Pricelist

Multiple Award Schedule
Professional Services Category
General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule (FSS) Price List

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

Contract number: 47QRAA18D00BQ
Contract period: July 1, 2018, through June 30, 2023
Business size: Other than small; 1,300+ employees
Subcategories: H01. Business Administration Services; G06. Complimentary SINs

Price list current as of Modification #PO-0005 effective November 30, 2020

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Washington, DC 20002
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Fax (202) 863-1763
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Contract negotiator: Pamela L. Tapscott, ptapscott@mathematica-mpr.com
For more information on ordering from Federal Supply Schedules, go to the GSA Schedules page at GSA.gov.

April 2021
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About Mathematica

Mathematica is the insight partner that illuminates the path to progress for public- and private-sector changemakers. We apply expertise at the intersection of data, methods, policy, and practice, translating big questions into deep insights that weather the toughest tests. Driven by our mission to improve public well-being, we collaborate closely with our clients to improve programs, refine strategies, and enhance understanding.

For 50 years, we have been known as the pioneers behind research and policy advancements that transformed the world. Today, we continue to dive into urgent social challenges right alongside our partners, determining how action leads to outcomes that help people, institutions, and communities affect real change in real time.

Our more than 1,200 experts work across the country and around the globe, partnering with federal agencies, state and local governments, foundations, universities, professional associations, and businesses. Mathematica is reimagining the way the world gathers and uses data, surfacing evidence that guides decisions in areas ranging from health, education, child welfare, and family support to nutrition, employment, disability, criminal justice, and international development.

We have offices in Princeton, NJ; Ann Arbor, MI; Cambridge, MA; Chicago, IL; Oakland, CA; Seattle, WA; Tucson, AZ; Washington, DC; and Woodlawn, MD.
Integrated consulting services

- Program impacts
- Policy analysis
- Data analytics
- Microsimulation
- Process analysis and implementation
- Analysis, site visits, and case studies
- International development research and evaluation
- Products
- Professional services support

Mathematica designs, implements, monitors, and evaluates programs intended to improve public well-being. We are widely recognized for our rigorous methods, our objectivity, and the quality of our work.

The Mathematica team includes experts in the following areas:

- Income transfer and self-sufficiency programs, including Temporary Assistance for Needy Families, the Supplemental Nutrition Assistance Program (SNAP), and public housing
- Education programs, including special education; Title I; TRIO; school choice; science, technology, engineering, and mathematics; and teacher and principal preparation programs
- Employment and training programs, including unemployment insurance, Trade Adjustment Act programs, and Workforce Investment Act programs
- Programs to strengthen families, promote responsible fatherhood, and prevent teen pregnancy
- Health programs, including Medicare; Medicaid; the Children’s Health Insurance Program; and programs focusing on health care reform, payment reform, mental health, obesity, public health, safety net providers, and comparative effectiveness
- Changes in private-sector health care and health insurance, including recent developments in managed care and the small-group health insurance market
- Early childhood programs, including Head Start, Early Head Start, state pre-K programs, teacher professional development, quality measurement, and child care subsidies
- Programs for the disabled and elderly, including Supplemental Security Income; Old-Age, Survivors, and Disability Insurance; long-term care; and home health care
- Employee benefit programs, including pension plans, employer-sponsored health insurance and life insurance, and programs related to the Employee Retirement Income Security Act (ERISA)
- International development, including education, agriculture, infrastructure, nutrition and health, early childhood development, democracy and governance, water and sanitation, financial services for the poor, and other social protection areas
- Nutrition programs, including SNAP, the School Breakfast Program, and the School Lunch Program
- Programs to support people involved in the criminal justice system, including education, employment, family strengthening, health, and financial support programs.
**Program evaluation and impacts**

Mathematica uses survey and administrative data to answer questions about program impacts and effectiveness. Team members specialize in econometric and statistical analyses of impacts, benefits and costs, quality, and value of output. We also excel in designing demonstration programs and estimating impacts of demonstration programs on ongoing social programs. Our impact designs include random assignment and rigorous comparison-group designs based on propensity scores or other quasi-experimental techniques. Such designs are the only way to estimate the net impact, as opposed to the outcome, of a social program.

**Policy analysis**

Mathematica has 50 years of experience analyzing program administrative data, data from surveys conducted by our staff, and national survey databases. Our methods include multivariate regression, linear and nonlinear techniques for limited dependent variables, factor analysis, small-area estimation, and variance estimation using analytic and numerical methods such as bootstrapping. We use administrative data from a diverse array of public programs such as Social Security Disability Insurance, Medicare, and Medicaid. We have experience analyzing data from many public use databases, including the Current Population Survey, Survey of Income and Program Participation, Decennial Census, National Health Interview Survey, Area Resource File, Panel Survey of Income Dynamics, National Medical Care Utilization and Expenditure Survey, Medicare Beneficiary Survey, Continuing Survey of Food Intakes by Individuals, Medicaid and Medicare claims and administrative records, health insurance claims and encounter data, administrative databases of welfare programs, school-district databases, and employee-benefits databases.

**Technical assistance**

Mathematica's health care practice works with the Medicare and Medicaid programs to develop technical assistance to a variety of stakeholders, including providers and state policymakers. For example, Mathematica advises state Medicaid agencies on technical program aspects on data quality and core set measures, and implements a number of Medicaid program priorities on behalf of the Centers for Medicare & Medicaid Services (CMS).

In human services areas, Mathematica works with federal agencies to provide technical assistance to build the capacity of federal grantees and educational agencies to use evidence to improve their programs.

**Measure development**

Mathematica develops, assesses, and updates quality measures on behalf of federal agencies. Mathematica works closely with CMS to develop clinical quality measures and electronic clinical quality measures for hospitals and physicians for the Medicare program to better understand how to assess the quality of care they provide. For the Administration for Children and Families, Mathematica has developed measures of grantee performance and the quality of early care and education.

**Program evaluation**

Mathematica has more than 30 years of experience conducting evaluations of programs for federal health programs at the U.S. Department of Health and Human Services. Our experience includes evaluating costs and effectiveness of alternative payment models for CMS, as the agency moves toward payment beyond the traditional fee-for-service system.
Data analytics

At Mathematica, we apply our expertise at the intersection of data science and social science to produce efficient, high quality, and action-oriented analysis that advances your mission. Using advanced technologies; reusable and scalable platforms; and high-performance, secure cloud infrastructure, we enable our partners to target areas of opportunity and make evidence-based decisions. We offer the following:

- Predictive analytics
- Forecasting models
- Machine learning
- Network analysis
- Performance measure development and deployment for monitoring program operations
- Data visualizations and dashboards
- Rapid-cycle experimentation to support quality improvement
- Data mining, text mining, and natural language processing
- Geospatial analysis
- Data management
- Data quality and validation
- Secure and efficient cloud computing

Microsimulation

Microsimulation modeling provides policymakers with timely, objective, and accurate estimates of the impact of proposed policy changes on the budget and caseload of a program. Microsimulation models are composed of an underlying database, a set of parameters, and simulation techniques. The database is constructed from a nationally representative sample of households, and the set of parameters and simulation techniques apply government program rules to each household to determine its eligibility for, participation in, and benefit amount for that program. By changing the parameters and simulation techniques, an analyst can estimate the effect a proposed change to program rules will have on program caseloads and costs. Using microsimulation, an agency can test numerous alternative program and policy options quickly and inexpensively. Mathematica has provided microsimulation services to the Food and Nutrition Service of the U.S. Department of Agriculture since the mid-1970s to inform decisions about SNAP.

Process analysis, implementation analysis, site visits, and case studies

Site visits provide a window into a program’s implementation and operation. Mathematica develops protocols for this kind of data collection by:

- Identifying topical areas
- Identifying respondent groups for each policy topic
- Developing research questions for each topic
- Translating topics and issues into suggested questions
- Pre-testing and finalizing protocols
Data collection methods for case studies include individual and group interviews as well as records review. We are experienced in interviewing program coordinators and administrators, business leaders, student mentors, case managers, and program clients. Formal and informal observation also gives us a deeper understanding of the effects a program can have and what makes it unique. Case studies can be used for conducting ethnographic studies, assessing changes of institutional arrangements, understanding the institutional context for qualitative program assessments, and performing financial evaluations.

**International development research and evaluation**

Mathematica provides rigorous and objective research, evaluations, and data to support policy solutions that improve the lives of people in developing countries. Our approach to assessing and solving complex international problems—from health, education, and agricultural issues to democracy and governance challenges—is multifaceted, depending on our clients’ needs. For some clients, we often initially serve in a strategic consulting capacity to help them assess their priority learning objectives and build a measurement, evaluation, and learning framework at the portfolio level, program level, or both. Across our client base, we conduct meticulous performance evaluations, qualitative process studies, cost and cost-effectiveness studies, systematic reviews, and impact evaluations using experimental and quasi-experimental methods. All of our studies have a strong measurement and learning framework, with metrics based on program logic and meaningful and action-oriented research questions. We work closely with clients and local stakeholders to understand their needs, tailoring our research questions and evaluation approach to yield the most useful evidence on promising interventions. Our team coordinates with the implementing partners to ensure that we are building strong research designs and approaches that work well with their implementation approach. We also oversee and support in-country data collection partners to build their capacity to collect reliable data. Furthermore, we provide technical assistance and training in evaluation design and implementation to our clients as well as to government ministries and other organizations in the countries where we work.

**Products**

Our studies typically result in reports and briefings tailored to the needs of policymakers. We also produce data files, congressional testimony, journal articles, conference sessions, multimedia presentations, spreadsheets, media coverage, online publications, social media dissemination, podcasts, and blog posts. Mathematica excels in communicating study findings clearly and concisely to technical and nontechnical audiences.

**Professional services support**

Mathematica’s capabilities, including data analysis, microsimulation, and site visits, all support program audits and evaluations as well as process and productivity improvement. We specialize in suggesting specific enhancements to programs and policies so that they can more effectively accomplish their goals.

**Program integration and project management**

- Project leadership and communication with stakeholders
- Project planning and scheduling
- Earned-value management support
- Project management, including performance monitoring and measurement
- Reporting and documentation
- Stakeholder briefings, participation in meetings, and related project support services
- Project closeout services
Mathematica’s subject-matter experts have the highly specialized knowledge necessary to procure, manage, integrate, and close out the government’s most complex and sophisticated programs. Our team includes staff members who are certified by the Project Management Institute as project management professionals and as certified associates in project management. These experts oversee work for a wide range of government clients, including the U.S. Department of Labor, Internal Revenue Service, Pension Benefit Guaranty Corporation, Social Security Administration, and the U.S. Department of Education, as well as municipalities and nonprofit organizations.

**Project leadership and communication with stakeholders**

Mathematica can take on a variety of project leadership tasks. For example, we lead agencies’ efforts to enforce provisions of the Labor Management Reports and Disclosure Act, ERISA, the Pension Protection Act, and the Setting Every Community Up for Retirement Enhancement Act. We also help agencies comply with the Federal Information Security Management Act and directives from the National Archives and Records Administration (NARA). Through our white papers and feasibility studies, we identify emerging technological options; inform our clients’ make-or-buy decisions; and determine the costs, feasibility, and trade-offs associated with developing and procuring information technology (IT) systems for the government. We also develop requests for IT services, project management plans, communication plans, acquisition plans, risk management plans, legacy data plans, contingency plans, continuity-of-operations plans, and data sensitivity assessments. We identify system end-users and solicit their input throughout the process to ensure that any IT systems will meet all usability and accessibility practices and are supported by appropriate documentation and training.

For municipal and nonprofit clients, we collaborate with local Workforce Development Boards to improve public assistance programs and streamline their business processes. For example, we are working to redesign Philadelphia’s Employment, Advancement and Retention Network program to make it more engaging and customized to meet customer’s needs. Through this effort, we streamlined the enrollment paperwork from more than 80 pages down to 5 to reduce the burden on customers and staff. Using strong communication, co-creation, and human-centered design principles, we establish buy-in from stakeholders to implement change.

In addition, our staff develop communication plans to help agencies stay connected with government and private stakeholders. To ensure that stakeholders’ needs are met, we offer comprehensive expertise in market research analysis to help agencies plan and target their most critical initiatives.

**Project planning and scheduling**

On complex federal investments, our experienced staff set the course by developing a plan with specific, action-oriented goals and a schedule to complete the scope of work. We maintain the flexibility to refine priorities in response to a shifting environment, recording decisions and measures of progress against the schedule and budget. By applying our knowledge of the project development life cycle to our custom cost-trend analysis and scheduling tools, we can assign the right resources at the right time to efficiently produce timely, high-quality products. Large federal investments require coordinating the efforts of multiple partners toward a common goal, creating opportunities to reduce duplication and maximize the value of federal initiatives. We develop quality management plans in concert with our work plans to define the basis for assessing plan quality and the process to safeguard it.
IT system development, for example, requires thoughtful planning and preparation. Mathematica supports a host of planning tasks, including the development of schedules, memoranda, position papers, meeting materials, and interagency agreements. We also prepare documentation required for review and approval by the Procurement Review Board, Office of the Chief Information Officer (OCIO), Office of Inspector General (OIG), NARA, Government Accountability Office (GAO), and other cognizant agencies.

One of the crucial first steps in planning an outsourced IT project is selecting the right vendor. Our team assists clients during all phases of this process, including developing performance work statements, requests for proposals, and instructions for vendors on submitting proposals. Our performance work statements contain detailed performance standards, project and deliverable requirements, requirements for cost and pricing compensation, and methods of using incentives to maximize vendor performance. We also provide assistance to the Source Selection Evaluation Board in conducting detailed cost and technical reviews of proposals, participating in technical and cost negotiations with vendors, and preparing materials to document the due diligence of the vendor.

**Earned-value management support**

Mathematica uses earned-value measures to calculate cost and time estimates early in a project’s life cycle. To develop a baseline for earned value, we produce independent cost estimates (ICEs) that accurately predict costs for all project work, including project extensions and value-added features. Our ICEs include detailed cost breakouts for all labor, equipment, materials, travel, processing functions, other direct costs, loading factors, and cost assumptions. We use the ICEs to develop performance measurement baselines, integrated master schedules, and integrated master plans, against which we measure the actual costs and timeliness of a project.

We measure and track any deviations by vendors from the initial cost estimates or schedules. We also monitor cost and schedule performance indices to ensure that vendors comply with OCIO guidelines and prevailing industry standards, such as those established by the Project Management Body of Knowledge and the American National Standards Institute.

**Project management, including performance monitoring and measurement**

Performance monitoring is vital to ensuring that project goals are being met. Mathematica has more than 25 years of experience assessing performance-management and reporting systems for a variety of initiatives, including workforce development programs and initiatives to improve health care quality.

Mathematica ensures that data management, performance measurement, and reporting are uniform across all programs within an agency. We use sophisticated, rigorous methods to assess, redesign, document, implement, and manage national reporting systems. Our systems are built to be efficient and user friendly, to meet Government Performance Results Act requirements, and to conform to OIG and GAO guidelines for performance measurement and data quality. We develop websites in line with policies, guidelines, standards and procedures defined by the agency and support of the Federal Digital Strategy and Federal Mobility Strategy. In designing these systems, we seek to overcome barriers to effective communication between policymakers, software developers, and reporting entities, ensuring that agencies can easily receive and deliver accurate performance data.

We continually monitor IT vendors to ensure that they deliver high quality work on time and within budget. Our team analyzes vendor processes for efficiency and effectiveness, including their policies, operations, and training practices. We conduct system testing and document any defects for the vendor to remediate, tracking all defects until we can verify that they have been corrected. We also develop and carry out auditing programs to comprehensively assess system performance.
Our team monitors IT systems for security compliance with the Federal Information Security Management Act of 2002 and departmental security guidance. This includes conducting Privacy Impact Assessments and assessing systems against National Institute of Standards and Technology 800-53 guidelines. We conduct information systems and security reviews, which assess systems against controls, and we enter results into the Cyber Security Assessment and Management system.

**Reporting and documentation**

Mathematica keeps projects on track and clients well informed via frequent reports and careful documentation in response to agency-specific reporting requirements. We provide detailed information required for reporting on congressionally mandated initiatives; progress toward strategic objectives at the department level; required reporting on IT activities; and schedule and budget deviations based on agency requirements, contract management, the presence of any defective deliverables, and the remediation of defects. Examples of our documentation include the following:

- Quality assurance surveillance plans (QASPs)
- Exhibit 300 submissions to the Office of Management and Budget (OMB)
- Independent verification and validation (IV&V) documents that demonstrate compliance with Institute of Electrical and Electronics Engineers Standard 1012

Our QASPs allow us to continually monitor quality, including a vendor’s quality control procedures and reports, briefing materials, and performance standards. We oversee system development by IT vendors, processes defined in capability maturity models, and procedures associated with internal quality assurance and testing. We also conduct independent audits to assess the quality of IT systems, including compliance with contractual performance standards.

Mathematica supports a number of areas critical to developing the annual Exhibit 300 submission required by OMB. We quantify benefits and costs and use this information to develop detailed cost-benefit analyses based on OMB Circular A-11 and A-94 guidelines. We also develop justification documentation; alternatives analyses; and supporting tables in which we itemize and quantify goals, risks, total costs, benefits, returns on investment, discounted payback periods, net present values, and other financial metrics.

Mathematica has considerable experience conducting IV&V for federal agencies. Each year, we review hundreds of complex vendor deliverables for accuracy, completeness, and compliance with contract requirements and best practices. To manage this large volume of material, we use an automated system to track and review deliverables and to generate reports based on our review. This system allows us to quickly identify problems with deliverables and provide feedback to vendors in a systematic manner.

Other types of documentation we prepare include contract award and modification documents based on deliverable requirements, performance standards, warranty provisions, Federal Acquisition Regulations clauses, and other contractual terms and conditions. We analyze and respond to contractual letters, claims, deliverables, requests for clarification, and engineering-change proposals from vendors. In addition, we develop documentation that explains new or modified system requirements, system upgrade requests, and other required changes. We maintain all contract documents in machine-readable format for quick and easy reference.
Stakeholder briefings, participation in meetings, and related project support services

We place full-time, dedicated personnel in government locations to help with essential program operations, such as determining how data processed by vendors can be integrated into government data-management systems that support enforcement, regulatory, research, and other objectives. By placing staff on-site, we offer clients, stakeholders, and other decision makers easy access to our expertise.

We organize and convene governing boards and partnerships groups comprising stakeholders to learn about high-leverage emerging needs, develop strong working relationships, and facilitate the development of action items to address needs within the scope of work. We participate in meetings with stakeholders and agency staff documenting new information in a database, recording decisions, and integrating new work into the project plan.

Project closeout services

A smooth closeout is critical to the success of any project. Mathematica facilitates this process by developing contract closeout plans; plans for systems and equipment decommissioning; and continuity and training plans to ensure efficient transition of projects from one vendor to another. We develop NARA-compliant records schedules to ensure that federal records, including sensitive but unclassified materials, are stored or destroyed. We inventory all project materials, compile the documentation, and secure the physical delivery of electronic documentation and files in accordance with agency requirements. We also verify that plans for closeout, transition, and records scheduling are properly implemented by government and contractor staff.

Survey development and design

Mathematica designs and conducts surveys for public policy research studies. We offer expertise in survey design and implementation, database management, and systems design and programming. Our staff are nationally recognized experts in survey, questionnaire, and sample design, such as statisticians, survey methodologists, and survey researchers. Areas of expertise include the following:

- Survey, questionnaire, and sample design
- Telephone, mail, in-person, and web survey administration
- Cognitive testing
- Focus groups
- Data abstraction from medical, school, and financial records
- Computer systems development
- Weighting, imputation, and variance estimation
- Data file preparation and documentation
- Report production and dissemination

Survey design

Our survey design process begins with defining a client’s policy and research objectives. The next step is to develop survey goals and formulate a detailed operational definition of the population for whom the survey is intended. We then identify databases that could be used to construct the sampling frame and determine the appropriate data collection mode. Next, we develop the sampling approach, including sample allocation and selection procedures to use within strata, which might be simple random, systematic, cluster, or
probability-proportional-to-size sampling. We determine the selection probability for each sample case derived from the proposed design and specify how the sample should be treated in the analysis. To prevent bias in survey estimates, we use weighting to adjust for nonresponse.

**Pre-testing and pilot testing**

After a questionnaire is drafted, it goes through an internal review process and is pre-tested. If the pre-test respondents closely match the survey population, only a few interviews might be necessary to estimate respondent burden and pinpoint problems with the questionnaire. New questions involving complex concepts might be pre-tested using cognitive interview techniques with focus groups or individual respondents. Respondents are asked to identify problems they encountered, such as unclear questions or answer choices that did not provide a match for their response. After pre-testing the questionnaire, we pilot test the full survey protocol, including all respondents outreach materials and programmed outreach process. This could include emails, letters, telephone calls, and in-person visits, as well as the adaptive process to determine the frequency of each form of respondent contact.

**Survey administration**

Mathematica maintains state-of-the-art Survey Operations Centers (SOCs) in Princeton, New Jersey, and Tucson, Arizona. The SOCs are managed by senior survey professionals and are staffed by experienced survey supervisors, interviewers, and data coders and editors. We use all modes of data collection, including computer-assisted telephone interviewing (CATI), computer-assisted personal interviewing (CAPI), text messaging, paper, and web. In addition, we have supporting staff who focus on entering data, processing mail, and abstracting existing administrative data and other records. Our SOC field supervisors manage in-person data collection at local, regional, and national levels, using a large network of field interviewers and supervisors across the country. We have in-house and field staff who specialize in finding difficult-to-reach respondents.

**Database administration**

Mathematica staff have broad experience in database design and computer systems development for large research projects, including:

- Developing survey-tracking systems to support large field operations
- Enhancing existing computer-assisted survey interviewing systems
- Designing and constructing generalized databases and data-dictionary systems to support large longitudinal studies
- Creating client-tracking and program management databases in mainframe, minicomputer, personal computer, and cloud environments

**Data file preparation and documentation**

Mathematica has vast experience producing data files that are accessible to a diverse audience of researchers through various end-user platforms. We prepare survey and administrative data and documentation for internal use by clients or for large-scale dissemination.

- **Provide files in a variety of formats.** We produce files in a variety of formats to meet the needs of the client and other future users. Possible file formats include CSV, Excel, Stata, R, and SAS.
• **Securely transfer and store confidential data.** As frequent collectors and users of data from the federal government, we have adopted federal standards for the use, protection, processing, and storage of data. Mathematica is highly experienced in and maintains a strong commitment to protecting the security and confidentiality of study participants’ information.

• **Provide documentation.** In addition to the data files, Mathematica can provide supporting documentation to enable future users to analyze the data. Documentation could include:
  - A documentation guide, which will provide an overview of the study, list and describe data sources, and outline documentation materials
  - A file layout and codebook for each analytic file, providing information on data set name; number of observations; variable names and labels; and variable distributions, means, and amount of missing information
  - Formulation of any calculated variables

**Report production**

*Mathematica prepares detailed, objective reports designed for specific audiences.* All reports undergo a rigorous review process to ensure that they are accurate, thorough, and clearly written. For example, to prepare a descriptive report, we do the following:

• Conduct a background review of relevant literature
• Prepare an analysis plan that identifies the audience, research questions, and planned statistical analyses
• Prepare a report outline for client review that includes major topical headings and subheadings
• Draft the report and respond to comments
• Produce the final report

Reports are prepared in Microsoft Word, PDF, and other electronic formats. We create graphics and visualizations that help translate complex ideas and concepts into simple visual formats. Our trained editorial and production team ensures that documents are professionally edited, proofread, and produced in a timely manner. We create reports that comply with Section 508 requirements to ensure all users have access to the evidence.

**Professional services support**

All survey services, from survey development and design to data analysis and report production, are structured to support a client’s organization and business improvement efforts. Our surveys and analyses help illuminate the effects of government programs and services and identify ways programs can better meet their goals and improve their services.
### Multiple Award Schedule Contract 47QRAA18D00BQ for Professional Services Category
Hourly rates for SIN 541611, Administrative Management and General Management Consulting Services

<table>
<thead>
<tr>
<th>Labor categories</th>
<th>Year 1 (07/01/2018–06/30/2019)</th>
<th>Year 2 (07/01/2019–06/30/2020)</th>
<th>Year 3 (07/01/2020–06/30/2021)</th>
<th>Year 4 (07/01/2021–06/30/2022)</th>
<th>Year 5 (07/01/2022–06/30/2023)</th>
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<tbody>
<tr>
<td>Vice president/senior fellow</td>
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<td><strong>Executive interviewer (on-call)</strong></td>
<td>$29.14</td>
<td>$30.01</td>
<td>$30.91</td>
<td>$31.84</td>
<td>$32.80</td>
</tr>
<tr>
<td><strong>Field interviewer (on-call)</strong></td>
<td>$32.28</td>
<td>$33.25</td>
<td>$34.25</td>
<td>$35.28</td>
<td>$36.33</td>
</tr>
<tr>
<td><strong>Clerical</strong></td>
<td>$109.40</td>
<td>$112.68</td>
<td>$116.06</td>
<td>$119.54</td>
<td>$123.13</td>
</tr>
</tbody>
</table>

1. Mathematica’s services are essentially performed by professional employees as defined by 29 C.F.R. 541.300.
2. The labor categories we believe to be applicable are those noted in the Service Contract Act matrix above with**.

The Service Contract Act (SCA) is applicable to this contract, and it includes SCA-applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number 2015-4201, Revision 6, dated January 10, 2018, and identified in the SCA matrix below. The prices awarded are in line with the geographic scope of the contract (that is, nationwide).
### SCA eligible labor category

<table>
<thead>
<tr>
<th>SCA equivalent code title</th>
<th>Wage determination number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical 01311 - Secretary I</td>
<td>15-4201</td>
</tr>
<tr>
<td>Survey Operations Center on-call staff 01420 - Survey worker</td>
<td>15-4201</td>
</tr>
<tr>
<td>Field interviewer on-call 01420 - Survey worker</td>
<td>15-4201</td>
</tr>
<tr>
<td>Executive interviewer on-call 01420 - Survey worker</td>
<td>15-4201</td>
</tr>
</tbody>
</table>
Mathematica offers a range of services to support our project management, consulting, and survey work. These services include desktop computing, communications support, graphic design, and printing.

The services listed in the following table can only be provided in support of SIN 541611.

<table>
<thead>
<tr>
<th>Multiple Award Schedule Contract 47QRAA18D00BQ for Professional Services Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costs per product for <strong>SIN Ancillary</strong>, Ancillary Supplies and/or Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office automation systems, office communications, and support (basic, hour)</td>
<td>$5.29</td>
<td>$5.45</td>
<td>$5.61</td>
<td>$5.78</td>
<td>$5.95</td>
</tr>
<tr>
<td>Office automation systems, office communications, and support (advanced, hour)</td>
<td>$8.28</td>
<td>$8.53</td>
<td>$8.79</td>
<td>$9.05</td>
<td>$9.32</td>
</tr>
<tr>
<td>Office automation systems, office communications, and support (premium, hour)</td>
<td>$10.32</td>
<td>$10.63</td>
<td>$10.95</td>
<td>$11.27</td>
<td>$11.61</td>
</tr>
<tr>
<td>Printing (eight-page, self-cover, four-color process brochure, scored, folded, collated, saddle-stitched, 600 copies)</td>
<td>$2,889.47</td>
<td>$2,976.16</td>
<td>$3,065.44</td>
<td>$3,157.40</td>
<td>$3,252.13</td>
</tr>
<tr>
<td>Telecommunication infrastructure, server software and hardware for web-hosting capability (basic, monthly)</td>
<td>$72.14</td>
<td>$74.31</td>
<td>$76.53</td>
<td>$78.83</td>
<td>$81.20</td>
</tr>
<tr>
<td>Telecommunication infrastructure, server software and hardware for web-hosting capability (additional processing capability, monthly)</td>
<td>$288.58</td>
<td>$297.24</td>
<td>$306.16</td>
<td>$315.34</td>
<td>$324.80</td>
</tr>
<tr>
<td>Telecommunication infrastructure, server software and hardware for web-hosting capability (domain registration and maintenance, annually)</td>
<td>$288.58</td>
<td>$297.24</td>
<td>$306.16</td>
<td>$315.34</td>
<td>$324.80</td>
</tr>
<tr>
<td>Telecommunication infrastructure, server software and hardware for web-hosting capability (subdomain maintenance, annually)</td>
<td>$72.14</td>
<td>$74.31</td>
<td>$76.53</td>
<td>$78.83</td>
<td>$81.20</td>
</tr>
<tr>
<td>Telecommunication infrastructure, server software and hardware for web-hosting capability (secure communications, annually)</td>
<td>$432.86</td>
<td>$445.84</td>
<td>$459.22</td>
<td>$472.99</td>
<td>$487.18</td>
</tr>
</tbody>
</table>
## Multiple Award Schedule Contract 47QRAA18D00BQ for Professional Services Category

Costs per product for **SIN Ancillary, Ancillary Supplies and/or Services**

<table>
<thead>
<tr>
<th>Services</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey operations (field survey operations support, hour)</td>
<td>$2.44</td>
<td>$2.51</td>
<td>$2.59</td>
<td>$2.66</td>
<td>$2.74</td>
</tr>
<tr>
<td>Survey operations (survey facilities, hour)</td>
<td>$6.45</td>
<td>$6.64</td>
<td>$6.84</td>
<td>$7.05</td>
<td>$7.26</td>
</tr>
<tr>
<td>Toll-free telephone numbers and cellular telephone (per minute)</td>
<td>$0.04</td>
<td>$0.04</td>
<td>$0.04</td>
<td>$0.04</td>
<td>$0.05</td>
</tr>
<tr>
<td>Toll-free telephone numbers and cellular telephone (fixed cost, monthly)</td>
<td>$7.14</td>
<td>$7.36</td>
<td>$7.58</td>
<td>$7.81</td>
<td>$8.04</td>
</tr>
<tr>
<td>Toll-free telephone numbers and cellular telephone (basic cell, monthly)</td>
<td>$45.08</td>
<td>$46.43</td>
<td>$47.82</td>
<td>$49.26</td>
<td>$50.74</td>
</tr>
<tr>
<td>Toll-free telephone numbers and cellular telephone (smart cell, monthly)</td>
<td>$72.12</td>
<td>$74.28</td>
<td>$76.51</td>
<td>$78.81</td>
<td>$81.17</td>
</tr>
<tr>
<td>Honoraria</td>
<td>$1,442.87</td>
<td>$1,486.16</td>
<td>$1,530.74</td>
<td>$1,576.66</td>
<td>$1,623.96</td>
</tr>
<tr>
<td>Site payment</td>
<td>$63,302.92</td>
<td>$65,202.01</td>
<td>$67,158.07</td>
<td>$69,172.81</td>
<td>$71,248.00</td>
</tr>
<tr>
<td>Transcription services (hourly)</td>
<td>$69.26</td>
<td>$71.34</td>
<td>$73.48</td>
<td>$75.68</td>
<td>$77.95</td>
</tr>
</tbody>
</table>
### Customer information

1a. Table of awarded special item number(s) with cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>Awarded SIN</th>
<th>Item description</th>
<th>Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Administrative management and general management consulting services</td>
<td>Page 14</td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>Ancillary supplies and services</td>
<td>Page 16-17</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-level materials</td>
<td>Determined at task order level</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. This price is the government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer should show the range of the lowest price, and cite the areas to which the prices apply. **n.a.**

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 page 20 through end of document)*

2. Maximum order: $1,000,000.00

3. Minimum order: $100.00

4. Geographic coverage (delivery area): **Domestic and overseas**

5. Point(s) of production (city, county, and state or foreign country): **Same as company address**

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

7. Quantity discounts: **n.a.**

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): **n.a.**

10a. Time of delivery: **To be determined at time of task order**

10b. Expedited delivery: **To be determined at time of task order**

10c. Overnight and two-day delivery: **Contact contractor**

10d. Urgent requirements: **Contact contractor**

11. F.O.B. points(s): **Destination**

12a. Ordering address(es): **RFPCenter@mathematica-mpr.com**

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): **Mathematica, P.O. Box 2393, Princeton, NJ 08543-2393**

14. Warranty provision: **Standard commercial warranty. Customer should contact contractor for warranty information.**
15. Export packing charges (if applicable): \textbf{n.a.}
16. Terms and conditions of rental, maintenance, and repair (if applicable).
17. Terms and conditions of installation (if applicable): \textbf{n.a.}
18a. Terms and conditions of repair parts indicating date of parts price list and any discounts from list prices (if applicable): \textbf{n.a.}
18b. Terms and conditions for any other services (if applicable): \textbf{n.a.}
19. List of services and distribution points (if applicable): \textbf{n.a.}
20. List of participating dealers (if applicable): \textbf{n.a.}
21. Preventative maintenance (if applicable): \textbf{n.a.}
22a. Special attributes such as environmental attributes (for example, recycled content, energy efficiency, or reduced pollutants): \textbf{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 are available (for example, contractor’s website or other location). The EIT standards can be found at \url{www.Section508.gov/}.
23. Data Universal Numbering System (DUNS) number: \textbf{072633951}
24. Mathematica Inc. is registered in System for Award Management (SAM) database.
Labor Category Descriptions

I. Vice President/Senior Fellow

A. Responsibilities
1. Acts as project director or principal investigator for major Mathematica research or information technology (IT) projects.
2. Represents the company through published material, papers, and testimony on implications of Mathematica research, analytics, or IT projects.
3. Designs and monitors the carrying out of research projects involving advanced statistical modeling techniques or other analytics.
4. Serves as expert technical resources to projects.
5. Manages projects to meet budgets and complex schedules, and is experienced managing a variety of contract types, including firm-fixed price, cost reimbursable, time and materials, and hybrid contract structures in accordance with contract requirements and federal regulations.
6. Serves as the point of contact with technical and government contracting personnel on contract related matters.
7. Supervises others working on research, analytical, or technology projects, and monitors the quality, timeliness, and cost-effectiveness of their work. Assists other staff in resolving project problems, especially in technical areas.

B. Qualifications
1. Ph.D. in economics, statistics, a social science, computer science, or related field and 15 years of relevant experience in a policy research or IT environment; or M.A./M.S. in economics, statistics, a social science, computer science, or related field and 25 years of relevant experience in a policy research or IT environment; or B.A./B.S. in economics, statistics, a social science, computer science, or related field and 30 years of relevant experience in a policy research or IT environment.
2. Nationally recognized expert in a specific field with four years of demonstrated effectiveness functioning as a senior researcher, principal investigator on substantial research projects, or lead technologist on major IT projects.
3. Ability to discern government and national policy or complex technology needs.
4. Ability to lay out research questions and put issues into both policy and technical frameworks.

II. SENIOR RESEARCHER

A. Responsibilities
1. Designs and directs or serves as the principal investigator for research projects of moderate size involving advanced statistical, modeling, or policy analysis techniques. Leads key tasks on larger research projects.
2. Supervises others working on research projects, and monitors the quality, timeliness, and cost-effectiveness of their work. Assists other staff in resolving project problems, especially in technical areas.
3. Represents the company’s expertise in a specific research or policy area through technical communications, testimony, publications, and conferences, reaching beyond the contracting agencies.
4. Revises project deliverables prepared by other staff for technical quality and effectiveness of communication.
5. Manages projects to meet quality standards, deliverable schedules, and budgets.
B. Qualifications

1. Ph.D. in relevant field such as economics, statistics, or other social science and a minimum of four years at the Researcher level, or master’s degree in economics, statistics, or other social science and a minimum of 8 years’ experience in a social science environment.

2. Ability to translate policy issues into research questions and to communicate project findings to both policy and technical audiences.

3. See substitutions for minimum education/experience requirement.

III. Senior Survey Researcher

A. Responsibilities

1. Serves as project director or principal investigator for research projects, supervises others working on the projects, and reviews their work.

2. Designs questionnaires, management procedures, and pretests.

3. Works with statisticians to design sampling procedures for major projects.

4. Leads teams that include other senior survey researchers as well as professionals in other divisions.

5. Handles budget preparation and cost analyses.

6. Manages and directs survey teams for major surveys.

7. Serves as project director, survey director, or task leader for projects across divisions.


9. Participates in study design.

B. Qualifications

1. Ph.D. degree in social science or related field plus five years’ experience in survey research including all phases of survey management and methodological research, interview development, work with statisticians on the design of sampling procedures and management procedures, budget preparation and proposal writing; or master’s degree in social science or related field plus 10 years of experience in survey research, including all phases of survey management and methodological research, interview development, work with statisticians on the design of sampling procedures and management procedures, budget preparation and proposal writing; or bachelor’s degree in social science or related field plus twelve years of experience in survey research, including all phases of survey management and methodological research, interview development, work with statisticians on the design of sampling procedures and management procedures, budget preparation and proposal writing.

2. Familiarity with multiple modes of data collection including computer assisted telephone and personal interviewing (CATI/CAPI), web, and the use of innovative technologies for data collection.

3. Has authored published articles in survey research field.

4. See substitutions for minimum education/experience requirement.

IV. Senior Statistician

A. Responsibilities

1. Develops and implements sample designs including developing sampling frames, designing and selecting probability samples, developing estimation systems, calculating design-based survey weights, imputing for nonresponse, and preparing descriptive tables and other analytic products.
2. Manages programming activities associated with statistical methods, including supervision of programmer activities and preparation of day-to-day specifications and instructions.

3. Consults on statistical and quality issues associated with sample survey activities.

4. Designs and analyzes methodological studies.

5. Writes technical reports, presenting and documenting statistical methods used.

B. Qualifications

1. Ph.D. in statistics or related field plus 5 years’ experience as a statistician, or master’s degree in statistics, or a social science, plus 10 years relevant experience.

2. Background and experience in sample design and survey methodology or biostatistics.

3. Administrative ability to manage and direct statistical activities.

4. See substitutions for minimum education/experience requirement.

V. Senior Systems Analyst

A. Responsibilities

1. Defines the systems requirements and specifications in such areas as database and system design, web site and web applications, systems integration, sample selection, sample tracking, extracting data from external systems, file linking, analysis file creation, data analysis and other system tasks. Recommends technology solutions, platforms, and programming languages. Oversees the execution of this work by more junior staff.

2. Designs and monitors the carrying out of research, survey, and/or technology projects involving advanced systems development and data manipulation.

3. Represents the company through reports, published material, and direct contact in area of expertise.

4. Directs systems-oriented projects or serves as task leader of complex systems tasks on research projects.

5. Manages tasks and projects to meet budget guidelines.

6. Develops and manages enterprise-level IT or data analytic solutions and plans.

7. Has deep knowledge of developing web-based technologies or complex systems, such as cloud-based systems.

8. Has knowledge of Federal Information Security Management Act (FISMA), National Institute of Standards and Technology (NIST), or agency-specific computer security requirements.

9. Has experience leading software testing, test automation, quality assurance, or independent verification and validation activities.

B. Qualifications

1. Master’s degree in Computer Science, Statistics, Information Systems, or a related field, 11 years of hands-on experience with application or systems design and development, cloud-based technologies, mobile development, relational databases, NoSQL databases, or other related technologies.

2. Experience leading teams using a variety of IT methodologies, including waterfall, Agile, or other software development processes.

3. Thorough knowledge of the role of computer systems in supporting systems and technology, survey, and research projects, and data analysis and data visualization.

4. Ability to lead a team of programmers on data processing or systems development tasks on medium to large projects.

5. Ability to direct projects focusing on data processing or systems design and development.

6. See substitutions for minimum education and experience requirement.
VI. Researcher

A. Responsibilities

1. Carries out independent research under the direction of Project Director on policy-oriented research projects.
2. Conducts one or more of the following analytical tasks: (1) manages large micro data files; uses a variety of statistical techniques to analyze data files; (2) develops theoretical models suitable for empirical testing and uses quantitative methods to estimate these models; (3) conducts process analysis of program implementation and operations.
3. Develops theoretical models suitable for empirical testing and uses quantitative methods to fit these models to data bases.
4. Conducts process analysis of program implementation on operations.
5. Writes analytical reports and makes presentations interpreting research results for policy makers.

B. Qualifications

1. Ph.D. in relevant field such as economics, statistics or social sciences, or master’s Degree in economics, statistics, or social sciences and 4 years’ experience.
2. Knowledge of and experience with research methods used to evaluate health and human services policies and programs.
3. Ability to apply theory of an appropriate discipline to policy issues.
4. Several papers, articles or reports demonstrating advanced professional skills and potential.
5. See substitutions for minimum education/experience requirement.

VII. Survey Researcher

A. Responsibilities

1. Designs questionnaires, providing questionnaire development specifications, and design pretests.
2. Designs interviewer training materials and training procedures.
3. Designs sampling procedures for typical project and may participate in sample designs.
4. Supervises other professionals both within and outside the division.
5. Handles budget preparation and cost analyses.
6. Manages survey teams for major surveys, directs small projects, and implements focus groups.
7. Designs management procedures and oversees implementation.
8. Performs analysis for methodological studies.
9. Writes professional reports on survey research activities suitable for publication or dissemination.

B. Qualifications

1. Ph.D. degree in social science or related field and one year experience in surveys, including questionnaire design, interviewer training and field management; or master’s degree in social science or related field plus five years of experience in surveys, including questionnaire design, interviewer training and field management; or bachelor’s degree in a social science or related field plus eight years of experience in surveys, including questionnaire design, interviewer training and field management
2. Familiarity with Computer Assisted Telephone Interviewing (CATI).
3. In-depth knowledge of survey research methodology and techniques.
4. Administrative ability to manage and direct surveys.
5. See substitutions for minimum education/experience requirement.

VIII. Statistician

A. Responsibilities

1. Develops and implements sample designs including developing sampling frames, designing and selecting probability samples, developing estimation systems, calculating design-based survey weights, imputing for non-response, and preparing descriptive tables and other analytic products.
2. Designs and analyzes methodological studies.
3. Manages programming activities associated with statistical methods, including supervision of programmer activities and preparation of day-to-day specifications and instructions. Often completes less complex programming work without programmer assistance.
4. Consults on statistical and quality issues associated with sample survey activities.
5. Writes technical reports, presenting and documenting statistical methods used.
6. Participates in outside professional activities, including oral presentations and written articles suitable for publication or dissemination.

B. Qualifications

1. Ph.D. in statistics, biostatistics, or related field; or master’s degree in statistics or a social science, plus five years of experience.
2. Background and experience in sample design and survey methodology or biostatistics.
3. Knowledge and/or experience in the area of small area estimation, causal inference, hierarchical linear modeling, or experimental (random assignment) and quasi-experimental design is desirable.
4. See substitutions for minimum education/experience requirement.

IX. Systems Analyst

A. Responsibilities

1. Serves as task leader on systems-oriented tasks or on substantive tasks with large programming content.
2. Prepares specifications for programming requirements in the areas of data analysis, including data extraction, merging and combining data from primary and secondary data sources, sample selection, sample tracking, CATI/CAPI, analysis file creation, data and statistical analysis, modeling and other systems tasks under the direction of a project director or senior systems analyst. Evaluates and recommends computing platform and programming languages. Develops programming assignments and implements these specifications or oversees the implementation by more junior staff.
3. Prepares specifications for programming requirements in the areas of systems design and development, including websites and web applications, mobile applications, database design and development, and system integrations.
4. Assesses external computer systems and data availability, and designs procedures for extracting or obtaining data from these external systems. Negotiates with agencies to implement procedures.
5. Designs, creates, and oversees all stages of development for public use and final deliverable analysis files.
6. Works on specialized programming projects that require advanced programming or technological advances.
7. Writes documentation for public use files, systems specifications, and other programming/systems work.
8. Contributes to the writing of client reports.
9. Assists with developing or planning for data analytic or other IT systems.
10. Has working knowledge of developing web-based technologies or complex systems, such as cloud-based systems.
11. Has knowledge of FISMA, NIST, or agency-specific computer security requirements.
12. Assists with software testing, test automation, quality assurance, or independent verification and validation activities.

B. Qualifications
1. Master’s degree in computer science, statistics, economics, or a related field.
2. At least seven years of hands-on experience with application or systems design and development, cloud-based technologies, mobile development, relational databases, NoSQL databases, or other related technologies. Experience includes the analysis and design of computer systems and the creation of written program specifications.
3. Strong technical skills in the analysis and design of computer systems, including extensive experience with a variety of computer operating environments and computer packages and languages; widely recognized in field of expertise.
4. Demonstrated technical expertise in data processing and systems design in one or more substantive areas, such as health, labor, welfare, or education, or in LAN administration.
5. See substitutions for minimum education/experience requirement.

X. Research Analyst II

A. Responsibilities
1. Under supervision, develops the models and hypotheses relevant to quantitative studies, as well as the technical approach and statistical methodologies to be used in testing these models and hypotheses. Reviews results, re-specifies models, and hypotheses, and draws policy implications from analytic results.
2. Serves as liaison with clients and maintains telephone and in-person contact with technical staff of contracting agency.
3. Conducts literature reviews in relevant subject areas as input into overall research design or as stand-alone products for dissemination.
4. Responsible for sections of reports and technical proposals, including substantive sections and chapters dealing with technical approach.
5. Prepares memos evaluating operational component of projects, outlining problems, options, and solutions for action by senior staff or client agencies.
6. Participates in the requirements analysis of computer systems to address project-related operational functions such as longitudinal participant or questionnaire tracking.
7. Prepares site visit protocols and other data collection guides, schedules and conducts site visits, prepares site visit write-ups, analyzes qualitative data and performs cross-site syntheses, and prepares sections or chapters of reports synthesizing findings and drawing policy implications.

B. Qualifications
1. Master’s degree in health policy, public policy, economics, statistics, sociology, or other field relevant to social science research.
2. Minimum three years of research experience in social sciences or academic work that demonstrates analytic and quantitative research skills through the preparation of papers, articles, or reports showing professional skill and potential.

3. Strong knowledge of qualitative and quantitative research methods and the theory of statistics appropriate to the relevant discipline. Demonstrated ability and experience at making independent analytic judgments and at modeling and evaluating empirical research.

4. See substitutions for minimum education/experience requirement.

**XI. Research Analyst I**

**A. Responsibilities**

1. Under close supervision conducts qualitative and quantitative analyses on specific project tasks as specified in the analysis plan. Prepares initial draft and revisions of sections or chapters of task reports.

2. Involved in the specification of IT requirements for survey, research, or analytics projects, including random sampling and analysis file design.

3. Develops data requirements for outside suppliers of sample frame files or analysis data files and provide liaison with these suppliers.

4. Prepares site visit protocols and other data collection guides, schedules and conducts site visits, prepares site visit write-ups, analyzes qualitative data, and prepares sections or chapters of reports synthesizing findings.

5. Involved in the specification of computer requirements for survey and research projects, including random sampling and analysis file design.

6. Participates in the design and creation of Public Use files and documentation.

7. Conducts literature reviews in relevant subject areas as input into overall research design or as stand-alone products that are disseminated.

8. Prepares memos evaluating operational component of projects, outlining problems, options, and solutions for action by senior staff or client agencies.

**B. Qualifications**

1. Master's degree in health policy, public policy, economics, statistics, sociology, IT, or other field relevant to social science research.

2. Recent experience conducting research and/or data analysis using Microsoft Excel, PowerPivot, Tableau, or similar tools.

3. Minimum one year of research experience in social sciences or academic work that demonstrates analytic and quantitative research skills.

4. See substitutions for minimum education/experience requirement.

**XII. Survey/Sampling Specialist**

**A. Responsibilities**

1. Under close supervision, participates in the development of survey instruments, training materials, operations manuals and quality control specifications.

2. Produces productivity schedules and reports.

3. Manages data collection and quality control efforts by monitoring the supervision of quality control and telephone and field interviewing staff.
4. Monitors project programmer activities and sample implementation or performs computer programming activities associated with statistical functions.

5. Participates in designing sample implementation procedures and conducts or manages sample implementation activities. May also review and analyze programming specifications, and convert programming specifications into computer programming code.

6. Conducts site visits and focus groups and prepares written reports on them.

7. Prepares memos evaluating survey operations, outlining problems, options, and solutions, or documents computer programs in narrative format and in flow charts.

B. Qualifications

1. Master’s degree in a social science or related field plus one or more years survey research experience; or bachelor’s degree in a social science or related field or related field plus three years survey research or related experience;

2. In-depth knowledge of survey operations and demonstrated managerial skills.


4. Basic knowledge of the role of computer systems in supporting survey and research projects.

5. See substitutions for minimum education/experience requirement.

XIII. Senior Programmer

A. Responsibilities

1. Reviews and analyzes programming specifications, and converts programming specifications into computer programming code.

2. Creates and runs computer programs to address complex database development, data analysis, survey sampling, and public use file creation tasks.

3. Tests, debugs, and verifies that computer programs operate according to specifications.

4. Prepares written documentation for computer programs and analysis files that may be used by other internal staff or by clients.

5. Acts as liaison with clients and maintains telephone and in-person contact with technical staff of contracting agency.

6. Prepares memos outlining programming related problems, options, and solutions for action by senior staff or client agencies.

7. Communicates in writing with outside suppliers of data for analysis or survey sampling.

8. Designs and implements computer systems to address project-related operational functions such as longitudinal participant or questionnaire tracking and to address internal administrative functions.

9. Prepares written documentation for computer programs and analysis files that may be used by other internal staff or by clients.

10. Develops or implements data collection solutions, including websites, surveys, and applications.

11. Participates in the evaluation of hardware and software for project-related functions, including possible development of data analytic or other IT systems.

12. Has knowledge of FISMA, NIST, or agency-specific computer security requirements, or assist with audits of security procedures.

13. Has knowledge of web-based technologies or other complex systems.
B. Qualifications

1. Bachelor’s degree in Economics, Statistics, Math, Information Systems, or related field; or minimum of four years of college-level coursework in programming and data analysis.

2. Basic knowledge of the role of computer systems in supporting research projects and of the basic methodology of computer data analysis.

3. One year of experience with one or more of the following computer statistical packages or procedural languages: SAS, Stata, SPSS, R, Python, JavaScript, .Net, Java, SQL, C#, FORTRAN or related package/language.

4. See substitutions for minimum education/experience requirement.

XIV. Editor

A. Responsibilities

1. Edits reports, proposals, and other documents to ensure correctness, consistency, and adherence to style.

2. Coordinates editorial and production functions to achieve efficient workflow.

3. Helps ensure that print and electronic reports and proposals and other Mathematica deliverables are of the highest quality, produced on time, within budget, and meet corporate quality standards and client specifications.

4. Assigns, monitors, and reviews work of in-house and freelance editorial staff.

5. Acts as focal point for management of document production.

6. Supervises proofreader’s schedule and workflow.

7. Manages the editorial schedule and flow of materials between authors, editors, production staff, and copy center.

8. Helps supervisor ensure consistency of production procedures, promotes staff development and identifies tools and training needed to enhance skills.

9. Updates and maintains quality control procedures.

10. Ensures accuracy of files converted to portable document format (PDF) and timely archiving. Works with production staff to ensure that data have been imported correctly.

11. Keeps abreast of new technology and identifies and implements ways to improve the editorial and production process.

B. Qualifications

1. Bachelor’s degree in English, journalism, mass communications, communications technology, or related field.

2. Minimum of five years’ corporate document production experience or related production/publishing experience.

3. Minimum of three years’ general editorial experience (including proofreading and copyediting).

4. See substitutions for minimum education/experience requirement.
XV. Research Assistant/Programmer

A. Responsibilities
1. Under close supervision, utilize packaged programs such as SAS and STATA, to create and document analysis files. Programs may involve transformation of variables and merging of data from multiple sources.
2. Under close supervision, run basic statistics (frequencies, regressions) using SAS and Stata. Prepares tabular reports to be used in project deliverables.
3. Prepare tabular reports to be used in project deliverables.
4. Develops system specifications in line with client requirements and documents them using standardized procedures.
5. Monitors work progress against schedule milestones and reviews deviations with project director or principal investigator.
6. Conduct library-oriented research tasks include literature searches, and preparation of footnotes and bibliographies.
7. Assists in the planning of all phases of a project and assists in the specification of resource and technical requirements, including monthly estimates of staffing requirements.
8. Utilizes various graphics packages to prepare charts, graphs and tables for reports.
9. Writes computer programs of moderate complexity in common software and database languages or configures off-the-shelf software and low-code/no-code platforms.
10. Assists in developing and testing web and mobile applications, databases, and system integrations.
11. Has basic understanding of web-based technologies or general system components.

B. Qualifications
1. B.A./B.S. degree in appropriate field such as Business Administration, Public Administration, Public Policy, Government, Economics, Mathematics, Statistics or Computer Programming or equivalent work experience from which comparable knowledge can be obtained.
2. Basic understanding of mathematics and statistics, and academic or job-related experience in the mathematical and statistical manipulation of data. The ability to comprehend technical materials in tabular or statistical form.
3. Some academic or job experience with application or systems design and development, cloud-based technologies, mobile development, relational databases, NoSQL databases, or other similar technologies.
4. See substitutions for minimum education/experience requirement.

XVI. Survey Associate

A. Responsibilities
1. Assists with questionnaire development (Web, paper, and CATI programs) through library resources and testing of instruments.
2. Edits and proofreads questionnaires, training materials and other documents.
3. Assists in facilitating the collection of data by working with outside agencies (such as schools), program administrators, or executives.
4. Prepares training materials and uses databases to update project status.
5. Assembles reports on productivity.
6. Supervises and assists in training interviewing staff and survey assistants.
7. Supervises on-call or temporary staff.
8. Monitors interviews conducted by on-call staff.

**B. Qualifications**
1. B.A./B.S. degree in a social science or related field, or equivalent experience in survey research.
2. Excellent written and verbal communication skills and phone manner.
3. See substitutions for minimum education/experience requirement.

**XVII. Survey Supervisor**

**A. Responsibilities**
1. Under general supervision, recruits (includes interviewing on-call applicants and contacting references) and assists with hiring decisions of on-call survey staff.
2. Assists with the conduct of general training and project training, and with the certification of on-call survey staff.
3. Assigns (and reassigns) cases to on-call survey staff.
4. Uses databases to update status of cases.
5. Processes travel requisitions, expense reports, and other supporting documents.
6. Monitors and evaluates on-call staff.

**B. Qualifications**
1. High School diploma or GED.
2. Six months of experience working in a survey center on telephone or field projects. Some telephone or field interviewing experience required.
3. Exposure to best practices in survey research and rudimentary understanding of how these practices result in high quality data.
4. Knowledge in the use of a variety of PC-based software packages such as Word, Excel, Access, and PowerPoint, and Outlook.
5. See substitutions for minimum education/experience requirement.

**XVIII. Project Supervisor**

**A. Responsibilities**
1. Assists Survey Operations Supervisor with the day-to-day supervision of assigned projects.
2. Monitors interviewers and provides coaching feedback to ensure compliance with MPR’s quality standards.
3. Reviews sample daily to maximize interviewer calling efforts.
4. Ensures sample is worked in the most effective and efficient manner.
5. Provides daily project status reports/updates.
6. Motivates staff to perform well.
**B. Qualifications**

1. High school diploma, GED, or higher degree.
2. Minimum one year of experience in interviewing, searching or data collection quality control, or degree in related field such as social sciences or statistics, plus some practical experience.
3. Demonstrated ability to organize concurrent tasks.
4. See substitutions for minimum education/experience requirement.

**XIX. **Survey Operations On-Call Staff (interviewing, searching, coding, quality control)—01420 Survey Worker

**A. Responsibilities**

1. Completes assigned telephone interviews, accurately recording respondent answers.
2. Completes assigned “respondent locating”, accurately recording leads and results.
3. Documents all relevant information regarding respondent contacts.
4. Documents all call dispositions clearly and precisely.
5. Gains cooperation from respondents on a consistent basis, including those that may have initially refused to participate.
6. Reviews data from survey hard copy instruments and edits according to specific specifications.
7. Codes open-ended responses.
8. Performs additional tasks as assigned such as filing, sample preparation, and general clerical functions.

**B. Qualifications**

1. A high school diploma, or equivalent training from which comparable knowledge and skills can be obtained.
2. See substitutions for minimum education/experience requirement.

**XX. **Executive Interviewer (On-call)—01420 Survey Worker

**A. Responsibilities**

1. Completes assigned executive level telephone interviews, accurately recording respondent answers.
2. Documents all relevant information regarding respondent contacts.
3. Documents all call dispositions clearly and precisely.
4. Gains cooperation from respondents and “gatekeepers” on a consistent basis, including those that may have initially refused to participate.
5. Provides additional information to respondents as needed, including mailing or faxing letters and brochures.

**B. Qualifications**

1. A high school diploma, or equivalent training from which comparable knowledge and skills can be obtained.
2. Over two years’ experience in dealing with medical professionals and/or business executives.
3. See substitutions for minimum education/experience requirement.
XXI. **Field Interviewer (On-call)—01420 Survey Worker

A. Responsibilities
1. Completes assigned in-person interviews, accurately recording respondent answers.
2. Carries out detailed search procedures for respondents who are difficult to locate.
3. Documents all relevant information regarding respondent contacts including addresses visited, person spoken with, and any further action that may be required.
4. Assumes responsibility for all interviews assigned; accounts for all assignments and statuses.
5. Gains cooperation from respondents on a consistent basis, including those that may have initially refused to participate.
6. Edits the completed interview.
7. Assumes responsibility for the resolution of data problems that may arise from collected data.

B. Qualifications
1. A high school diploma, or equivalent training from which comparable knowledge and skills can be obtained.
2. See substitutions for minimum education/experience requirement.

XXII. **Clerical—01311 Secretary I

A. Responsibilities
1. Formats proposals, reports, and other deliverables according to Mathematica branding and client requirements.
2. Maintains and updates tracking logs, file strictures, version control, and archiving all documents.
3. Tracks progress toward milestones, anticipates issues, and communicates with supervisor on status of projects and staffing needs.
4. Coordinates and makes travel arrangements and processes expense reports for staff.
5. Provides support for meetings (which often includes conferences, assembling and distributing materials and information set-up).

B. Qualifications
1. A high school diploma or GED.
2. Proficiency with Microsoft applications, including Word, PowerPoint, and Excel, as well as Adobe Acrobat.
3. See substitutions for minimum education/experience requirement.

**Denotes SCA Eligible Category

Substitutions
High school diploma is equivalent to a GED.
Two (2) years of experience is equivalent to an associate’s degree.
Two (2) years of experience and an associate’s degree is equivalent to a bachelor’s degree.
Three (3) years of experience and a bachelor’s degree is equivalent to a master’s degree.
Three (3) years of experience and a master’s degree is equivalent to a Ph.D.