GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE 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 for GSA Advantage! is: http://www.gsaadvantage.gov

FEDERAL SUPPLY SCHEDULE CONTRACT SCHEDULE TITLE:
THE MULTIPLE AWARD SCHEDULE (MAS)
Large Category: Professional Services

CONTRACT NUMBER:
GS-00F-172GA

PERIOD COVERED BY CONTRACT:
April 20, 2022- April 19, 2027

National Institute of Statistical Sciences
19 TW Alexander Dr
Research Triangle Park, NC, 27709
(P) 919-685-9300
(F) 919-685-9310
http://www.niss.org/

Contractor’s Administration Source:
Nell Sedransk
215-800-3880
nsedransk@niss.org

General Services Administration
Management Services Center Acquisition Division
Price list current as of modification # PO-0019 effective June 30, 2022

Business Size: Other Than Small

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

**SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services, **SIN OLM:** Order Level Materials

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. See below.

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.

See Below

2. Maximum order.

**SIN 541611:** $1,000,000, **SIN OLM:** $250,000

If the “best value” selection places your order over this Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement; (2) offer the lowest price available under this contract; or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.

3. Minimum order.

$100.00

4. Geographic coverage (delivery area).

48 Contiguous States including Washington, DC, Alaska, Hawaii, and Puerto Rico

5. Point(s) of production:

19 TW Alexander Dr Research Triangle Park, NC, 27709

6. Discount from list prices or statement of net price.

Net GSA pricing is listed in the attached pricing table

7. Quantity discounts.

None

8. Prompt payment terms.

0%, 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).

NOT APPLICABLE
10a. Time of delivery.  
**Determined at the Task Order Level**

10b. Expedited Delivery.  
**Determined at the Task Order Level**

10c. Overnight and 2-day delivery.  
**Determined at the Task Order Level**

10d. Urgent Requirements.  
Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery

11. F.O.B. point.  
**Destination**

12a. Ordering address.  
National Institute of Statistical Sciences  
19 TW Alexander Dr  
Research Triangle Park, NC, 27709  
(P) 919-685-9300  
(F) 919-685-9310

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

13. Payment address.  
National Institute of Statistical Sciences  
19 TW Alexander Dr  
Research Triangle Park, NC, 27709  
(P) 919-685-9300  
(F) 919-685-9310

14. Warranty provision.  
**NOT APPLICABLE**

15. Export packing charges, if applicable.  
**NOT APPLICABLE**

16. Terms and conditions of rental, maintenance, and repair (if applicable).  
**NOT APPLICABLE**

17. Terms and conditions of installation (if applicable).  
**NOT APPLICABLE**

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
18b. Terms and conditions for any other services (if applicable).
NOT APPLICABLE

19. List of service and distribution points (if applicable).
NOT APPLICABLE

20. List of participating dealers (if applicable).
NOT APPLICABLE

21. Preventive maintenance (if applicable).
NOT APPLICABLE

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
NOT APPLICABLE

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. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov.
AS APPLICABLE

23. Unique Entity Identifier (UEI) number:
HDFJNDL61KG8

24. Notification regarding registration in System for Award Management (SAM) database:
Active
## GSA LABOR CATEGORIES AND RATES

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Labor Category</th>
<th>Contractor or Customer Facility or Both</th>
<th>Base Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Director, CEO</td>
<td>Contractor Facility</td>
<td>$334.81</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Research Fellow</td>
<td>Contractor Facility</td>
<td>$299.31</td>
</tr>
<tr>
<td>541611</td>
<td>Research Fellow, II (Quantitative Methodologist / Psychometrician)</td>
<td>Contractor Facility</td>
<td>$223.65</td>
</tr>
<tr>
<td>541611</td>
<td>Research Fellow, II (Statistician / Survey Statistician)</td>
<td>Contractor Facility</td>
<td>$237.69</td>
</tr>
<tr>
<td>541611</td>
<td>Research Fellow, I (Statistician / Survey Statistician)</td>
<td>Contractor Facility</td>
<td>$148.23</td>
</tr>
<tr>
<td>541611</td>
<td>Research Associate, III (Statistician / Survey Statistician)</td>
<td>Contractor Facility</td>
<td>$143.68</td>
</tr>
<tr>
<td>541611</td>
<td>Research Associate, II</td>
<td>Contractor Facility</td>
<td>$124.70</td>
</tr>
<tr>
<td>541611</td>
<td>Computer Support, I</td>
<td>Contractor Facility</td>
<td>$99.76</td>
</tr>
<tr>
<td>541611</td>
<td>Editor</td>
<td>Contractor Facility</td>
<td>$105.68</td>
</tr>
<tr>
<td>541611</td>
<td>Research Fellow, II (Quantitative Methodologist / Psychometrician) *Onsite Delivery</td>
<td>Customer Facility</td>
<td>$166.13</td>
</tr>
<tr>
<td>541611</td>
<td>Research Fellow, II (Statistician / Survey Statistician) *Onsite Delivery</td>
<td>Customer Facility</td>
<td>$176.56</td>
</tr>
<tr>
<td>541611</td>
<td>Finance and HR Operational Manager</td>
<td>Contractor Facility</td>
<td>$172.71</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Executive Assistant</td>
<td>Contractor Facility</td>
<td>$111.84</td>
</tr>
</tbody>
</table>

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
POSITION DESCRIPTIONS

Labor Category Title: Director, CEO

Minimum Education/ Certification Level: PhD

Minimum Years of Experience: 15

Functional Responsibilities: The Director directs all stages of projects from research design through data collection, analysis, and reporting and leads in business development, writing proposals, supervising staff, and working with clients. Director provides research leadership to direct the development of innovative and creative technical solutions to technical problems using or extending state of-the-art methodology, performs statistics research tasks of significant technical complexity, applying standard and established theories, concepts, and techniques, and developing new approaches and validating these theoretically or computationally. In addition, the Director manages project staffing and budgets; develops technical and cost proposals; and serves as a public face of NISS by preparing and disseminating research products and findings to various research and practitioner audiences.

Labor Category Title: Senior Research Fellow

Minimum Education/ Certification Level: PhD

Minimum Years of Experience: 12

Functional Responsibilities: Senior Fellow provides research leadership to direct the development of innovative and creative technical solutions to technical problems using or extending state of-the-art methodology. Performs statistics research tasks of significant technical complexity, applying standard and established theories, concepts, and techniques, and developing new approaches and validating these theoretically or computationally. Results of work are considered technically authoritative. Supervises a team of colleagues, offers training and educational seminars, and mentors junior colleagues. Internationally recognized scholar and expert with distinguished research record of contributions to field of expertise.

Labor Category Title: Research Fellow, II (Quantitative Methodologist / Psychometrician)

Minimum Education/ Certification Level: PhD

Minimum Years of Experience: 7

Functional Responsibilities: The Research Fellow II leads research; develops projects and contributes to scholarship in quantitative methodology or psychometrics through publication in refereed journals and conference presentations. In addition, the Research Fellow II writes reports and presentations geared toward a broad audience (e.g., practitioners, policymakers); and offers technical training in both formal and informal formats. Projects address important and often highly complex issues and/or big data requiring a high level of technical expertise and a comparably high level of sophistication in the analysis of project data. In addition a Research Fellow II mentors junior colleagues and leads team research.

The work requires deep experience in applying quantitative skills to analysis and interpretation of research data; and demonstrated capability of successfully designing, implementing and analyzing research projects leading to publication of results in refereed professional journals.
Distinguished research publication record; advanced training at graduate level in statistics and specialized subfields of quantitative methodology or psychometrics. Expertise in R plus statistical and specialized psychometric software required.

**Labor Category Title:** Research Fellow, II (Statistician / Survey Statistician)

**Minimum Education/ Certification Level:** PhD

**Minimum Years of Experience:** 7

**Functional Responsibilities:** The Research Fellow II leads research; develops projects and contributes to scholarship in statistical science or applied statistics publication in refereed journals and conference presentations. In addition, the Research Fellow II writes reports and presentations geared toward a broad audience (e.g., practitioners, policymakers); and offers technical training in both formal and informal formats. Projects address important and often highly complex issues and/or big data requiring a high level of technical expertise and a comparably high level of sophistication in the analytic methodology. In addition a Research Fellow II mentors junior colleagues and leads team research.

The work requires deep experience in statistical theory and methodology and their application in substantive research; and demonstrated capability of successfully designing, implementing and analyzing research projects leading to publication in refereed statistical journals.

Distinguished research publication record; advanced specialized graduate level coursework in statistics and/or statistical computation.

Expertise in R plus statistical and specialized software required.

**Labor Category Title:** Research Fellow, I (Statistician / Survey Statistician)

**Minimum Education/ Certification Level:** PhD

**Minimum Years of Experience:** 5

**Functional Responsibilities:** The Research Fellow II leads research; develops projects and contributes to scholarship in quantitative methodology or psychometrics through publication in refereed journals and conference presentations. In addition, the Research Fellow II writes reports and presentations geared toward a broad audience (e.g., practitioners, policymakers); and offers technical training in both formal and informal formats. Projects address important and often highly complex issues and/or big data requiring a high level of technical expertise and a comparably high level of sophistication in the analysis of project data. In addition a Research Fellow II mentors junior colleagues and leads team research.

The work requires deep experience in applying quantitative skills to analysis and interpretation of research data; and demonstrated capability of successfully designing, implementing and analyzing research projects leading to publication of results in refereed professional journals.

Distinguished research publication record; advanced training at graduate level in statistics and specialized subfields of quantitative methodology or psychometrics.

Expertise in R plus statistical and specialized psychometric software required.
Labor Category Title: Research Associate, III (Statistician / Survey Statistician)

Minimum Education/ Certification Level: PhD

Minimum Years of Experience: 3

Functional Responsibilities: The Research Associate III independently develops research projects; drafts grant/contract proposals and initiates and takes responsibility for conduct of research, from design through implementation; conducts simulations; analyzes complex data using both quantitative software and statistical packages; graphically represents data findings; writes technical reports and manuscripts for journal publication; and writes nontechnical articles for a broad audience. In addition, the Research Associate supervises mentors junior colleagues; The work requires general and specialized graduate level coursework in theoretical and applied statistics and data analysis; and flexibility to learn new software

Established research record with publications in professional refereed journals is required; and so is knowledge of R and SPSS or SAS, also demonstrated competence with specialized statistical software (e.g., for Bayesian modeling or computationally intensive statistical methods).

Labor Category Title: Research Associate, II

Minimum Education/ Certification Level: PhD

Minimum Years of Experience: 1

Functional Responsibilities: The Research Associate II independently, or under guidance of senior colleagues, conducts literature and Internet searches; designs and implements research projects and statistical simulations; analyzes complex data using both quantitative software and statistical packages; graphically represents data findings; assists in the writing of reports under general supervision. In addition, the Research Associate mentors junior colleagues; programs models using software and freeware; and drafts sections of project deliverables (e.g., user guides, model specifications and technical reports and manuscripts for journal publication).

The work requires strong quantitative skills with graduate level coursework in statistics, data analysis plus quantitative methods or psychometrics; flexibility to learn new software
Established research record with publications in professional refereed journals is required; and knowledge of R and SPSS or SAS, also psychometric analysis software such as MPLUS, WINSTEPS or PARSCALE.

Labor Category Title: Computer Support, I

Minimum Education/ Certification Level: Bachelors

Minimum Years of Experience: 4

Functional Responsibilities: The Computer Support I assists in the development, support, and analysis/review of software, systems, and code; and provides day-to-day support for functionality. In addition, the Computer Support I provides technical support; supports statistical computation research; and utilizes existing commercial software and freeware to support statistical methodology and applied statistical research.
The work requires knowledge of data base system software and computational languages including R and C++, and knowledge of, computational methodology for statistical,
Labor Category Title: Editor

Minimum Education/ Certification Level: Bachelors

Minimum Years of Experience: 4

Functional Responsibilities: The Editor collaborates with researchers to develop outlines and to revise text; drafts nontechnical or semi-technical reports from technical articles; and prepares timely, high-quality manuscripts for publication. In addition, the Editor researches and provides complete document references using available resources.

Microsoft Office software skills, high level of competence and documented experience in writing both nontechnical and technical manuscripts.

Labor Category Title: Research Fellow, II (Quantitative Methodologist / Psychometrician) *Onsite Delivery

Minimum Education/ Certification Level: PhD

Minimum Years of Experience: 7

Functional Responsibilities: The Research Fellow II leads research; develops projects and contributes to scholarship in quantitative methodology or psychometrics through publication in refereed journals and conference presentations. In addition, the Research Fellow II writes reports and presentations geared toward a broad audience (e.g., practitioners, policymakers); and offers technical training in both formal and informal formats. Projects address important and often highly complex issues and/or big data requiring a high level of technical expertise and a comparably high level of sophistication in the analysis of project data. In addition a Research Fellow II mentors junior colleagues and leads team research.

The work requires deep experience in applying quantitative skills to analysis and interpretation of research data; and demonstrated capability of successfully designing, implementing and analyzing research projects leading to publication of results in refereed professional journals. Distinguished research publication record; advanced training at graduate level in statistics and specialized subfields of quantitative methodology or psychometrics. Expertise in R plus statistical and specialized psychometric software required.

Labor Category Title: Research Fellow, II (Statistician / Survey Statistician) *Onsite Delivery

Minimum Education/ Certification Level: PhD

Minimum Years of Experience: 7

Functional Responsibilities: The Research Fellow II leads research; develops projects and contributes to scholarship in quantitative methodology or psychometrics through publication in refereed journals and conference presentations. In addition, the Research Fellow II writes reports and presentations geared toward a broad audience (e.g., practitioners, policymakers); and offers technical training in both formal and informal formats. Projects address important and often highly complex issues and/or big data requiring a high level of technical expertise and a
comparably high level of sophistication in the analysis of project data. In addition a Research Fellow II mentors junior colleagues and leads team research.

The work requires deep experience in applying quantitative skills to analysis and interpretation of research data; and demonstrated capability of successfully designing, implementing and analyzing research projects leading to publication of results in refereed professional journals.

Distinguished research publication record; advanced training at graduate level in statistics and specialized subfields of quantitative methodology or psychometrics.

Expertise in R plus statistical and specialized psychometric software required

**Labor Category Title:** Senior Executive Assistant

**Minimum Education/ Certification Level:** Bachelors

**Minimum Years of Experience:** 8

**Functional Responsibilities:** The Senior Executive Assistant provides high-level administrative support by conducting research, preparing statistical reports, handling information requests, marketing and planning of conferences, workshops and meetings and performing clerical functions such as preparing correspondence, receiving visitors and training and supervising lower-level clerical staff. The Senior Executive Assistant prepares reports, memos, letters and other documents, using word processing, spreadsheet, database, or presentation software; answers phone calls and directs calls to appropriate parties or take messages; conducts research, compiles data, and prepares papers for consideration and presentation by executives, committees and boards of directors; attends meetings to record minutes; greets visitors and determines whether they should be given access to specific individuals; reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution; performs general office duties, such as ordering supplies, maintaining records management database systems; files and retrieves corporate documents, records, and reports. Opens, sorts, and distributes incoming correspondence, including faxes and email; make travel arrangements for colleagues and executives. In addition, the Senior Executive Assistant also liaise with vendors, exhibitors, and stakeholders during event planning; maintain event budgets; book venues and assist in scheduling speakers.

**Labor Category Title:** Finance and HR Operational Manager

**Minimum Education/ Certification Level:** Masters

**Minimum Years of Experience:** 7

**Functional Responsibilities:** The Operations Officer is responsible for managing financial procedures including planning budgets, participating in audits, monitoring transactions, preparing invoices managing human resources processes and assisting in contract management. The Operations Officer develops financial policies to ensure operational efficiency; conducts periodic financial analysis to identify and resolve issues, gaps or variances; manages cash controls as well as maintain book keeping up-to-date; ensures maintenance of the general and subsidiary ledgers; track investments and maintains relevant cash reserves; ensures all expenses are within assigned project budget; oversees the preparation of all financial statements, invoices, proposals, etc as required; ensures account receivables and payables activities are performed accurately and timely; ensures that financial transactions are properly updated and recorded; manage the preparation of balance sheets, income statements, expense reports, etc.; ensures data integrity in all financial reporting; updates financial records with recent transactions and changes; performs finance analysis, reporting and management tasks; identifies and resolves invoicing issues, accounting discrepancies and other
financial related issues; and reviews financial paperwork and procedures and make appropriate changes. The Operations Officer also is tasked with preparing or updating employment records related to hiring; transferring, promoting, and terminating; explaining human resources policies, procedures, laws, and standards to new and existing employees; ensuring new hire paperwork is completed and processed; addressing any employment relations issues, such as work complaints and harassment allegations; processing all personnel action forms and ensuring proper approval; overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks. Finally, the Operations Officer prepares/maintains a contracts database and monitors the renewal of contracts or new bidding processes and prepares and maintains contracts files for all contracts.