

General Services Administration

Federal Acquisition 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.

Multiple Award Schedule

FSC Group: Professional Services Schedule FSC Class: R799
Contract number: 47QRAA24D001N
Contract period: 12/8/2023-12/7/2028

The Washington Center for Internships & Academic Seminars
1005 3rd Street, NE
Washington, District of Columbia 20002-4014
Phone: 202-238-7955
www.twc.edu

Contract administration source (if different from preceding entry).

| Admin Name | Title | Phone | Email |
|-----------------|--------------------|--------------|--|
| Charlene Bowman | Accounting Manager | 202-238-8098 | Charlene.Bowman@twc.edu |

Business size: Other than Small

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.

Prices Shown Herein are Net (discount deducted)

Customer Information

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

| SINs | Recovery SINs | SIN Description |
|----------|---------------|---|
| 541612HC | 541612HCRC | Agency Human Capital Strategy, Policy, and Operations |
| OLM | OLMRC | Order Level Materials (OLMs) |

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 Page 4**

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 4**

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). Domestic

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

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

7. Quantity discounts. 5.0% off base price for 10+ student interns placed within the same agency in the same department during the same semester, exclusive of travel and stipend increases beyond the base rate offered.

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). Not Applicable

10a. Time of delivery. (Contractor insert number of days.) Contact Contractor or To Be Determined at the Task Order level

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor or To Be Determined at the Task Order level

10c. Overnight and 2-day delivery. Contact Contractor or To Be Determined at the Task Order level

10d. Urgent Requirements. Contact Contractor or To Be Determined at the Task Order level.

11. F.O.B. point(s). Destination

12a. Ordering address(es).

**1005 3rd Street, NE
Washington, District of Columbia 20002-4014**

12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-1 Ordering procedures for supplies and services not requiring a statement of work, FAR 8.405-2 Ordering procedures for services requiring a statement of work and FAR 8.405-3 Blanket purchase agreements (BPAs).

13. Payment address(es).

**1005 3rd Street, NE
Washington, District of Columbia 20002-4014**

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

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). Not 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 for the information and communications technology (ICT) products and services and show where full details can be found (e.g., contractor’s website or other location.) ICT accessibility standards can be found at:

<https://www.Section508.gov/> Not Applicable

23. Unique Entity Identifier (UEI) number. JWXMYFGEQWN7

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

| 2024 Rates | | |
|---|------------------|-------------------------|
| SIN: 541612HC | Period | GSA PRICE including IFF |
| Federal Intern, 15 weeks (fall or spring) | Term | \$18,193.85 |
| Federal Intern, 10 weeks (summer) | Term | \$12,936.88 |
| Federal Intern, 15 weeks (fall or spring) | Hourly extension | \$33.69 |
| Federal Intern, 10 weeks (summer) | Hourly extension | \$35.94 |
| | | |

| SIN | Labor Category/Service | Functional Responsibility | Minimum Education | Minimum Years of Experience |
|----------|---|---|-------------------|-----------------------------|
| 541612HC | Federal Intern, 15 weeks (fall or spring) | Recruitment, Internal Placement, and Training of Undergraduate and Graduate Student Interns | High School | 1 |
| 541612HC | Federal Intern, 10 weeks (summer) | Recruitment, Internal Placement, and Training of Undergraduate and Graduate Student Interns | High School | 1 |

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 the cancellation of the contract.

Labor Category Description & Services Offered

The Office of Personnel Management (OPM) has advocated for strategic management of human capital within federal agencies. This involves networking with professional bodies, academic institutions, veteran associations, and diverse community groups. OPM stresses the value of internships as a tool for cultivating a robust talent pool. The National Association of Colleges and Universities (NACE) supports this, finding that internships yield the best return on investment for new talent recruitment. Their research also shows that intern recruits tend to remain with their employers longer, reducing turnover and associated operational disruption.

In addition to cultivating employee skills, agencies need to ensure workforce diversity. OPM believes that a workforce that draws from the full diversity of the American people is better able to serve the nation. The role of student internship programs is a valuable element in OPM's work with agencies across the federal government to elevate DEIA and access the full potential of their workforce.

The Washington Center (TWC) for Internships and Academic Seminars (TWC), a non-profit organization established in 1975, has effectively bridged higher education and professional careers with experiential learning opportunities. TWC has provided internship, fellowship, and academic seminar opportunities to over 65,000 domestic and international students. Annually, TWC works with more than 2,000 students from hundreds of affiliated colleges and universities and has successfully placed interns in numerous federal agencies. TWC's established program model and infrastructure enable the effective management and execution of programs to meet federal agency needs. TWC has become a trusted recruiting channel for the federal government, linking agencies with strong and diverse talent from underrepresented backgrounds.

TWC provides the critical infrastructure for both students and agency supervisors to ensure a rich experience. Their program components include partnerships with hundreds of colleges and universities nationwide, internship recruitment and placement within government agencies, intern mentorship and supervision, and professional development workshops for interns. If necessary, TWC also provides apartment-style housing accommodations for student interns.

As the federal government's largest employer, agencies must prioritize diversity and inclusion in their recruitment efforts. Internships offer a valuable opportunity to introduce students from underrepresented backgrounds to the agency's culture, values, and mission. By actively recruiting diverse interns through

programs with TWC, agencies can foster a more inclusive and representative workforce while gaining access to top talent.

The Washington Center is committed to ensuring a rich and rewarding experience for all participants, including students and agency mentors.

Key aspects of TWC programs include the establishment and nurturing of connections with numerous colleges and universities across the nation, including Minority Serving Institutions such as Historically Black Colleges and Universities (HBCU), Hispanic Serving Institutions (HSI), and Tribal Colleges and Universities (TCU). TWC is dedicated to promoting public service and linking individual agencies with the best and brightest from underrepresented backgrounds, to ensure that the federal workforce reflects the needs and demographics of American citizens across the country. Programs encompass a rigorous selection and screening process, placement of interns within government agencies, and orientation and mentorship for all interns. TWC offers educational sessions for agency mentors, aiming at maximizing the benefits of internships, as well as continuous support throughout the semester. Furthermore, programs include close supervision and evaluation of interns, professional development workshops, additional training courses, and if required, provision of apartment-style housing for student interns in professional buildings.

Logistics Overview

Recruitment

The Washington Center has an extensive network of educational institutions throughout the nation, including Minority Serving Institutions such as Historically Black Colleges and Universities (HBCU), Hispanic Serving Institutions (HSI), and Tribal Colleges and Universities (TCU). The Washington Center can conduct campus visits to introduce faculty and students to the program. The affiliations between The Washington Center and its higher education partners include an agreement that the institution will, where feasible, allow academic credit to students participating in the program. To further drive recruitment, The Washington Center employs various strategies in its recruitment efforts, such as social media, engaging alumni, and mass email campaigns.

Application

A student applies directly to The Washington Center through the online application process. TWC maintains high standards with respect to the quality of students accepted into the program. The current minimum requirements include:

- Be a U.S. Citizen or Permanent Resident
- Be a second semester sophomore or above
- Maintain a 2.75 GPA or higher
- Attend an accredited college or university. Recent graduates are also eligible to participate within 18 months of their graduation date.

These may be modified due to agency-specific requirements. After the applications are reviewed and it is determined that the student qualifies for the program, they receive an acceptance letter from The Washington Center.

Selection, Placement, Security Clearance & Acceptance

The Washington Center develops partnerships based on the specific needs of each agency. Our goal is to align programmatic mission, logistics and expectations for working successfully together.

TWC will screen and select an average of three candidates per position for the agency to review for consideration. It is up to both the student and the federal Point of Contact (POC) to determine if it is a right fit. All placements are tentative pending required agency-specific security and background checks being passed by the intern. No travel or housing arrangements are made until these requirements are met.

Virtual Placements & Placements Outside of the Washington, D.C. Metro Area

The Washington Center (TWC) provides flexible internship placements, which can be virtual, remote, or based outside the Washington, D.C. area, depending on the request of the agency. Regardless of the placement location, the intern rates remain consistent. However, extra charges for housing and transportation may be billed to the associated agency if the cost of housing for regional students significantly differs from those interning in Washington, D.C.

Travel

For physical internships or those requiring security clearances, TWC is responsible for all travel logistics or provides travel reimbursement for interns commuting to and from their duty site at the start and end of their internship. Any travel expenses incurred at the request of the agency are paid back to TWC in line with Federal Travel Regulations.

Stipends

All TWC programs include a basic stipend for interns, which is paid bi-weekly via direct deposit. TWC diligently oversees this process to ensure all legally mandated payments are made promptly. If a student chooses not to opt for TWC-arranged housing, the stipend amount may increase. Agencies may also increase the stipend beyond its base rate if required, which will be billed as Order-Level Materials.

Housing

For most in-person programs that The Washington Center (TWC) implements, interns are provided with shared apartment-style living arrangements in the Washington, D.C. metro area, fully equipped and strategically situated for easy access to the city and their respective internship sites. In some cases, housing facilities are secured closer to the internship site, depending on the location. These accommodations are in well-lit, high-traffic areas, ensuring excellent security and a pleasant living environment. The housing facilities provide easy access to Washington's Metro subway system, shops, restaurants, and convenience stores.

Each housing accommodation is fully furnished with a range of amenities. This includes a TV with basic cable, Internet service, fully equipped kitchens (including utensils, dishes, pots, and pans), microwaves, and

washer/dryers either within the units or accessible within the complex. All utilities are included in the housing provision.

Remote internship students, on the other hand, forego housing in exchange for an increased stipend to help cover housing costs. Regardless of whether a student lives in TWC-provided housing or not, they have access to TWC's Housing & Community Life team. This team functions similarly to what students might find on a traditional campus, providing many of the same services including career counseling, referral to counselling services, and a 24-hour emergency line for students. The dedicated staff on this team, work around the clock to ensure students receive the support they need at any time of the day or night. The team also includes disability support services staff, who provide guidance and support with accommodations for school, housing, and work, as well as general support in mobility training and adjustment.

Onboarding & Orientation

Students will be assigned a Program Manager who will guide them through the process and be their main point of contact. The Program Manager will also support the students outside of their internship, such as with housing accommodations. TWC conducts an orientation for all students, whether remote or in-person. In addition, TWC offers to conduct a training session for the federal agency supervisors to prepare them for the semester.

Internship & Enrichment Activities

The Program Managers provide enrichment and professional development opportunities to the students throughout the semester. Social events are also scheduled based on cohort schedules and student locations.

Monitoring, Oversight & Communication

The Washington Center (TWC) ensures that every participant receives optimal benefit from their internship experience through dedicated Program Managers. These professionals closely monitor the students throughout the semester, ensuring alignment with learning objectives, progression towards goals, and overall intern satisfaction. To ensure a thorough and efficient monitoring process, TWC maintains a standard monitoring and evaluation plan. This plan can be tailored to suit unique agency needs or organizational structures, ensuring all parties involved can optimally track progress, address concerns, and celebrate achievements.

Furthermore, when feasible, TWC Program Managers personally schedule on-site visits to engage directly with the federal POC. These visiting sessions serve as an invaluable platform for both parties to discuss the intern's progress, garner feedback, identify potential areas of improvement, and strategize for the remainder of the internship in person. This hands-on approach further solidifies TWC's commitment to providing a comprehensive, personalized, and impactful internship experience for every participant.

Tracking Performance and Program Outcomes

At TWC, we believe that the performance of our programs is a vital indicator of our success. To effectively track and measure performance, we rely heavily on feedback and assessments from our clients. This feedback is gathered through regular interactions with the Contracting Officer's Representative (COR) during biweekly meetings, where we ensure that students are engaged in substantive work and that all deliverables are on track and completed in accordance with the given timeline.

We also offer evaluation templates for federal agency supervisors to assess the progress of the students. These evaluations provide valuable insight into the students' performance, skills, and areas for improvement. They form an integral part of our performance tracking and help us in identifying areas of our service that could be improved.

At the conclusion of each program, TWC invites both participating students and federal agency supervisors to complete a comprehensive survey. The feedback received, specifically pertaining to the program, is meticulously analyzed and subsequently presented to the COR. This process of soliciting feedback, analyzing, and implementing it forms the backbone of our commitment to continual improvement. Through these mechanisms, we ensure that our programs evolve, that they meet the needs of our clients, and continue to provide enriching and valuable experiences for all involved parties.

Billing

TWC adopts a flexible billing system that caters to the needs and preferences of federal agencies. Billing may be sent monthly, as part of a milestone-based payment plan, or once the internship program concludes. TWC will send an invoice to the agency for the services provided.

The compensation TWC receives is typically structured around a "per student" pricing model. The cost per student includes intern recruitment, conducting the screening and selection process, organizing academic and professional development programs, offering housing and community services, and managing payroll. This model reflects the costs incurred in providing these value-added services and ensures that every participant gets the maximum benefit from their internship experience. By working closely with each agency, TWC strives to develop a compensation plan that is fair, transparent, and conducive to fostering a productive and mutually beneficial relationship.