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 GSAAdvantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

SCHEDULE TITLE: MULTIPLE AWARD SCHEDULE (MAS)
LARGE CATEGORY H - PROFESSIONAL SERVICES

CONTRACT NUMBER:
GS-10F-0281S

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

PERIOD COVERED BY CONTRACT:
June 1, 2021 to May 31, 2026

Social Policy Research Associates Inc
1333 Broadway, Suite 310
Oakland, CA 94612
https://www.spra.com/
Phone: (510) 763-1499
Fax: (510) 763-1599

Contract Administration Source
Andrew Wiegand
Andrew_wiegand@spra.com

Pricelist current through Modification A837 Effective November 5, 2021

Business Size: Small
1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

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

*All SINs are subject to Cooperative Purchasing and Disaster Recovery Purchasing*

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN**: See Attached Pricelist.

1c. **HOURLY RATES (Services Only)**: See Attached Pricelist.

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**: $300

4. **GEOGRAPHIC COVERAGE**: Worldwide

5. **POINT(S) OF PRODUCTION**: Oakland, Alameda County, California

6. **DISCOUNT FROM LIST PRICES**: Net GSA Pricing Listed in Attached Pricing Table.

7. **QUANTITY DISCOUNT(S)**: 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**: N/A

10a. **TIME OF DELIVERY**: To be Negotiated at the Task Order Level.

10b. **EXPEDITED DELIVERY**: To be Negotiated at the Task Order Level.

10c. **OVERNIGHT AND 2-DAY DELIVERY**: To be Negotiated at the Task Order Level.

10d. **URGENT REQUIREMENTS**: To be Negotiated at the Task Order Level.
11. **FOB POINT**: As specified in each task order.

12a. **ORDERING ADDRESS**: 

Social Policy Research Associates  
1333 Broadway, Suite 310  
Oakland, CA 94612

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

13. **PAYMENT ADDRESS**: 

Social Policy Research Associates  
1333 Broadway, Suite 310  
Oakland, CA 94612

14. **WARRANTY PROVISION**: N/A

15. **EXPORT PACKING CHARGES**: N/A

16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (if applicable)**: N/A

17. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE)**: N/A

18a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE)**: N/A

18b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE)**: N/A

19. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE)**: N/A

20. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE)**: N/A

21. **PREVENTIVE MAINTENANCE (IF APPLICABLE)**: N/A

22a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants)**: N/A

22b. **Section 508 Compliance for EIT**: As applicable.

23. **Unique Entity Identifier (UEI) number**: 788704229

24. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE**: Active
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<thead>
<tr>
<th>SIN</th>
<th>LABOR CATEGORY</th>
<th>GSA PRICE W/ IFF</th>
<th>UOI</th>
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<td>$196.88</td>
<td>Hour</td>
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<td>541611</td>
<td>Senior Social Scientist</td>
<td>$139.63</td>
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<td>541611</td>
<td>Social Scientist II</td>
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<td>Associate C</td>
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<td>541611</td>
<td>Principal III</td>
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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 Schedule and all services provided. Labor categories and fixed price services marked noted in the matrix below are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract.

State: California
Area: California Counties of Alameda Contra Costa

<table>
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<tr>
<th>SCLS ELIGIBLE LABOR CATEGORY</th>
<th>SCLS EQUIVALENT CODE – TITLE</th>
<th>WD NUMBER</th>
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<td>2015-5623</td>
</tr>
<tr>
<td>Research Assistant II</td>
<td>01020 – Administrative Assistant</td>
<td>2015-5623</td>
</tr>
</tbody>
</table>

**Labor Category Descriptions**

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>LABOR CATEGORY DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Fellow</td>
<td>Duties: Serves as senior advisor to other project leaders. Will serve as Principal Investigator on complex evaluations, and will provide high-level technical and subject matter expertise. Degree and Experience Requirements: Ph.D. AND 20 years of social policy research experience. Substitution Accepted: Masters Degree + 24 years of experience</td>
</tr>
<tr>
<td>Senior Social Scientist</td>
<td>Duties: Serves as Principal Investigator or Senior Analyst on mid-size and larger projects; leads all phases of project work; provides technical and subject matter expertise on projects; chiefly responsible for developing project budgets; supervises task managers. Degree and Experience Requirements: Ph.D. AND 10 years of social policy research experience. Substitution Accepted: Masters Degree + 14 years of experience</td>
</tr>
<tr>
<td>Social Scientist II</td>
<td>Duties: Plays a large role in designing projects, including developing conceptual frameworks and research methods; may serve as a Principal Investigator on mid-size projects; prepares protocols and questionnaires to collect data; trains the data collection team; collects data through on-site interviews and observations, telephone interviews, and document reviews; writes reports or major sections of reports with minimal guidance; for quantitative projects or tasks, will develop analysis plans, conduct statistical analysis, and analyze results; for larger technical assistance projects, will plan and oversee technical assistance and training activities. Degree and Experience Requirements: Ph.D. AND 5 years experience. Substitution Accepted: Masters Degree + 9 years of experience</td>
</tr>
<tr>
<td>Role</td>
<td>Duties</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Social Scientist I            | May serve as a Co-Principal Investigator or Project Manager on small or medium-sized projects; prepares protocols and questionnaires to collect data; helps train the data collection team; collects data through on-site interviews and observations, telephone interviews, and document reviews; for quantitative projects or tasks, contributes to the development of the analysis plan and conducts statistical analysis; provides specifications to programmers and analyzes results; leads technical assistance and training activities on smaller to mid-sized projects. | Ph.D. degree and 5 years of experience  
Substitution Accepted: Masters Degree + 9 years of experience |
| Senior Programmer            | Responsible for developing and managing large data files; responsible for overseeing implementation of SPR’s data security protocols and procedures; conducts programming to carry out complex statistical analyses; may serve as a task leader for projects requiring high-level data management and programming skills; help prepare portions of written reports and proposals. | Bachelors degree in computer science, statistics, or social sciences AND 15 years of experience  
Substitution Accepted: Masters Degree + 13 years of experience |
| Policy Analyst II            | Contributes to the design of projects by drafting site visit protocols, and survey questions; collects data through on-site interviews and observations, telephone interviews, and document reviews; prepares detailed site visit reports following established outlines; coordinates surveys by serving as liaison with telephone interviewers and overseeing work of administrative and research assistants for mail surveys; for quantitative positions, conducts statistical analysis following plan devised with project leader; provides specifications to programmers and present results to project leader, and prepares tabular and graphical displays of findings; provides technical assistance by assessing needs, providing information about best practices, facilitating meetings, making presentations, and conducting training; contributes to reports by conducting analysis and preparing drafts of sections with guidance from project leaders; may serve as task leader, working under the direction of a social scientist. | Masters degree AND 2 years of experience  
Substitution Accepted: Bachelors Degree + 5 years of experience |
| Policy Analyst I             | Contributes to the design of projects by drafting portions of site visit protocols or survey questions; collects data through on-site interviews and observations, telephone interviews, and document reviews; prepares detailed site visit reports following established outlines; coordinates surveys by serving as liaison with telephone interviewers and overseeing work of administrative and research assistants for mail surveys; for quantitative positions, conducts analysis following plan devised by project leader; provides specifications to programmers and presents results by project leader; prepares tabular and graphical displays of findings; helps develop technical assistance materials; may assist others in facilitating meetings and conducting training; contributes to reports by preparing tables and graphs, conducting analysis and preparing drafts of sections with guidance and close supervision from project leaders; works under close supervision by project and task leaders. | Bachelors degree AND 2 years of experience  
Substitution Accepted: Masters Degree + 0 years of experience |
<table>
<thead>
<tr>
<th>Role</th>
<th>Duties</th>
<th>Degree and Experience Requirements</th>
<th>Substitution Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Assistant II**</td>
<td>Processes quantitative data; produces routine reports; collects qualitative data through telephone interviews or document reviews; assists with clerical and administrative tasks.</td>
<td>Bachelors degree required AND 2 years of experience AND demonstrated exceptional performance.</td>
<td>Masters Degree + 0 years of experience</td>
</tr>
<tr>
<td>Research Assistant I**</td>
<td>Provides administrative support for all staff; makes edits to documents; carries out other routine duties include general assistance in maintaining files, ordering supplies, and receiving, sorting and distributing mail and packages; carries out data entry into accounting system, reception duty, and other related duties as assigned.</td>
<td>Bachelors degree required AND 0 years of experience</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Editor</td>
<td>Provides conceptual and editorial review services to project managers; suggests revisions to written documents to improve their clarity; performs line-editing.</td>
<td>Masters Degree AND 10 years of experience</td>
<td>Bachelors Degree + 13 years of experience</td>
</tr>
<tr>
<td>Program Assistant</td>
<td>Under supervision of project leaders, the SPR Project Assistant works within teams to provide administrative, research, and technical support across multiple assigned projects. Project Assistant duties may include a mix of the following: •Support in the collection, maintenance, and/or analysis of qualitative interview and focus group data. •Contribute to the development and/or support the design of technical assistance materials and presentations (e.g. slide shows, event programs, handouts). •Coordinate logistics for national on-site trainings, site visits, and conferences, as well as virtual (webinar) trainings. •Assist in the development, administration, and analysis of mail/online surveys. •Update and maintain web portals and websites. •Collect and analyze secondary data sources, such as grant documents, school data, literature reviews, etc. •Perform administrative support as needed, including coordinating project data collection tasks, putting together training materials, producing tables and graphics for reports and presentations, meeting minutes, updates of key organizational documents, copying/filing, troubleshooting of technical issues that might arise for staff, etc. •Carrying out other duties as assigned.</td>
<td>Bachelors Degree AND 0 years of experience</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Associate A</td>
<td>The SPR Associate A has key responsibilities for working within project teams to implement research and evaluation studies and/or technical assistance projects for a wide range of public sector and non-profit clients. Associate duties may include a mix of the following: •Independently collecting data through on-site interviews and observations, telephone interviews, and document reviews, as well as providing a detailed written documentation and analysis from data collection activities. •Serving as site liaisons within large scale random assignment studies, responsible for exercising independent judgment to ensure quality implementation of study design. •Managing coordination of quantitative survey administration and analysis. Depending on experience, may lead quantitative inquiries on behalf of project teams. •Applying relevant expertise in conducting comprehensive qualitative and quantitative cross-site analysis. •Developing content and preparing materials for online and in-person trainings, presentations and conferences, as well as managing any event logistical planning and implementation. Depending on experience, may lead training</td>
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</tr>
</tbody>
</table>
and technical assistance tasks.
• As part of a project team, drafting written deliverables including report sections or chapters, case studies, learning papers, issue briefs, resources guides, toolkits, and other supportive materials.
• Overseeing the work of research assistants and/or other team members for specific project tasks, including contributing to performance reviews of team members.
• Depending on experience, serving as a task leader within larger projects and/or manager of smaller projects.
• Contributing to bid and proposal efforts.
• Carrying out other duties as assigned.

Degree and Experience Requirements: Masters Degree AND 0 years of experience
Substitution Accepted: Bachelors Degree + 3 years of experience

### Associate B

**Duties:** The SPR Associate B has key responsibilities for working within project teams to implement research and evaluation studies and/or technical assistance projects for a wide range of public sector and non-profit clients. Associate duties may include a mix of the following:
- Independently collecting data through on-site interviews and observations, telephone interviews, and document reviews, as well as providing a detailed written documentation and analysis from data collection activities.
- Serving as site liaisons within large scale random assignment studies, responsible for exercising independent judgment to ensure quality implementation of study design.
- Managing coordination of quantitative survey administration and analysis. Depending on experience, may lead quantitative inquiries on behalf of project teams.
- Applying relevant expertise in conducting comprehensive qualitative and quantitative cross-site analysis.
- Developing content and preparing materials for online and in-person trainings, presentations and conferences, as well as managing any event logistical planning and implementation. Depending on experience, may lead training and technical assistance tasks.
- As part of a project team, drafting written deliverables including report sections or chapters, case studies, learning papers, issue briefs, resources guides, toolkits, and other supportive materials.
- Overseeing the work of research assistants and/or other team members for specific project tasks, including contributing to performance reviews of team members.
- Depending on experience, serving as a task leader within larger projects and/or manager of smaller projects.
- Contributing to bid and proposal efforts.
- Carrying out other duties as assigned.

Degree and Experience Requirements: Masters Degree AND 1 year of experience
Substitution Accepted: Bachelors Degree + 4 years of experience

### Associate C

**Duties:** Associate C duties may include a mix of the following:
- Independently collecting data through on-site interviews and observations, telephone interviews, and document reviews, as well as providing a detailed written documentation and analysis from data collection activities.
- Serving as site liaisons within large scale random assignment studies, responsible for exercising independent judgment to ensure quality implementation of study design.
- Managing coordination of quantitative survey administration and analysis. Depending on experience, may lead quantitative inquiries on behalf of project teams.
- Applying relevant expertise in conducting comprehensive qualitative and quantitative cross-site analysis.
- Developing content and preparing materials for online and in-person trainings, presentations and conferences, as well as managing any event logistical planning and implementation. Depending on experience, may lead training and technical assistance tasks.
- As part of a project team, drafting written deliverables including report sections or chapters, case studies, learning papers, issue briefs, resources guides, toolkits, and other supportive materials.
- Overseeing the work of research assistants and/or other team members for specific project tasks, including contributing to performance reviews of team members.
- Depending on experience, serving as a task leader within larger projects and/or manager of smaller projects.
- Contributing to bid and proposal efforts.
- Carrying out other duties as assigned.
| **Associate D** | **Degree and Experience Requirements:** Masters Degree AND 3 years of experience  
**Substitution Accepted:** Bachelors Degree + 6 years of experience |
|---|---|
| **Duties:** The SPR Associate D has key responsibilities for working within project teams to implement research and evaluation studies and/or technical assistance projects for a wide range of public sector and non-profit clients. Associate C duties may include a mix of the following:  
• Independently collecting data through on-site interviews and observations, telephone interviews, and document reviews, as well as providing a detailed written documentation and analysis from data collection activities.  
• Serving as site liaisons within large scale random assignment studies, responsible for exercising independent judgment to ensure quality implementation of study design.  
• Managing coordination of quantitative survey administration and analysis. Depending on experience, may lead quantitative inquiries on behalf of project teams.  
• Applying relevant expertise in conducting comprehensive qualitative and quantitative cross-site analysis.  
• Developing content and preparing materials for online and in-person trainings, presentations and conferences, as well as managing any event logistical planning and implementation. Depending on experience, may lead training and technical assistance tasks.  
• As part of a project team, drafting written deliverables including report sections or chapters, case studies, learning papers, issue briefs, resources guides, toolkits, and other supportive materials.  
• Overseeing the work of research assistants and/or other team members for specific project tasks, including contributing to performance reviews of team members.  
• Depending on experience, serving as a task leader within larger projects and/or manager of smaller projects.  
•Contributing to bid and proposal efforts.  
• Carrying out other duties as assigned.  
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<tr>
<th><strong>Junior Research Programmer</strong></th>
<th><strong>Degree and Experience Requirements:</strong> Masters Degree AND 0 years of experience</th>
</tr>
</thead>
</table>
| **Duties:** The SPR Junior Research Programmer is expected to independently produce code as required to complete assignments from Sr. Programmers and Project Leaders and to provide data management and analytic support across multiple projects that cover a wide range of public sector and non-profit clients. Programmer duties will include a mix of the following:  
• Developing and managing data files in various formats and developing public use datasets with associated documentation.  
• Creating analytic files per project team requests.  
• Developing reproducible programs for data management tasks.  
• Regularly developing skills in programming languages deemed necessary for project data development across SPR projects (SAS, Stata, or R)  
• Strictly adhering to and applying SPR’s data security protocols, procedures, and Quality Assurance requirements within project tasks.  
• Maintaining version control programs within SPR’s team of research programmers across divisions.  
• Helping prepare portions of reports and proposals, including both writing and data displays.  
• Production of tables or preparation of material to support analyses.  
• Assisting in the collection of quantitative data through data downloads, data keying, and data security protocol.  
• Assisting in the administration of paper/online surveys through survey set-up in Survey Gizmo and assistance with survey tracking; and  
• Carrying out other duties as assigned.  
| **Degree and Experience Requirements:** Masters Degree AND 4 years of experience  
**Substitution Accepted:** Bachelors Degree + 7 years of experience |
| Senior Research Programmer | Duties: The SPR Senior Research Programmer has key responsibilities for independently overseeing and implementing data management and analysis within evaluation projects for a wide range of public sector and non-profit clients. Senior Programmer duties will include a mix of the following:  
• Developing and managing large data files and developing public use datasets with associated documentation;  
• Developing analysis variables to implement quantitative lines of inquiries on behalf of project teams;  
• Overseeing implementation of SPR’s data security protocols and procedures within project tasks;  
• Creating and managing the deployment of programming scripts to carry out complex statistical analyses;  
• Overseeing and mentoring junior staff in developing analysis plans and/or conducting data management and cleaning activities within projects;  
• Helping prepare portions of reports and proposals, including both writing and data displays;  
• May serve as a project or task leader for projects requiring high-level data management, analysis, and/or programming skills. This would include overseeing technical execution, budget management, staff development and client relations on behalf of the project;  
• Representing SPR as subject matter, technical, and/or methodological expert with current and prospective clients and within field-level networks;  
• Carrying out other duties as assigned.  

Degree and Experience Requirements: Masters Degree AND 7 years of experience
Substitution Accepted: Bachelors Degree + 10 years of experience |
| Senior Associate A1 | Duties: The SPR Senior Associate A-1 has key responsibilities for overseeing and implementing research and evaluation projects for a wide range of public sector and non-profit clients. Senior Associate A-1 duties will include a mix of the following:  
• Senior-level collection of data through on-site interviews and observations, telephone interviews, and document reviews, as well as providing detailed written documentation and analysis from data collection activities. Pilot tester of tools for refinement, provide model write-ups.  
• Serving as senior site liaisons within large scale studies, responsible for exercising independent judgment to ensure quality implementation of study design.  
• Drafting conceptual frameworks, evaluation measures and indicators, project work plans, and data collection and analysis tools.  
• Designing and implementing quantitative lines of inquiries on behalf of project teams.  
• Applying relevant expertise in conducting qualitative and quantitative cross-site analysis that informs project deliverables.  
• As part of a project team, drafting written deliverables including report chapters, case studies, learning papers, issue briefs, resources guides, toolkits, and other supportive materials. Depending on experience, may lead multi-chapter reports and teams of contributing staff.  
• Project management responsibilities, including overseeing technical execution, budget management, staff development and client relations on behalf of the project.  
• Represent SPR as subject matter, technical, methodological experts with current and prospective clients and within field-level networks.  
• Making substantial and meaningful contributions to winning bid and proposal efforts.  
• Carrying out other duties as assigned.  

Degree and Experience Requirements: PhD AND 0 years of experience |
| **Senior Associate A2** | **Duties:** The SPR Senior Associate A-2 has key responsibilities for overseeing and implementing research and evaluation projects for a wide range of public sector and non-profit clients. Senior Associate A-2 duties will include a mix of the following:  
• Senior-level collection of data through on-site interviews and observations, telephone interviews, and document reviews, as well as providing detailed written documentation and analysis from data collection activities. Pilot tester of tools for refinement, provide model write-ups.  
• Serving as senior site liaisons within large scale studies, responsible for exercising independent judgment to ensure quality implementation of study design.  
• Drafting conceptual frameworks, evaluation measures and indicators, project workplans, and data collection and analysis tools.  
• Designing and implementing quantitative lines of inquiries on behalf of project teams.  
• Applying relevant expertise in conducing qualitative and quantitative cross-site analysis that informs project deliverables.  
• As part of a project team, drafting written deliverables including report chapters, case studies, learning papers, issue briefs, resources guides, toolkits, and other supportive materials. Depending on experience, may lead multi-chapter reports and teams of contributing staff.  
• Project management responsibilities, including overseeing technical execution, budget management, staff development and client relations on behalf of the project.  
• Represent SPR as subject matter, technical, methodological experts with current and prospective clients and within field-level networks.  
• Making substantial and meaningful contributions to winning bid and proposal efforts.  
• Carrying out other duties as assigned.  

**Degree and Experience Requirements:** PhD AND 3 years of experience  

Substitution Accepted: Masters Degree + 7 years of experience |

| **Senior Associate B1** | **Duties:** The SPR Senior Associate B-1 has key responsibilities for overseeing and implementing research and evaluation projects for a wide range of public sector and non-profit clients. Senior Associate B-1 duties will include a mix of the following:  
• Senior-level collection of data through on-site interviews and observations, telephone interviews, and document reviews, as well as providing detailed written documentation and analysis from data collection activities. Pilot tester of tools for refinement, provide model write-ups.  
• Serving as senior site liaisons within large scale studies, responsible for exercising independent judgment to ensure quality implementation of study design.  
• Drafting conceptual frameworks, evaluation measures and indicators, project workplans, and data collection and analysis tools.  
• Designing and implementing quantitative lines of inquiries on behalf of project teams.  
• Applying relevant expertise in conducing qualitative and quantitative cross-site analysis that informs project deliverables.  
• As part of a project team, drafting written deliverables including report chapters, case studies, learning papers, issue briefs, resources guides, toolkits, and other supportive materials. Depending on experience, may lead multi-chapter reports and teams of contributing staff.  
• Project management responsibilities, including overseeing technical execution, budget management, staff development and client relations on behalf of the project.  
• Represent SPR as subject matter, technical, methodological experts with current and prospective clients and within field-level networks.  
• Making substantial and meaningful contributions to winning bid and proposal efforts. |

Substitution Accepted: Masters Degree + 7 years of experience
Senior Associate B2

Duties: The SPR Senior Associate B-2 has key responsibilities for overseeing and implementing research and evaluation projects for a wide range of public sector and non-profit clients. Senior Associate B-2 duties will include a mix of the following:

• Senior-level collection of data through on-site interviews and observations, telephone interviews, and document reviews, as well as providing detailed written documentation and analysis from data collection activities. Pilot tester of tools for refinement, provide model write-ups.

• Serving as senior site liaisons within large scale studies, responsible for exercising independent judgment to ensure quality implementation of study design.

• Drafting conceptual frameworks, evaluation measures and indicators, project workplans, and data collection and analysis tools.

• Designing and implementing quantitative lines of inquiries on behalf of project teams.

• Applying relevant expertise in conducting qualitative and quantitative cross-site analysis that informs project deliverables.

• As part of a project team, drafting written deliverables including report chapters, case studies, learning papers, issue briefs, resources guides, toolkits, and other supportive materials. Depending on experience, may lead multi-chapter reports and teams of contributing staff.

• Project management responsibilities, including overseeing technical execution, budget management, staff development and client relations on behalf of the project.

• Represent SPR as subject matter, technical, methodological experts with current and prospective clients and within field-level networks.

• Making substantial and meaningful contributions to winning bid and proposal efforts.

• Carrying out other duties as assigned.

Degree and Experience Requirements: PhD AND 7 years of experience
Substitution Accepted: Masters Degree + 11 years of experience

Principal I

Duties: The SPR Principal I has key responsibilities for overseeing multiple research and evaluation projects for a wide range of public sector and non-profit clients. Principals typically manage multiple teams of staff, as well as carry out various internal management responsibilities on behalf of the organization.

Principal duties will include a mix of the following:

• Project design, including leading efforts to develop conceptual frameworks, define evaluation measures and indicators, design research questions and workplans, design qualitative or quantitative data collection tools, and/or spearhead design of technical assistance workplans and tools.

• Serving as principal investigator/project lead across multiple projects, responsible for ensuring technical quality of project design, implementation, and deliverables.

• Project management on mid- to large-scale efforts, including independently overseeing budget, staff and client relations on behalf of the project.

• Independent development of project deliverables, including management and support of teams of contributing staff.

• Carrying out project implementation activities, including:
  o Collecting data through on-site interviews and observations, telephone interviews, and document reviews
  o Serving as site liaisons within large scale random assignment studies
  o Conducting statistical analyses of quantitative data
  o Providing trainings or technical assistance through conferences, meetings, webinars, or in-person or telephone coaching.
  o Leading development of technical assistance materials, including issue briefs, resources guides, toolkits, and
other supportive materials.
o Significant client relations, including proactive management of a network of current and previous client relationships to bring in new work.
o Regularly spearheading proposal efforts, including identifying prospective opportunities and management of proposal teams and processes.
o Providing technical mentorship and training to junior colleagues.
o Other duties as assigned by management.

Degree and Experience Requirements: PhD AND 10 years of experience
Substitution Accepted: Masters Degree + 14 years of experience

Duties: The SPR Principal II has similar project responsibilities as does the Principal I, including key responsibilities for overseeing multiple research and evaluation projects for a wide range of public sector and non-profit clients. All Principals all typically manage multiple teams of staff, as well as carry out various internal management responsibilities on behalf of the organization. In addition, a Principal II will have taken on a leadership role for the organization, such as at the Director or Vice President level, and be tasked with contributing to the broad leadership for the company overall.

Principal II duties will include a mix of the following:
• Project design, including leading efforts to develop conceptual frameworks, define evaluation measures and indicators, design research questions and workplans, design qualitative or quantitative data collection tools, and/or spearhead design of technical assistance workplans and tools.
• Serving as principal investigator/project lead across multiple projects, responsible for ensuring technical quality of project design, implementation, and deliverables.
• Project management on mid- to large-scale efforts, including independently overseeing budget, staff and client relations on behalf of the project.
• Independent development of project deliverables, including management and support of teams of contributing staff.
• Carrying out project implementation activities, including:
o Collecting data through on-site interviews and observations, telephone interviews, and document reviews
o Serving as site liaisons within large scale random assignment studies
o Conducting statistical analyses of quantitative data
o Providing trainings or technical assistance through conferences, meetings, webinars, or in-person or telephone coaching.
o Leading development of technical assistance materials, including issue briefs, resources guides, toolkits, and other supportive materials.
• Significant client relations, including proactive management of a network of current and previous client relationships to bring in new work.
• Regularly spearheading proposal efforts, including identifying prospective opportunities and management of proposal teams and processes.
• Providing technical mentorship and training to junior colleagues.
o Other duties as assigned by management.
• Substantial organizational leadership, such as at the Director or VP level, responsible for contributing to the broad leadership of the organization.

Degree and Experience Requirements: PhD AND 13 years of experience
Substitution Accepted: Masters Degree + 17 years of experience
Principal III

Duties: The SPR Principal III has similar project responsibilities as other Principals, including key responsibilities for overseeing multiple research and evaluation projects for a wide range of public sector and non-profit clients. Principals typically manage multiple teams of staff, as well as carry out various internal management responsibilities on behalf of the organization. In addition, a Principal III will have taken on the Primary leadership role for the organization (i.e., President or Senior VP), and thus be tasked with primary leadership for the company and its overall operations.

Principal duties will include a mix of the following:

- Project design, including leading efforts to develop conceptual frameworks, define evaluation measures and indicators, design research questions and workplans, design qualitative or quantitative data collection tools, and/or spearhead design of technical assistance workplans and tools.
- Serving as principal investigator/project lead across multiple projects, responsible for ensuring technical quality of project design, implementation, and deliverables.
- Project management on mid- to large-scale efforts, including independently overseeing budget, staff and client relations on behalf of the project.
- Independent development of project deliverables, including management and support of teams of contributing staff.
- Carrying out project implementation activities, including:
  - Collecting data through on-site interviews and observations, telephone interviews, and document reviews
  - Serving as site liaisons within large scale random assignment studies
  - Conducting statistical analyses of quantitative data
  - Providing trainings or technical assistance through conferences, meetings, webinars, or in-person or telephone coaching.
  - Leading development of technical assistance materials, including issue briefs, resources guides, toolkits, and other supportive materials.
  - Significant client relations, including proactive management of a network of current and previous client relationships to bring in new work.
  - Regularly spearheading proposal efforts, including identifying prospective opportunities and management of proposal teams and processes.
  - Providing technical mentorship and training to junior colleagues.
  - Other duties as assigned by management.
- Overall organizational leadership (i.e., President or Senior VP), responsible for primary leadership of the organization.

Degree and Experience Requirements: PhD AND 18 years of experience

Substitution Accepted: Masters Degree + 22 years of experience

### Labor Category Minimum Requirements

<table>
<thead>
<tr>
<th>LABOR CATEGORY TITLE</th>
<th>MINIMUM EDUCATION</th>
<th>MINIMUM YEARS OF EXPERIENCE</th>
<th>REQUIRED LICENCES</th>
<th>SUBSTITUTION METHODOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Fellow</td>
<td>PhD</td>
<td>20</td>
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<td>Masters Degree + 24 years of experience</td>
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<tr>
<td>Senior Social Scientist</td>
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<tr>
<td>Social Scientist II</td>
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<td>None</td>
<td>Masters Degree + 9 years of experience</td>
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<td>Role</td>
<td>Degree</td>
<td>Experience</td>
<td>Experience Details</td>
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</tr>
<tr>
<td>Social Scientist I</td>
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<tr>
<td>Senior Programmer</td>
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<td>Research Assistant I**</td>
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<tr>
<td>Editor</td>
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<td>Associate C</td>
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<tr>
<td>Associate D</td>
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<tr>
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<td>Masters Degree + 17 years of experience</td>
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<tr>
<td>Principal III</td>
<td>PhD</td>
<td>18</td>
<td>Masters Degree + 22 years of experience</td>
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</tbody>
</table>
Substitution Methodology accepted by Social Policy Research Associates Inc:

- **A Master’s Degree plus an additional 4 years of experience will be accepted in lieu of a PhD.**
  - Example: PhD + 0 years of experience = Master’s Degree + 4 years of experience
  - Example: PhD + 3 years of experience = Master’s Degree + 7 years of experience

- **A Bachelor’s Degree plus an additional 3 years of experience will be accepted in lieu of a Master’s Degree.**
  - Example: Master’s Degree + 0 years of experience = Bachelor’s Degree + 3 years of experience
  - Example: Master’s Degree + 3 years of experience = Bachelor’s Degree + 6 years of experience

- **A Master’s Degree will be accepted in lieu of a Bachelor’s Degree + 2 years of experience.**
  - Example: Bachelor’s Degree + 2 years of experience = Master’s Degree + 0 years of experience
  - Example: Bachelor’s Degree + 4 years of experience = Master’s Degree + 2 years of experience