



**U.S. General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List  
Washington Internships for Native Students (WINS)**

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](http://GSAAdvantage.gov)

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**U.S. General Services Administration  
Federal Supply Schedule  
General Support Services Contract Number  
GS-02F-0086V  
For Solicitation Number 2FYA-AR-060004-B  
(Refresh 13)  
Multiple Award Schedule 738X  
Special Item Number (SIN) 595-21  
Human Resource Services  
Recruitment, Internal Placement, and  
Training of Undergraduate and Graduate  
Student Interns  
Business size: Large  
Contract Period: March 27, 2009 – March 26,  
2019**

*Washington Internships for Native Students  
(WINS)  
American University  
Washington, DC 20016-8083 USA  
tel. 202-895-4900 fax 202-895-4960  
<http://www.american.edu/spexs/wins>  
Point of Contact:  
Troy Lewis  
[tlewis@american.edu](mailto:tlewis@american.edu)*

## American University Washington Semester Program GSA Price List

Washington Internships for Native Students (WINS)

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

Special Item Number (SIN) 595-21 Human Resource Services  
Recruitment, Internal Placement, and Training of Undergraduate and Graduate Student Interns

*The Washington Internships for Native Students (WINS) mission is to serve customers by attracting advanced university student interns who wish to develop skills for jobs in public service. During their short-term internships, students accomplish projects while earning American University credits.*

WINS performs the following services:

- WINS serves as a source for highly competitive student interns, including American Indian/Alaska Native/Native Hawaiian students, who are interested in short-term projects, public service, and federal government employment.
- AU staff supervise interns and ensures optimal internship outcomes for customers. The WINS Assistant Director manages interns' performance by overseeing the program and serving as the primary liaison for agencies and students.
- WINS professors teach each individual intern as well as assign a grade through weekly class meetings and work. Thus, interns are motivated to excel in their internship course requirements in order to receive 3 American University credits and a grade.
- WINS professors require students to report on the progress of their work in the internships. Thus, interns are held accountable for high-quality performance through the internship classes that appears on their AU transcripts.
- WINS students are required to transfer the WINS credits back to their home schools' degree programs. Further, the Assistant Director and professors work personally with each student to encourage excellent dedication to the internship. Any intern who fails to meet the academic and professional requirements of the WINS program may be dismissed.
- WINS manages short-term internships and ensures that interns are not considered temporary employees. Since this is a credit bearing program, WINS is not a temporary work program and does not displace agency employees. All interns must sign the official "Internship Duties Form" within

two weeks after the internship has started and state the goals of the internship. Interns receive special short-term assignments that comprise a maximum of 40% of time on clerical work.

- WINS interns work on special enrichment projects that otherwise would not get accomplished for customers. Frequently WINS interns share American Indian/Alaska Native/Native Hawaiian knowledge, conduct unique research, attend briefings, design web sites, write reports, and work on other projects.
- WINS recruits, selects, and screens potential intern candidates. All potential participants are subject to the extensive application process for the WINS program.
- WINS works with customers to identify internship needs and then places interns within interested sponsor offices or government agencies. Based on the established WINS model, site supervisors receive a complete profile for each WINS intern to ensure the best office match.
- The WINS Assistant Director confirms each internship placement with customers.
- WINS manages a diverse, first-class university internship program with academic courses, orientation, on-campus housing, a meal plan, stipends, and outstanding customer service.

**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.**

- The rate for one intern during summer is \$11,336.00.
- The rate for one intern during fall or spring is \$19,240.00.

**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.**

N/A

## **2. Maximum order.**

The maximum dollar value of orders is \$1,000,000.00 per order.

## **3. Minimum order.**

The minimum dollar value for this contract is \$100.00.

## **4. Geographic coverage (delivery area).**

The geographic coverage currently includes the Washington, DC metropolitan area.

## **5. Point(s) of production (city, county, and State or foreign country).**

The point of production is Washington, DC.

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

The discount from list prices is 5% per placement. The list price for a WINS intern in the summer is \$11,336.00. The list price for the fall or spring is \$19,240.00. The GSA rate (including IFF) for one intern during summer is \$10,850.00. The GSA rate (including IFF) for one intern during fall or spring is \$18,415.00.

**7. Quantity discounts.**

N/A

**8. Prompt payment terms.**

None.

**9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.**

Purchase cards are accepted at or below the micro-purchase threshold.

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.**

Purchase cards are accepted above the micro-purchase threshold.

**10. Foreign items (list items by country of origin).**

N/A

**11a. Time of delivery. (Contractor insert number of days.)**

WINS semester dates are available by contacting [wins@american.edu](mailto:wins@american.edu). Sponsors are encouraged to make intern selections at least one month before the fall, spring, or summer semester begins.

**11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.**

N/A

**11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.**

N/A

**11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.**

N/A

**12. F.O.B. point(s).**

N/A

**13a. Ordering address(es).**

Washington Internships for Native Students (WINS)  
American University  
4400 Massachusetts Ave NW  
Washington, DC 20016-8083 USA

ATTN: Troy Lewis, Assistant Director WINS, School of Professional & Extended Studies  
email: [tlewis@american.edu](mailto:tlewis@american.edu)  
tel: 202-895-4900 fax: 202-895-4960

**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.**

See [www.fss.gsa.gov](http://www.fss.gsa.gov)

**14. Payment address(es).**

Heidi Abraham  
Associate Director  
Special & Sponsored Billing

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American University - Student Accounts  
4400 Massachusetts Ave, NW  
Washington DC 20016-8073  
Tel: (202) 885-3554  
Fax 1: (202) 885-3554  
Fax 2: (202) 885-1139

**15. Warranty provision.**

N/A

**16. Export packing charges, if applicable.**

N/A

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level).**

N/A

**18. Terms and conditions of rental, maintenance, and repair (if applicable).**

N/A

**19. Terms and conditions of installation (if applicable).**

N/A

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**

N/A

**20a. Terms and conditions for any other services (if applicable).**

N/A

**21. List of service and distribution points (if applicable).**

Washington, DC

**22. List of participating dealers (if applicable).**

N/A

**23. Preventive maintenance (if applicable).**

N/A

**24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**

N/A

**24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services can be found at: [www.Section508.gov/](http://www.Section508.gov/).**

N/A

**25. Data Universal Number System (DUNS) number.**

07-779-5060

**26. Notification regarding registration in Central Contractor Registration (CCR) database.**

American University is registered with the Central Contractor Registration (CCR) database.

**Statement of Offering/Background**

American University in Washington, DC has earned the status of a major national university widely recognized as a top “doctoral institution” ranked by the Carnegie system. American University provides undergraduate/graduate programs in six schools/colleges and emphasizes experiential learning, practical application of knowledge, and multiculturalism.

The Washington Internships for Native Students (WINS) program *is open to all second semester sophomore students and above, who are enrolled university students with a minimum 2.5 Grade Point Average.* WINS typically attracts many talented American Indian/Alaska Native/Native Hawaiian (AI/AN/NH) students due to the Program’s focus on AI/AN/NH issues. The WINS program’s mission is to serve customers by attracting advanced university students who are committed in developing skills for real-world jobs—in public service and other fields and to help accomplish short-term projects, develop knowledge, earn university credits in academically supervised internships, and build leadership skills that will positively contribute to public service and impact communities on reservations and across the US.

Since the WINS inception in 1993, American University has partnered with a variety of federal agencies to ensure a rich professional, academic, and cultural experience for approximately 1,000 WINS students from across the country. The competitive WINS application process rigorously screens its participants to ensure that customers’ needs are met. The WINS mentors exceptional students to help them work on short-term projects and prepare for leadership positions and jobs for customers. WINS is the only national program of its kind to provide internships for on American Indian issues with university academic credits. *Thus, customers appreciate that WINS interns are intellectually motivated and responsible for their behavior under AU supervision.*

*WSP/WINS serves as a source for highly competitive student interns, including American Indian/Alaska Native/Native Hawaiian students, who are interested in short-term projects, public service, and federal government employment.*

Each year, WINS provides strong support for its students through access to WINS activities including a powwow, Native networking events, counseling services, professional development opportunities, computer labs, a library, a fitness center, and all the other resources of a major university. As such, WINS at American University can serve the federal government as a tool to develop a diverse, qualified workforce because the design of our program attracts a large number of highly qualified American Indian students.

### **Excellent Customer Service**

American University and WINS staff are dedicated to ensuring excellence in program administration. The WINS program staff work actively to expand the WINS internship program, develop new sponsorship opportunities and market the program. WINS is committed to continue activities that strengthen current and encourage new sponsor and/or agency relationships by providing the following to customers:

- An excellent program serving customers with 100 WINS internships each year.
- Maintaining an interactive WINS Sponsor web site.
- Making sponsor and/or agency presentations.
- Writing tailored correspondence to WINS sponsor contacts
- Circulating a descriptive WINS sponsor brochure to customers.
- Hosting an annual WINS sponsor event for supervisors, and designing other creative activities to attract sponsors.
- WINS promotes workforce development opportunities for the Federal Government in
  - WINS activities and programs.
- WINS works to utilize new and tested technologies to enhance customer service to sponsors and agency customers.

### **Quality Control**

The WINS program rigorously administers strong review procedures in supervised internships to ensure positive internship outcomes for WINS customers. WINS staff work actively to make sure that recruits are exceptionally qualified to be placed in sponsor/Government positions through a selective recruitment and application process. Once the WINS Assistant Director recruits and select the interns, WINS faculty provide professional development training and supervision to make certain that customers receive interns that meet their needs. WINS faculty members meet weekly with students to ensure that they are meeting the internship requirements. The WINS Assistant Director and WINS faculty works with each on-site supervisor to solve any problems as they may arise. For example, occasionally participants may need to leave the program early for personal reasons. WINS Sponsors receive a pro-rated fee when internships are cut short. If participants occasionally miss work, WINS staff members intervene to ensure professional behavior. Interns who fail to meet the requirements of WINS may be dismissed from the program. WINS employs clear processes to ensure quality control in the following steps:

- 1) Recruitment
- 2) Student Eligibility
- 3) Application Processing and Evaluation
- 4) Placements
- 5) Training and Supervision
- 6) Internship Management and Supervision
- 7) Program Effectiveness
- 8) Participant Tracking.

**Recruitment**

*The WINS program is open to all qualified university students who meet the application requirements.* WINS typically attracts talented American Indian/Alaska Native/Native Hawaiian students due to the program's focus on AI/AN/NH issues. The WINS program accepts approximately 100 participants annually in fall, spring, and summer programs. WINS applicants reflect a wide range of majors and hail from universities across the US. The current average grade point average for admitted participants is over 3.0.

Recruitment for WINS draws upon a comprehensive national network well-established at American University. WINS contacts include tribal leaders in education, administration at tribal colleges and universities, national and regional student groups, American Indian media outlets, officials representing relevant scholarships and grants, and alumni of the WINS program. Active recruitment entails ongoing recruitment for the Washington-based WINS program thus ensuring a large and diverse applicant pool. Federal Government internships complement American Indian federal policy as well as internship coursework completed in their Washington-based semester and upon professional and academic development.

**WINS Candidate Eligibility, Application Processing and Evaluation**

All potential participants are subject to the extensive application process for the Washington-based WINS program. Successful applicants must provide the following:

- Status of at least a second semester sophomore with a GPA of 2.5;
- A standard information form;
- Resume;
- Essay;
- Letter of recommendation from a tribal official (encouraged);
- Tribal Enrollment Card or parents' Card (if applicable. *Tribal enrollment is not required as admission is open to all.*)
- Letter of recommendation from a university faculty, and transcript.

Application packets are reviewed by a WINS admissions committee. The most relevant candidates are encouraged to correspond with the Federal Government before accepting placement to ensure a good fit. After an initial screening, the Federal Government sponsors provide input prior to the final selection of students.

**Placements**

Based on the established WINS model, site supervisors receive a complete profile for each WINS applicant. Final offers are made to each student after a phone or email interview has been conducted with the internship supervisor and/or a human resources representatives. The WINS Assistant Director works with potential sponsor/agency site supervisors to help establish work plans, known as a "Internship Duties Form," and coordinates communications as well as implements placement processes. A substantive and empowering work experience is a vital component of WINS; the program provides supervisors with guidance and feedback throughout the summer.

*WINS manages interns and ensures optimal internship outcomes for customers.* The WINS Assistant Director manages interns by overseeing the program and serving as the main liaison for customers. WINS professors help manage each individual intern as well as assign each intern a letter grade through regular assignments. *Interns are held accountable for high-quality performance through the internship classes that appears on their AU transcripts.* WINS students are required to transfer credits back to their home schools' degree programs. Further, the WINS

Assistant Director and professors work personally with each student to encourage professional dedication to the internship. Any intern who fails to meet the academic and professional requirements of the WINS program may be dismissed.

*The WINS Assistant Director manages each short-term internship placement and ensures that interns are not treated as temporary employees. All interns must sign the “Internship Duties Form” with supervisors, within two weeks after the internship has started, and state the goals or focus of the internship. Interns receive special short-term projects for customers that comprise a maximum of 40% of time on clerical work. WINS interns do not displace full-time staff for offices. WINS interns work on special projects for customers.*

### **Training and Supervision**

All WINS participants take part in an intensive Washington-based orientation at the start of the program. The orientation, housed at American University Campus, provides candidates with an overview of the federal government and American Indian issues; introduces them to professional and academic themes in the semester’s internship class; establishes an understanding of the Federal Government; and gives participants confidence in the logistical support provided for their field-based internships. Activities are incorporated to build team and leadership skills as well as self-assessment exercises to establish internship goals. Customers rely on the strong WINS administration to ensure interns are supervised, prepared, and supported so that they produce work that reflects their full potential.

### **Internship Management and Supervision**

The hallmark of American University's WINS Program is to recruit and supervise exceptional students for short-term placements, while also providing each student with a professional and academic experience focused on supervisors’ needs. Academic coursework is required to grant credit for the internship as well as provide professional guidance for students participating in WINS. Course assignments are introduced in the week-long orientation and continue throughout the internship. Students are required to submit the “Internship Duties Form” which details the semester’s work plans. Students give weekly progress reports to their professor. Interns are instructed on professional conduct expectations and receive assignments under faculty supervision. Frequently at internships, WINS interns work on special enrichment assignments as follows: share American Indian/Alaska Native/Native Hawaiian knowledge, conduct unique research, attend briefings, develop web sites and e-communications, write reports, and work on other defined projects. Placements are evaluated by a WINS program professor, who takes into account the sponsor government employer’s feedback and evaluation. Students receive AU grades for their internship assignments. Interns are motivated to perform the internship course requirements in order to receive 3 American University credits and a letter grade. WINS professors require students to report on the progress of their work in the internships each week. *Thus, interns are responsible for high-quality performance through the internship classes that appears on their AU transcripts.* WINS students are required to transfer the WINS credits back to their home schools’ degree programs. Thus, customers can be confident that strict measures are in place to ensure excellent internship outcomes in supervised internships.

### **Program Effectiveness**

The WINS Assistant Director coordinates communication with the internship site supervisors to provide an ongoing measure of student progress and overall program effectiveness for customers. In addition to submitting weekly timesheets to the WINS office, the on-site supervisor provides a final performance evaluation for each placement to the internship professor. In turn, the WINS office closely coordinates with

sponsors throughout the program to confirm high quality internship experiences. This program planning and evaluation meeting addresses a number of issues, including but not limited to size and variety of the applicant pool, quality of placements, efficiency of administrative implementation and relevance of internship course content. Internship reports are provided to sponsors and/or government agencies upon request.

### **Participant Tracking**

Upon completion of the program, program participants receive AU credit and join an extensive and active WINS alumni network that encourages public service. Students taking part in WINS complete needs assessment during their Washington-based orientation to identify goals for the summer. They also evaluate the program and its effectiveness preparing students for leadership roles. Several formal follow-up studies with program alumni monitor career choice and field of study.

This model has a very successful track record, with many WINS alumni accepting field positions or internships with federal agencies after their Washington-based WINS experience.

### **WINS Summary of Intern/Sponsor Matching Process**

WINS sponsors receive access to select excellent applicants when they agree to host interns. Early sponsor commitments are strongly encouraged. Timely review of candidates ensures the widest pool of qualified interns.

In preparing for WINS interns, sponsors may ask the following questions:

- What is my budget to host interns?
- Where will my intern work? Is there a desk and computer available? What are the security clearance requirements?
- Who will supervise and mentor the WINS student?
- How can I attract the student to apply for a Federal job in my office after the internship period?

WINS sponsor and intern matching timeline:

Fall Semester: mid-June	Priority Selection Deadline: early August
Spring Semester: mid-October	Priority Selection Deadline: early December
Summer Semester: early-March	Priority Selection Deadline: early May

### **WINS Intern/Sponsor Matching Process**

- 1) Sponsors decide to host WINS interns and complete a Memorandum of Understanding.
- 2) AU Assistant Director of Student Accounts invoices sponsors.
- 3) Sponsors pay for WINS via Purchase Order, credit card, agreement, or check.
- 4) Sponsors review interns on WINS sponsor web site and make selection after an interview.
- 5) Sponsors inform WINS Assistant Director of official intern selection.
- 6) Assistant Director confirms official placement with students and sponsors.
- 7) WINS staff members make arrangements for students' arrival.
- 8) Sponsors provide complete arrival details and instructions for students.
- 9) AU registers students in classes and assigns faculty to supervise internship assignments.
- 10) WINS interns work in internships for sponsors.

### Summary

Over the past decade, American University's WINS program has provided an unparalleled professional, academic and cultural experience for hundreds of students and agency customers. Drawing upon a long history of successful collaborations with federal agencies, a national network focusing on American Indian issues, and established practices for creating empowering internship experiences, WINS welcomes the opportunity to manage short-term interns and help develop tomorrow's workforce through expanded partnerships with federal government customers.

### Price List and Discounts

American University's WSP/WINS discounts and concessions offered to the GSA are outlined below:

Payment terms:	0%, Net 30 Days
Industrial Funding Fee:	0.75% of GSA Price
Prompt Payment Terms:	None
Basic Discount:	5% discount per placement
Delivery Terms:	As negotiated at the task order level
Minimum Order:	\$100.00
Maximum Order:	\$1,000,000.00 per order

Item	Description	Program Duration	Qty Discount Levels	Qty	List Price	GSA Price	Industrial Funding Fee	Total GSA Price including IFF Fee
					5/1/15 – 4/30/16	5/1/15 – 4/30/16	5/1/15 – 4/30/16	5/1/15 – 4/30/16
					Per Placement	Per Placement	Per Placement	Per Placement
WINS placement	American University Washington Internships for Native Students (WINS) placement. Summer Session	8 weeks	1	1	11,336.00	10,769.00	81.00	10,850.00
WINS placement	American University Washington Internships for Native Students (WINS) placement. Fall or Spring Session.	15 weeks	1	1	19,240.00	18,278.00	137.00	18,415.00





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