Minimum Experience: 2 Years

GIS Specialist
Functional Responsibility:
Works as a part of a team with software developers and web application developers to create and maintain applications and programs that integrate Geospatial data. Analyzes land and aerial imagery and provides technical support in installing, configuring, integrating, and troubleshooting Geospatial Information Systems.

Education/Experience: Bachelors Degree
Minimum Experience: 3 Years

IT Knowledge Manager I
Functional Responsibility: Performs a wide range of activities to support a digital information or knowledge repository including classification, indexing, cataloging, retrieval, and circulation of information assets including any associated physical media. Assists users in discovery, retrieval and use of information assets through specialized technologies or portals necessary for that purpose. Supports user discovery, information technology platforms and office automation tools.

Minimum Education: Bachelors Degree
Minimum Experience: 1 Year

IT Knowledge Manager II
Functional Responsibility: Performs a wide range of activities to support a digital information or knowledge repository including classification, indexing, cataloging, retrieval, and circulation of information assets including any associated physical media. Assists users in discovery, retrieval and use of information assets through specialized technologies or portals necessary for that purpose. Supports user discovery, information technology platforms and office automation tools.

Minimum Education: Masters Degree
Minimum Experience: 2 Years
**IT Knowledge Manager III**

**Functional Responsibility:** Performs a wide range of activities to support a digital information or knowledge repository including classification, indexing, cataloging, retrieval, and circulation of information assets including any associated physical media. Assists users in discovery, retrieval and use of information assets through specialized technologies or portals necessary for that purpose. Supports user discovery, information technology platforms and office automation tools.

**Minimum Education:** Masters Degree  
**Minimum Experience:** 3 Years

**IT Program Support Specialist I**

**Functional Responsibility:** Provides technical support for IT projects through data entry and sound data management for on-line files and records. Creates and updates spreadsheets with large numbers without mistakes. Enters, corrects, and updates data into a spreadsheet, database or other electronic file systems; performs backups to ensure preservation of data. Utilizes standard office automation technologies and computer equipment, prepares reports.

**Minimum Education:** High School Degree  
**Minimum Experience:** None

**IT Program Support Specialist II**

**Functional Responsibility:** Provides technical support for IT projects through data entry and sound data management for on-line files and records. Creates and updates spreadsheets with large numbers without mistakes. Enters, corrects, and updates data into a spreadsheet, database or other electronic file systems; performs backups to ensure preservation of data. Utilizes standard office automation technologies and computer equipment, prepares reports.

**Minimum Education:** High School Degree  
**Minimum Experience:** 1 Year

**IT Program Support Specialist III**

**Functional Responsibility:** Provides technical support for IT projects through data entry and sound data management for on-line files and records. Creates and updates spreadsheets with large numbers without mistakes. Enters, corrects, and updates data into a spreadsheet, database or other electronic file systems; performs backups to ensure preservation of data. Utilizes standard office automation technologies and computer equipment, prepares reports.

**Minimum Education:** Associates Degree  
**Minimum Experience:** 2 Years
**IT Project Manager I**

**Functional Responsibility:**
Possesses a broad range of knowledge across multiple IT fields such as software development, web development, information and data management, knowledge management, database administration or other IT-related fields as relevant to the project. Plans and direct the activities of team(s) including IT and subject matter experts, develops project plans, and executes business plans. Supports day-to-day staff management, monitors the progress of all tasks and deliverables, prepares reports, and oversees Quality Assurance.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 1 Year

**IT Project Manager II**

**Functional Responsibility:**
Possesses a broad range of knowledge across multiple IT fields such as software development, web development, information and data management, knowledge management, database administration or other IT-related fields as relevant to the project. Plans and direct the activities of team(s) including IT and subject matter experts, develops project plans, and executes business plans. Supports day-to-day staff management, monitors the progress of all tasks and deliverables, prepares reports, and oversees Quality Assurance.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 2 Years

**IT Project Manager III**

**Functional Responsibility:** Possesses a broad range of knowledge across multiple IT fields such as software development, web development, information and data management, knowledge management, database administration or other IT-related fields as relevant to the project. Plans and direct the activities of team(s) including IT and subject matter experts, develops project plans, and executes business plans. Supports day-to-day staff management, monitors the progress of all tasks and deliverables, prepares reports, and oversees Quality Assurance.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 3 Years

**IT Systems Analyst I**

**Functional Responsibility:** Supports information collection and analysis in support of IT development projects by performing a wide variety of related tasks that encompass information and requirements gathering, inventories and analyses of existing documentation and IT systems, and business processes. Reviews high-level requirements, interviews key stakeholders and/or end-users, or analyzes and develops case studies and performs Quality Assurance testing.

**Minimum Education:** Associates Degree  
**Minimum Experience:** 1 Year
IT Systems Analyst II

**Functional Responsibility:** Supports information collection and analysis in support of IT development projects by performing a wide variety of related tasks that encompass information and requirements gathering, inventories and analyses of existing documentation and IT systems, and business processes. Reviews high-level requirements, interviews key stakeholders and/or end-users, or analyzes and develop case studies and performs Quality Assurance testing.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 2 Years

Knowledge Management Analyst I

**Functional Responsibility:** Provides expert advice and support in developing and maintaining processes and tools that document and manage the information assets of a program or office. Works across teams including IT and management to capture data and information and make it discoverable and usable for future program development. Assists in the development of databases, automated tools for data analytics, data visualization tools and other related platforms and technologies necessary to capture information for re-use. Supports the development of sound information architecture and knowledge management practices necessary to ensure proper management and discoverability of information.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 1 Year

Knowledge Management Analyst II

**Functional Responsibility:** Provides expert advice and support in developing and maintaining processes and tools that document and manage the information assets of a program or office. Works across teams including IT and management to capture data and information and make it discoverable and usable for future program development. Assists in the development of databases, automated tools for data analytics, data visualization tools and other related platforms and technologies necessary to capture information for re-use. Supports the development of sound information architecture and knowledge management practices necessary to ensure proper management and discoverability of information.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 2 Years

Metadata Specialist I

**Functional Responsibility:** Works with team to develop, test, evaluate, and maintain information management systems by developing or employing metadata schemas and taxonomies/vocabularies. Supports the development and maintenance of metadata schemas for structure and content to improve the management and discoverability of information assets for a wide variety of information technologies platforms including the web.

**Minimum Education:** Bachelors Degree
Minimum Experience: 1 Year

**Metadata Specialist II**
**Functional Responsibility:** Works with team to develop, test, evaluate, and maintain information management systems by developing or employing metadata schemas and taxonomies/vocabularies. Supports the development and maintenance of metadata schemas for structure and content to improve the management and discoverability of information assets for a wide variety of information technologies platforms including the web.

Minimum Education: Masters Degree
Minimum Experience: 2 Years

**Metadata Specialist III**
**Functional Responsibility:** Works with team to develop, test, evaluate, and maintain information management systems by developing or employing metadata schemas and taxonomies/vocabularies. Supports the development and maintenance of metadata schemas for structure and content to improve the management and discoverability of information assets for a wide variety of information technologies platforms including the web.

Minimum Education: Masters Degree
Minimum Experience: 3 Years

**Senior IT Project Manager**
**Functional Responsibility:** Possesses a broad range of experience and knowledge across multiple IT program and project fields such as software development, web development, information and data management, knowledge management, database development and administration, or other IT-related fields as relevant to the project.Plans and directs the activities of team(s) including IT and subject matter experts, develops project plans, and executes business plans. Supports day-to-day staff management, monitors the progress of all tasks and deliverables, prepares reports, and oversees Quality Assurance.

Minimum Education: Bachelors Degree
Minimum Experience: 4 Years

**Technical Information Specialist I**
**Functional Responsibility:** Provides relevant Subject Matter Expertise for a wide-variety of IT development projects. Using Domain Expertise, supports IT development in gathering requirements, analyzing workflows and processes, and providing Quality Assurance for technical solutions to ensure that these meet specific domain needs and requirements.

Minimum Education: Bachelors Degree
Minimum Experience: 1 Year
**Technical Information Specialist II**

**Functional Responsibility:** Provides relevant Subject Matter Expertise for a wide-variety of IT development projects. Using Domain Expertise, supports IT development in gathering requirements, analyzing workflows and processes, and providing Quality Assurance for technical solutions to ensure that these meet specific domain needs and requirements.

**Minimum Education:** Masters Degree  
**Minimum Experience:** 2 Years

**Web Developer**

**Functional Responsibility:** Provides programming and other technical support to develop or modify web pages that incorporate sound User Experience/User Interface design principles and meet necessary compliance standards. Creates or supports online portals and backend processing applications to create sites using web technologies, applications and programming languages as required. Coordinates with team members to support content creation and graphic design.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 2 Years

**Experience & Degree Substitution Equivalencies - Non-Engineer Labor Categories**

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

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Labor Category Descriptions
SIN 541611

Analyst I

**Functional Responsibility:** Conducts complex, non-routine reviews of qualitative and quantitative information, and provides interpretation and analysis to support strategic decision-making across organizations. Performs full lifecycle analysis including data collection, analysis, and reporting. Prepares reports providing recommendations to improve efficiencies, cost effectiveness, and/or compliance with legal, regulatory, or organizational requirements.

**Minimum Education:** Associates Degree
**Minimum Experience:** 1 Year

Analyst II

**Functional Responsibility:** Conducts complex, non-routine reviews of qualitative and quantitative information, and provides interpretation and analysis to support strategic decision-making across organizations. Performs full lifecycle analysis including data collection, analysis, and reporting. Prepares reports providing recommendations to improve efficiencies, cost effectiveness, and/or compliance with legal, regulatory, or organizational requirements.

**Minimum Education:** Bachelors Degree
**Minimum Experience:** 1 Year

Analyst III

**Functional Responsibility:** Conducts complex, non-routine reviews of qualitative and quantitative information, and provides interpretation and analysis to support strategic decision-making across organizations. Performs full lifecycle analysis including data collection, analysis, and reporting. Prepares reports providing recommendations to improve efficiencies, cost effectiveness, and/or compliance with legal, regulatory, or organizational requirements.

**Minimum Education:** Bachelors Degree
**Minimum Experience:** 3 Years

Data Analyst I

**Functional Responsibility:** Performs data mining and analysis using sound statistical techniques to expose meaningful information and identify trends, patterns, or discrepancies within a given dataset or datasets. Develops and implements complex data analyses or data collection systems and programs in support of programs to optimize data gathering. Uses, maintains, and/or administers databases. Presents findings in easy-to-comprehend spreadsheets, exhibits (including tables, charts, etc.), data visualizations, and written summaries. May provide additional data services including data cleaning, transformation or migration of complex datasets, and more. Requires strong knowledge and experience with data modeling, database design, data mining, and statistical analysis methods and the tools, standards, and platforms (Excel, SPSS, SQL, XML, XSLT, etc.).
Minimum Education: Bachelors Degree
Minimum Experience: 1 Year

**Data Analyst III**

**Functional Responsibility:** Performs data mining and analysis using sound statistical techniques to expose meaningful information and identify trends, patterns, or discrepancies within a given dataset or datasets. Develops and implements complex data analyses or data collection systems and programs in support of programs to optimize data gathering. Uses, maintains, and/or administers databases. Present findings in easy-to-comprehend spreadsheets, exhibits (including tables, charts, etc.), data visualizations, and written summaries. May provide additional data services including data cleaning, transformation or migration of complex datasets, and more. Requires strong knowledge and experience with data modeling, database design, data mining, and statistical analysis methods and the tools, standards, and platforms (Excel, SPSS, SQL, XML, XSLT, etc.).

Minimum Education: Bachelors Degree
Minimum Experience: 3 Years

**Data Manager I**

**Functional Responsibility:** Creates and enforces sound data management policies for a program or organization. Develops techniques for collection operational and transactional data and methods for ensuring data quality, accuracy, and adequacy. Creates and implements policies and procedures and makes recommendations for technical solutions for data management systems. Monitors, analyzes, and evaluates on-going data collection and management by working cross-functionally with key stakeholders including data gatherers, strategic decision makers, and Information Technology (IT) management. Ensures that data repositories are properly secured against possible risks from security breaches or data loss and troubleshoots problems pertaining to data management.

Minimum Education: Bachelors Degree
Minimum Experience: 1 Year

**Data Manager II**

**Functional Responsibility:** Creates and enforces sound data management policies for a program or organization. Develops techniques for collection operational and transactional data and methods for ensuring data quality, accuracy, and adequacy. Creates and implements policies and procedures and makes recommendations for technical solutions for data management systems. Monitors, analyzes, and evaluates on-going data collection and management by working cross-functionally with key stakeholders including data gatherers, strategic decision makers, and Information Technology (IT) management. Ensures that data repositories are properly secured against possible risks from security breaches or data loss and troubleshoots problems pertaining to data management.

Minimum Education: Bachelors Degree
Minimum Experience: 2 Years
**Data Manager III**

**Functional Responsibility:** Creates and enforces sound data management policies for a program or organization. Develops techniques for collection operational and transactional data and methods for ensuring data quality, accuracy, and adequacy. Creates and implements policies and procedures and makes recommendations for technical solutions for data management systems. Monitors, analyzes, and evaluates on-going data collection and management by working cross-functionally with key stakeholders including data gatherers, strategic decision makers, and Information Technology (IT) management. Ensures that data repositories are properly secured against possible risks from security breaches or data loss and troubleshoots problems pertaining to data management.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 3 Years

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**Data Manager IV**

**Functional Responsibility:** Creates and enforces sound data management policies for a program or organization. Develops techniques for collection operational and transactional data and methods for ensuring data quality, accuracy, and adequacy. Creates and implements policies and procedures and makes recommendations for technical solutions for data management systems. Monitors, analyzes, and evaluates on-going data collection and management by working cross-functionally with key stakeholders including data gatherers, strategic decision makers, and Information Technology (IT) management. Ensures that data repositories are properly secured against possible risks from security breaches or data loss and troubleshoots problems pertaining to data management.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 5 Years

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**Document Analyst**

**Functional Responsibility:** Performs routine document processing and analysis against established criteria to support administrative and other functions. Collects a variety of electronic, paper, and multimedia materials; compares them to pre-defined requirements; and processes them for further action. Processes may including digitization, transcription, faxing, and similar activities. Reviews material for set data points or other required elements and keys these into an electronic management system. Files and manages hard and electronic copies of materials according to established standards and protocol using a file management system.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 3 Years

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**Legal Analyst I**

**Functional Responsibility:** Performs legal and business research using a variety of free and fee-based databases and websites. Assists with drafting, reviewing, and editing various legal documents such as contracts, court filings, discovery material, memos, and other documents necessary for legal
transactions. Ensures that all documents are complete and compliant with necessary regulations and laws. May provide research and reference support in response to questions or as part of the discovery process. Conducts research into laws, regulations, legislation, and relevant fields and drafts reports summarizing the findings.

Minimum Education: Bachelors Degree
Minimum Experience: 2 Years

Legal Analyst II
Functional Responsibility: Performs legal and business research using a variety of free and fee-based databases and websites. Assists with drafting, reviewing, and editing various legal documents such as contracts, court filings, discovery material, memos, and other documents necessary for legal transactions. Ensures that all documents are complete and compliant with necessary regulations and laws. May provide research and reference support in response to questions or as part of the discovery process. Conducts research into laws, regulations, legislation, and relevant fields and drafts reports summarizing the findings.

Minimum Education: Bachelors Degree
Minimum Experience: 5 Years

Market Analyst
Functional Responsibility: Facilitates market research-related activities such as demographics, market segmentation, opportunities, and barriers for targeted audience. Consults with internal clients to help define research needs and developing appropriate methodology. Develops and executes consumer research projects. Identifies, develops, and implements research designs using proven methodologies (product clinics, focus groups, surveys, etc.) and techniques for viability/consumer appeal of all aspects of the agencies services and products; Leverages existing market research information; Identifies key insights, as a result of data analysis and recommend actions, when appropriate; Writes and presents key findings to management and cross-functional partners; Develops meaningful, actionable market analysis that shape and support a wide variety of marketing initiatives; Continues positioning the market research department as the leading organizational provider of market intelligence; and Conducts in-depth interpretation of field data using quantitative analysis.

Minimum Education: Bachelors Degree
Minimum Experience: 1 Year

Program Analyst
Functional Responsibility: Oversees feasibility studies, concept formulation, design, development, implementation, operation and maintenance of various systems, equipment, and procedures. Uses data management and data analysis to assess program performance and to support strategic planning and decision-making. Translates advanced concepts into practical and effective solutions using structured techniques.

Minimum Education: Bachelors Degree
Project Manager II

**Functional Responsibility:** The Project Manager (PM) will provide day-to-day direction and control of large or complex projects. The PM provides technical and functional guidance to project teams; monitors the progress of tasks and deliverables; tracks and reports project status to client; and ensures that all critical project issues are addressed. The PM has experience planning and managing large-scale or complex programs and has demonstrated the ability to set and maintain overall direction for a program; to control overall scope, budget, and schedule for complex, multi-project programs. Oversees the determination and management support requirements of library systems, including library and archival systems, to include cataloging; classification; circulation and research of technical library material and library-related services; knowledge and information management; education and training management; logistic support analysis; computer resources; database applications support; and technical documentation.

**Minimum Education:** Bachelors Degree

**Minimum Experience:** 3 Years

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Project Manager III

**Functional Responsibility:** The Project Manager (PM) will provide day-to-day direction and control of large or complex projects. The PM provides technical and functional guidance to project teams; monitors the progress of tasks and deliverables; tracks and reports project status to client; and ensures that all critical project issues are addressed. The PM has experience planning and managing large-scale or complex programs and has demonstrated the ability to set and maintain overall direction for a program; to control overall scope, budget, and schedule for complex, multi-project programs. Oversees the determination and management support requirements of library systems, including library and archival systems, to include cataloging; classification; circulation and research of technical library material and library-related services; knowledge and information management; education and training management; logistic support analysis; computer resources; database applications support; and technical documentation.

**Minimum Education:** Bachelors Degree

**Minimum Experience:** 4 Years

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Research Analyst I

**Functional Responsibility:** Analyzes verbal or statistical data to prepare reports and studies for use by professional workers in a variety of areas, such as science, social science, law, medicine, or politics. Searches sources, such as reference works, literature, documents, newspapers, and statistical records to obtain data on assigned subject. Analyzes and evaluates applicability of collected data. Prepares statistical tabulations. Writes reports or presents data in formats such as abstracts, bibliographies, or maps. May interview individuals to obtain data or draft correspondence to answer inquiries.

**Minimum Education:** Bachelors Degree

**Minimum Experience:** 1 Year
**Research Analyst II**

**Functional Responsibility:** Analyzes verbal or statistical data to prepare reports and studies for use by professional workers in a variety of areas, such as science, social science, law, medicine, or politics. Searches sources, such as reference works, literature, documents, newspapers, and statistical records to obtain data on assigned subject. Analyzes and evaluates applicability of collected data. Prepares statistical tabulations. Writes reports or presents data in formats such as abstracts, bibliographies, or maps. May interview individuals to obtain data or draft correspondence to answer inquiries.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 2 Years

**Research Analyst III**

**Functional Responsibility:** Analyzes verbal or statistical data to prepare reports and studies for use by professional workers in a variety of areas, such as science, social science, law, medicine, or politics. Searches sources, such as reference works, literature, documents, newspapers, and statistical records to obtain data on assigned subject. Analyzes and evaluates applicability of collected data. Prepares statistical tabulations. Writes reports or presents data in formats such as abstracts, bibliographies, or maps. May interview individuals to obtain data or draft correspondence to answer inquiries.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 3 Years

**Senior Research Analyst I**

**Functional Responsibility:** Manages ongoing research and evaluation projects. Uses quantitative and qualitative research and analysis methods to address complex problems in a wide variety of subject areas, as required. Provides support to by gathering information, displaying data, or documenting results related to management studies or organizational improvement efforts. May supervise a staff of Researchers or Analysts to support larger research projects. Prepares findings for publication.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 3 Years

**Task Lead I**

**Functional Responsibility:** Under the direction of Program Manager or more senior Task Leads, sets clear goals and milestones for team members and delegates tasks. Oversees day-to-day performance, gathering metrics to monitor staff performance against defined performance levels with respect to productivity and quality. Prepares regular statistical and narrative reports of progress toward goals and milestones. Provides or arranges for training, supports hiring, and other personnel decisions.

**Minimum Education:** High School Degree  
**Minimum Experience:** 1 Year
**Task Lead II**

**Functional Responsibility:** Under the direction of Program Manager or more senior Task Leads, sets clear goals and milestones for team members and delegates tasks. Oversees day-to-day performance, gathering metrics to monitor staff performance against defined performance levels with respect to productivity and quality. Prepares regular statistical and narrative reports of progress toward goals and milestones. Provides or arranges for training, supports hiring, and other personnel decisions.

**Minimum Education:** High School Degree  
**Minimum Experience:** 2 Years

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**Task Lead III**

**Functional Responsibility:** Under the direction of Program Manager or more senior Task Leads, sets clear goals and milestones for team members and delegates tasks. Oversees day-to-day performance, gathering metrics to monitor staff performance against defined performance levels with respect to productivity and quality. Prepares regular statistical and narrative reports of progress toward goals and milestones. Provides or arranges for training, supports hiring, and other personnel decisions.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 4 Years

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**Task Lead IV**

**Functional Responsibility:** Under the direction of Program Manager or more senior Task Leads, sets clear goals and milestones for team members and delegates tasks. Oversees day-to-day performance, gathering metrics to monitor staff performance against defined performance levels with respect to productivity and quality. Prepares regular statistical and narrative reports of progress toward goals and milestones. Provides or arranges for training, supports hiring, and other personnel decisions.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 5 Years

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**Technical Information Specialist I**

**Functional Responsibility:** Directs, administers, develops, coordinates, and performs professional level work involved in processing and transmitting scientific, technical, or other specialized information. Has experience and subject specialty expertise in particular field of information science, such as scientific or engineering research, or in a specific discipline, such as business, medicine, education, aerospace, or library science. Possesses a broad knowledge of one or more professional, scientific, or technical disciplines or fields of interest needed to understand the significance and relationship of the concepts and ideas contained in the information area and a practical knowledge of documentation or library techniques.

**Minimum Education:** Bachelors Degree  
**Minimum Experience:** 1 Year
Technical Information Specialist II

Functional Responsibility: Directs, administers, develops, coordinates, and performs professional level work involved in processing and transmitting scientific, technical, or other specialized information. Has experience and subject specialty expertise in particular field of information science, such as scientific or engineering research, or in a specific discipline, such as business, medicine, education, aerospace, or library science. Possesses a broad knowledge of one or more professional, scientific, or technical disciplines or fields of interest needed to understand the significance and relationship of the concepts and ideas contained in the information area and a practical knowledge of documentation or library techniques.

Minimum Education: Masters Degree
Minimum Experience: 2 Years

Technical Information Specialist III

Functional Responsibility: Directs, administers, develops, coordinates, and performs professional level work involved in processing and transmitting scientific, technical, or other specialized information. Has experience and subject specialty expertise in particular field of information science, such as scientific or engineering research, or in a specific discipline, such as business, medicine, education, aerospace, or library science. Possesses a broad knowledge of one or more professional, scientific, or technical disciplines or fields of interest needed to understand the significance and relationship of the concepts and ideas contained in the information area and a practical knowledge of documentation or library techniques.

Minimum Education: Masters Degree
Minimum Experience: 3 Years

Technical Information Specialist V

Functional Responsibility: Directs, administers, develops, coordinates, and performs professional level work involved in processing and transmitting scientific, technical, or other specialized information. Has experience and subject specialty expertise in particular field of information science, such as scientific or engineering research, or in a specific discipline, such as business, medicine, education, aerospace, or library science. Possesses a broad knowledge of one or more professional, scientific, or technical disciplines or fields of interest needed to understand the significance and relationship of the concepts and ideas contained in the information area and a practical knowledge of documentation or library techniques.

Minimum Education: PhD
Minimum Experience: 3 Years
**Experience & Degree Substitution Equivalencies - Non-Engineer Labor Categories**

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</tr>
<tr>
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Vendor Certification for Electronic Records Management Solutions

For the purposes of the MAS Solicitation, eleven (11) specific elements of Electronic Records Management (ERM) Services have been identified. These 11 elements are fully defined and the corresponding requirements are identified in the Universal Electronic Records Management Requirements attachment to the Solicitation. These requirements have been established and are administered by the National Archives & Records Administration (NARA).

Vendors may provide any combination of the 11 elements of ERM Services; however, vendors must certify that they are capable of meeting all standards associated with the elements they propose by completing this certification. Vendors must include a completed copy of this certification in their published GSA catalog to illustrate their ERM capabilities.

Library Associates of Maryland, LLC
700 12th Street NW, Suite 700, Washington, DC 20005

Proposed Elements of Electronic Records Management

Services: [Select all that apply]

☒ Element 1 - Office Management Applications (formerly “Desktop Applications”)
☐ Element 2 - Electronic Messages
☒ Element 3 - Social Media
☐ Element 4 - Cloud Services
☒ Element 5 - Websites
☒ Element 6 - Digital Media (Photo)
☒ Element 7 - Digital Media (Audio)
☒ Element 8 - Digital Media (Video)
☒ Element 9 - Structured Data (formerly “Databases”)
☒ Element 10 - Shared Drives
☐ Element 11 - Engineering Drawings
Library Associates of Maryland, LLC hereby certifies that we are capable of meeting all standards described in the solicitation and the Universal Electronic Records Management Requirements attachment for each of the sections of ERM Services we have proposed, as indicated above.

Offeror (To be signed only by authorized principal, with authority to bind the undersigned contractor)

Jonathan Barney
VP, Capture & Development
June 27, 2022
Title
Date Signed