

# FORM A

OSC Use Only:

Reporting Code:

Category Code:

Date Contract Approved:

**New York State Education Department Agency Code: SED01**

State Consultant Services - Contractor's Planned Employment  
From Contract Start Date Through The End Of The Contract Term

**Contractor Name: Knowledge Builders, Inc.**

**Contract Number: 05-13151**

**Contract Start Date: 2/5/2024**

**Contract End Date: 2/4/2026**

Employment Category	Employment Title	Number of Employees	Number of hours to be worked	Amount Payable Under the Contract
15-1211.00	Computer Systems Analysts	1	4100	\$304,056
Total this page				
<b>Grand Total</b>				\$304056

Name of person who prepared this report: Bradford Archambault

Title: Information Technology Specialist 2

Phone #: (518) 402-5936

Preparer's Signature: /s

*Elizabeth Royal*

Date Prepared: 3/14/2024

(Use additional pages, if necessary)

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## INSTRUCTIONS FOR COMPLETING FORM A

**Provide all planned employment that is anticipated, from the contract start date through the end of the contract term. You should include information for all employees providing service under the contract whether employed by the contractor or a subcontractor and whether full or part-time.**

- 1. Employment Category and Employment Title:** select the specific occupation(s), as listed in O\*NET occupational classification system, which best describe the employees providing services under the contract.

Access the O\*NET database, which is available through the US Department of Labor's Employment and Training Administration, on-line at [online.onetcenter.org](http://online.onetcenter.org) to find a list of occupations.

List both the Employment Category Code and the Title.

- 2. Number of Employees:** By employment category, list the number of persons employed to provide services under this contract.
- 3. Number of hours to be worked:** list the number of hours to be worked in each employment category.
- 4. Amount Payable Under the Contract:** report the total amount to be paid to the Contractor by the State under the contract, for work performed by these employees.
- 5. Total this page:** From the first page, total the number of employees, number of hours worked and amount payable under this contract.
- 6. Grand total:** If using additional pages, use this line to add first page plus additional page(s) and enter the grand total for number of employees, hours worked and amount payable.
- 7. Contact information:** Please complete the requested information at the bottom of the page. If there are questions regarding this form, this is the person we will contact. Submit the original plus two copies with the contract or send to:

NYS Education Department  
Contract Administration Unit  
89 Washington Avenue, Room 503 W EB  
Albany, NY 12234

**PLEASE REMEMBER TO COMPLETE AND SIGN FORM**