General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Program List

Multiple Award Schedule (MAS) Contract Number – GS-02F-0078P
Agency Human Capital Strategy, Policy and Operations – SIN 541612HC
Order-Level Materials (OLM) – SIN OLM

Recruitment, Internal Placement, and Training of
Undergraduate and Graduate Student Interns

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: GSAAdvantage.gov

General Support Services Contract Number: GS-02F-0078P
Contract Period of Performance: 2/19/04 – 2/18/24
Special Item Numbers (SINs): 541612HC & OLM
FSC Codes: AF16, U009, U099, R431
UEI: JWXYFGEQWN7
DUNS: 02-030-3574
CAGE: 3HSB5
Business Size: Other than small

Pricelist effective through modification A856, dated May 22, 2023.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov
Price List, Services Offered / Internships*

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

SIN 541612HC Agency Human Capital Strategy, Policy, and Operations

Lump Sum Rates

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>GSA Price</th>
<th>Service Description Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern rate for fall or spring semester for 15 weeks</td>
<td>$17,588.47</td>
<td>6</td>
</tr>
<tr>
<td>Intern rate for summer semester for 10 weeks</td>
<td>$13,594.17</td>
<td>6</td>
</tr>
</tbody>
</table>

Labor Hour Rates

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>GSA Price</th>
<th>Service Description Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern rate for fall or spring semester</td>
<td>$32.57</td>
<td>6</td>
</tr>
<tr>
<td>Intern rate for summer semester</td>
<td>$37.76</td>
<td>6</td>
</tr>
</tbody>
</table>

SIN OLM Order-Level Materials

Defined at the order level.

*Lump Sum Rates assume students intern 36 hours per week. They will not receive an additional stipend amount for time worked beyond 36 hours. The stipend amount will be determined by the student’s education level and approximate appropriate GS level. Stipends are paid semi-monthly on the 15th and 30th of the month. Additional details are provided below.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

N/A

1c. Services Provided

See page 6.

2. Maximum Order:

| SIN 541612HC | $1,000,000 |
| SIN OLM      | $250,000   |

3. Minimum Order:

$100.00

4. Geographic Scope of Contract:
Washington, DC, the 48 contiguous states within the United States, and Puerto Rico

5. Points of Production: N/A

6. Discounts from prices or statement of net price:* 

- 3% discount to the intern rates per student per semester or per year for 1-4 student interns placed in the same department within the same agency.
- 5% discount to the intern rates per student per semester or per year for 5-10 student interns placed in the same department within the same agency.
- 10% discount to the intern rates per student per semester or per year for 11-14 interns placed in the same department within the same agency.
- 15% discount to the intern rates per student per semester or per year for 15-20 interns placed in the same department within the same agency.
  - Discounts for the placement of over twenty interns in one agency are negotiated separately.
- Prompt Payment. TWC offers a 1% discount per student for payment within 14 days, on a net 30-day schedule.
- $1000-$3800 off the Intern Rate. Discounts apply to students who receive scholarships secured by TWC from state legislatures to cover a portion of the students’ TWC expenses.
- Law Students. The Washington Center will discount the rate for agencies that take a graduate law student during the spring and fall semesters. The agency’s payment may be used by the student for reasonable out-of-pocket expenses related to the field placement, including housing, transportation, food and other living expenses in compliance with American Bar Association Standard 305. In accordance with American Bar Association Standard 305 the stipend may not be used by the student to pay for the student’s tuition or programming fees.”
- Full Discount. The Washington Center could also in some cases provide interns to the federal government at no cost. If students receive a full scholarship from non-federal sources, TWC would be able to offer intern services at no cost to the agency.
- Agencies are encouraged to commit to working with The Washington Center during multiple semesters in any given year. The quantity discount structure identified above provides a significant incentive to do so. For example, if a department selected two interns during the spring semester, two interns during the summer semester and one intern during the fall semester, it would be able to take advantage of the five percent discount off the total of five students in one agency during the course of one year.

*Note: Concessions are not cumulative except for the Prompt Payment Discount that can be compounded to other discounts.

7. Quantity Discounts 
See above.

8. Prompt Payment Terms 
Terms are net 30 days upon receipt of invoice for each intern or group of interns placed. A discount in the amount of one percent is available for prompt payment of 14 days on a net 30-day schedule. Information Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. Government Credit and Purchase Cards
   9a. Purchase cards are accepted for orders and payment at or below the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.
   9b. Purchase cards are accepted for orders and payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

10. Foreign Items:
   N/A

11a. Time of Delivery
   The Washington Center will provide each agency with the set schedule of semester start and end dates. The Washington Center will begin the placement process of student interns at least four weeks prior to the intern start date.

11b. Expedited Delivery:
   Services are available for expedited delivery.

11c. Overnight and 2-day Delivery:
   N/A

11d. Urgent Requirement
   Contact the contractor.

12: FOB Points:
   Destination

13a. Contractor’s Ordering Address
   The Washington Center for Internships & Academic Seminars
   1005 3rd St NE Washington, DC 20002
   Attn: Andrew Carter, Contract Management Specialist
   Email: Andrew.Carter@twc.edu
   Phone: 202-238-7955
   Fax: 202-238-7700

13b. 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.

14. Payment Address:
   The Washington Center for Internships & Academic Seminars
   1005 3rd St NE Washington, DC 20002
   Attn: Chief Financial Officer
15. Warranty Provisions:
   N/A

16. Export Packing Charges:
   N/A

17. Terms and conditions of Government purchase card acceptance:
   N/A

18. Terms and conditions of rental maintenance and repair:
   N/A

19. Terms and conditions of installation:
   N/A

20. Terms and conditions of repair points:
   N/A

20a. Terms and conditions for any other services:
   N/A

21. List of service and distribution points:
   Washington, DC

22. List of participating dealers:
   N/A

23. Preventive maintenance:
   N/A

24a. Special attributes:
   N/A

24b. 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.

25. Data Universal Number System (DUNS):
   02-030-3574

26. Notification regarding registration in the System for Award Management:
   The Washington Center for Internships and Academic Seminars is registered in the System for Award Management (SAM) Database.
Labor Category Description & Services Offered

The Office of Personnel Management (OPM) encourages federal agencies to outline a practical framework to help guide agencies in the area of the strategic management of human capital. According to OPM, this framework includes establishing "an ongoing presence with professional organizations, colleges/universities, veteran organizations, and minority and community groups." OPM also names internships (presidential management interns, career interns, and other internships) as important instruments agencies should utilize as a means to develop deep and fertile pools of talent.

OPM's recommendation for agencies to use internship programs as recruitment tools is supported by the National Association of Colleges and Universities' (NACE) study on the effectiveness of internship programs which reported that internships provide the best return on investment for recruiting new talent into an organization, regardless of the number of new hires by the individual employer. The NACE report also found that intern recruits tend to stay with their employers longer, minimizing the impact of turnover in the organization.

In addition, to recognizing and attracting the right skill-sets agencies must also ensure that their workforce reflects the diversity of our nation's population. According to OPM, most diverse groups are underrepresented in the Executive Branch of government and recommends that federal agencies use student internship programs as a way to develop a strong pipeline of diversified students with the goal of permanent employment upon completion of the program.

The Washington Center for Internships and Academic Seminars (TWC), a non-profit 501c3 organization, has more than 40 years of experience in providing undergraduate and graduate-level interns to the federal government in both in-person and remote capacities. With affiliated relationships with over 500 colleges and universities across the country, The Washington Center is able to attract a highly skilled, diverse population of students who are interested in exploring careers in public service through an internship program. Many TWC interns are hired by government agencies either upon completion of the program or upon graduation. Using this program is an excellent way to recruit and attract a high-quality workforce of the future. The Washington Center provides the essential infrastructure to both students and agency supervisors/mentors to ensure a high-quality experience for all participants.

The Washington Center was founded on the belief that the right experience can transform students' lives – setting them on a course of achievement, leadership and civic responsibility. That's why we immerse qualified college students and professionals in our uniquely intense and productive living, works and learning program. Because of the unique academic and professional training students receive from The Washington Center's program, they are well positioned for future employment in the public sector upon graduation. Many students stay in contact with their supervisors/mentors while they finish their studies and actually go back to the same agency where they interned. In fact, 25% of Washington Center students interning in federal agencies pursue careers in federal service while, according to a study, the average conversion rate in the federal government is only 6%. This increased conversion rate can be a critical factor for federal agencies as they work to attract their future workforce. The investment agencies make
in our program is an important investment in the future workforce. The federal government benefits from a partnership with The Washington Center because we consistently promote the value of public service to our 2,000 yearly student population and 50,000 alumni.

1 Leaving Talent On the Table: To Need to Capitalize on High Performing Student Interns. (Partnership of Public Service, Washington DC. April 2009).

Program Components Include:
- Development and cultivation of partnerships with over 500 colleges and universities across the country, including Minority Serving Institutions such as Historically Black Colleges and Universities (HBCU), Hispanic Serving Institutions (HSI), and Tribal Colleges and Universities (TCU).
- Program dedicated to promoting public service and federal internship opportunities to young people.
- Recruitment of high-quality, diverse candidates interested in public service.
- Selection and screening of potential intern candidates.
- Placement of interns within government agencies.
- Orientation and mentorship for all interns.
- Education and training to agency mentors on how to make the most of working with an intern.
- On-going support to agency mentors throughout the course of the semester.
- Close supervision and evaluation of interns.
- Professional development workshops and other training courses for interns.
- First-class housing accommodations for student interns in professional apartment buildings.

| Intern Rate | Interns are U.S. citizens and at least 18 years of age. The Washington Center will work closely with federal agencies to understand specific needs and conduct targeted recruitment. Interns are enrolled or accepted for enrollment as degree-seeking students, taking at least a half-time academic or technical course load in an accredited 2 or 4-year program. Students are in good academic standing and are required to maintain at least a 2.75 GPA. Most students have 1-5 years of experience or equivalent. Each student and agency supervisor or mentor is assigned a Washington Center Program Manager who works closely with both the student and agency supervisor to train all participants about expectations and how to make the most of the internship. The Washington Center Program Manager is available to both the agency supervisor/mentor and student at all times throughout the course of the year. Students receive formal professional development and leadership training from the Washington Center to supplement their work experience. Interns are able to participate for up to a two-year period. |

Logistics Overview
Recruitment
The Washington Center develops and maintains affiliation agreements with hundreds of colleges and universities across the country. Many of these partner institutions are designated as Minority Serving
Institutions. The Washington Center visits over many campuses per year to promote the program to faculty and students. Affiliation agreements between partner institutions and TWC state that the partner institution agrees to grant their participating students academic credit for the program whenever possible. TWC also leverages social media, online postings, alumni engagement, and mass mailings in its recruitment efforts. Particular attention is given to the recruitment of candidates with disabilities via coordination with TWC’s Office of Disability Services.

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 absolute minimum requirements include:

- Be a U.S. Citizen
- 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 requirements may be increased or modified due to agency-specific requirements. After the applications are reviewed and it is determined that the student qualifies for the program receive an acceptance letter from The Washington Center.

Selection, Placement, Security Clearance & Acceptance

The Washington Center develops partnerships with federal agencies. TWC discusses the programmatic mission, logistics, benefits and expectations for working with The Washington Center program based on the specific needs of each agency.

The Washington Center screens and selects between 5 and 6 student applications (of a pool of 400+ students) per position to the federal POC. The federal POC contacts the students directly to conduct a phone interview and discuss the opportunity. It is up to both the student and the federal POC to determine if it is a right fit. The student either accepts or declines the position. The federal POC notifies the TWC Program Manager then contacts the student to confirm the placement.

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, DC Metro Area

TWC facilitates virtual/remote/telework based on agency request. TWC also places students outside of the Washington, DC area based on agency request. In both cases pricing will be the same as the advertised intern rates. Additional costs for housing and transportation may also be billed to the agency if there is a significant difference in cost of housing for regional students compared to those placed in Washington, DC.
Stipends, Housing, & Travel

TWC pays student stipends semi-monthly on the 15th and 30th of every month via direct deposit. Should the payment date fall on a weekend the students will be paid on the Friday before. Should the student not meet his academic and professional obligation, he/she may have the stipend withheld based on the decision of TWC in communication with the agency. TWC closely monitors the progress of this and ensures all legally required payments go out based on time performed.

For most in-person programs TWC implements, interns are provided professional, apartment-style living arrangements in the Washington, D.C. metro area, with easy access to the city and their internship sites. In some cases, depending on location, housing facilities are secured closer to the internship site. Housing facilities are located in well-lit, high-traffic areas that provide excellent security and comfortable surroundings. The housing locations provide easy access to Washington's Metro subway system, shops, restaurants, and convenience stores. Each two bedroom/two bathroom housing unit typically houses four interns, is fully furnished and includes a TV with basic cable, Internet service, fully equipped kitchens (including utensils, dishes, pots, and pans, etc.), microwaves, washer/dryers in units or complex accessibility, and all utilities.

Remote internship students forego housing in exchange for an increased stipend to help them cover their own housing costs. Regardless of whether a student lives in TWC-provided housing or not, they have access to TWC’s Student Services and Community Life team. That office functions in a similar manner as students might see on a traditional campus and provides many of the same services, including: career services, multicultural events, counseling referrals, and a 24-hour emergency line for students. The dedicated staff on that team work to make sure students have the support they need any time, day or night. The team also includes disability support services staff. Students receive guidance and support with accommodations for school, housing and work as well as general support in mobility training and adjustment. All persons with disabilities (physical or cognitive) can note accommodation requests and documentation within their Community Profile during the application process.

For in-person internships, TWC handles travel logistics (or travel reimbursement to the intern) for travel to/from their duty site at the start and end of their internship. Remote internships may still include single travel to/from the agency for required security clearance activities. Travel requested by the agency beyond this included standard can be handled logistically TWC and reimbursed via Other Direct Costs per GSA regulations.

Onboarding & Orientation

The student 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 student outside of their internship, such as with housing accommodations. After the student begins their program, TWC conducts an extensive orientation for the students. In addition, TWC offers to conduct a training session for the federal mentors to prepare them for the semester.
Internship & Enrichment Activities

When the student begins their internship at the agency, they develop an Individual Development Plan in conjunction with the TWC Program Manager and their federal mentor. This plan identifies the learning goals for the semester that need to be followed by all parties. The TWC Program Managers check in with the students regularly to discuss their progress and any concerns.

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

Monitoring, Oversight & Communication

TWC Program Managers closely monitor the students throughout the semester. TWC maintains a monitoring and evaluation plan that can be tailored based on unique agency needs or organizational structures.

When feasible, TWC Program Managers schedule an on-site visit (at the federal agency) to meet with the federal POC to discuss progress in the internship in person. Federal POCs complete a written mid-term and final evaluation of the student documenting how they advanced in their learning and development of skill-sets.

Billing

TWC bills the federal agency for the work performed above either upon the conclusion of the program, as part of a milestone-based payment plan, or monthly, developed in conjunction with the agency. Through the contracts, TWC is compensated for activities performance as described herein. Our compensation is typically designed as a “per student” pricing model which recognizes our costs in recruiting the interns, performing the selection and screening process, providing on-going academic and professional development programs, providing housing and community services, providing payroll management, and of course, providing oversight and management of the individual interns and the program as a whole.