

General Services Administration

Federal Supply Service

**Authorized Federal
Supply Schedule Price List**

for

**Multiple Award Schedule
Professional Services Category**

International Communications Associates, Inc.
t/a ICA Language Services
1501 Wilson Blvd., Suite 1200
Arlington, Virginia 22209
(703) 527-8666 - Phone
(703) 997-0767 - Fax
www.icalanguages.com

Contract Administrator:
Lexie Casey, President
lcasey@icalanguages.com

FSC Group :	Professional Services
Contract Number:	GS-10F-0016P
Contract Period:	October 6, 2018 - October 5, 2023
Price List Current as of:	Modification # PS-0045 effective February 23, 2021
Business Size:	Small Business

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.

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



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Customer Information

1a.	Table of Awarded SINs	611630 - Linguistic Training and Educational Materials <i>OLM - Order-Level Materials</i> <i>For full SIN descriptions visit GSA</i>
1b.	Lowest Priced Model Number and Lowest Unity Price	Please refer to rate tables
1c.	Labor Category Descriptions	Not applicable
2.	Maximum Order	611630 - \$1,000,000 OLM - \$250,000
3.	Minimum Order	\$100.00
4.	Geographic Coverage (Delivery Area)	Domestic
5.	Point of Production	Not applicable
6.	Discount from List Prices or Statement of Net Price	All prices herein are net
7.	Quantity Discount	Not applicable
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	None
10a.	Time of Delivery	Specified with task order
10b.	Expedited Delivery	Contact contractor
10c.	Overnight & 2-Day Delivery	Contact contractor
10d.	Urgent Requirements	Contact contractor
11.	F.O.B. Points	Destination
12a.	Ordering Address	ICA Language Services Attn: Lexie Casey 1501 Wilson Blvd., Suite 1200 Arlington, Virginia 22209
12b.	Ordering Procedures	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13.	Payment Address	ICA Language Services Attn: Accounts Receivable 1501 Wilson Blvd., Suite 1200 Arlington, Virginia 22209
14.	Warranty Provision	Contractor's standard commercial warranty applies.
15.	Export Packing Charges	Not applicable

16.	Terms and Conditions of Rental, Maintenance, and Repair	Not applicable
17.	Terms and Conditions of Installation	Not applicable
18.	Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices	Not applicable
18a.	Terms and Conditions for Any Other Services	Not applicable
19.	List of Services and Distribution Points	Not applicable
20.	List of Participating Dealers	Not applicable
21.	Preventive Maintenance	Not applicable
22a.	Special Attributes such as Environmental Attributes	Not applicable
22b.	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/	Contact contractor
23.	Data Universal Number System (DUNS) Number:	104589382
24.	ICA Language Services is registered in the System for Award Management (SAM) database.	

Service Contract Act

The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire multiple award schedule and all services provided. There are no SCLS eligible labor categories for services provided under this contract.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Foreign Language Translator	30110 - Foreign Language Translator	1987-0989 Revision #37

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Corporate Overview

ICA Language Services is a foreign language service provider headquartered in Northern Virginia with a network of 250 language service companies and schools throughout the United States and worldwide. We have been providing foreign language training, curriculum development, and testing services as well interpreting and translating services to most agencies of the Federal Government and the general public since 1986. Our government clients include the Defense Language Institute, Department of Commerce, Special Operations Command, Federal Bureau of Investigation, Secret Service, Drug Enforcement Agency, Foreign Service Institute, US Customs, and many other agencies in the Departments of Justice, Labor, Defense and State.

Foreign Language Training School

ICA has taught nearly 4 million hours of foreign language training in 121 languages with a focus on individualized, tailored programs. Our approach to training is an andragogical one – it focuses on the best methods to teach adult students. We emphasize early communication in the language and grammar is used to facilitate communication not an end.

ICA is certified by the State Council of Higher Education of Virginia (SCHEV) as an institution of post secondary education.

Foreign Language Testing

ICA executes nearly than 2,000 independent foreign language exams annually in 76 languages. All of our exams are based on the Interagency Language Roundtable (ILR) scale for scoring. We provide both proficiency and performance tests. Proficiency tests use evaluation procedures similar to those used at the Foreign Service Institute. We provide performance testing for translation, audio translation and interpretation.

In addition to our commercial testing, ICA develops test content for Federal Government testing and administers tests on behalf of the Federal Government.

Commitment to Confidentiality

ICA will hold in confidence the nature of the work performed or to be performed for the client and any other information transmitted by the client to us. ICA will restrict the disclosure of such information to those of its employees, agents and contractors who need to know in order to perform the work requested by the client. Our obligation of confidence and non-disclosure shall apply to the extent that ICA is required by law to divulge such information, or to the extent such information is or becomes a matter of public knowledge other than by disclosure by ICA.

SIN 611630

Foreign Language (Linguistic) Training and Educational Materials

The urgent need for language skill training, especially since September 11, 2001, has had a tremendous impact on our nation. While the Federal Government led the private sector in understanding the need to think and operate more effectively in foreign tongues, it was still unprepared for the changes 9/11 brought. This event accentuated the importance of and the nation's tremendous lack of capability in foreign language.

Contact

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ICA Language Services has offered the Federal Government a place to fulfill language training needs for more than 30 years. We have grown and been responsive as major changes have occurred in the methodology of teaching adults foreign languages. In some aspects, ICA's own methodology (teaching speaking as a primary skill offered to the student in the target language only), foreshadowed the Federal language schools' decision to focus on natural language acquisition methodologies and to use a holistic approach to this type of training.

Along the way, we have also responded to the changing needs of the Federal marketplace. We provide training in commonly taught languages, uncommonly taught languages and even rarely taught languages. It is this change that has posed the greatest challenge to the federal schools; specifically, to be flexible and respond to the need to train fewer students in substantially more languages. ICA is answering this need. We have taught 121 languages, many of them emerging from the specific needs of the federal Government. Classes are offered as individual, two-person and small groups. We also provide teachers to Federal schools on an ongoing basis.

Foreign Languages Taught

- » Afrikaans
- » Albanian
- » Amharic
- » Arabic (MSA)
- » Arabic (Algerian)
- » Arabic (Egyptian)
- » Arabic (Gulf)
- » Arabic (Iraqi)
- » Arabic (Jordanian)

- » Arabic (Lebanese)
- » Arabic (Libyan)
- » Arabic (Moroccan)
- » Arabic (Palestinian)
- » Arabic (Sudanese)
- » Arabic (Syrian)
- » Arabic (Tunisian)
- » Arabic (Yemeni)
- » Armenian
- » Azeri
- » Baluchi
- » Belarus
- » Bengali
- » Bosnian
- » Bulgarian
- » Burmese
- » Cambodian (Khmer)
- » Catalan
- » Chechen
- » Chinese (Cantonese)
- » Chinese (Mandarin)
- » Chinese (Taiwanese)
- » Chinese (Wu)
- » Chinese (Yunanese)
- » Croatian
- » Czech
- » Danish
- » Dari
- » Dutch
- » Dyula
- » Estonian
- » Farsi
- » Finnish
- » French
- » Fulani
- » Gaelic
- » Georgian
- » German
- » Greek
- » Gujarati
- » Haitian Creole
- » Hausa
- » Hebrew
- » Hindi
- » Hungarian
- » Icelandic
- » Igbo
- » Indonesian
- » Italian
- » Japanese
- » Kashmiri
- » Kazakh
- » Kirundi
- » Korean
- » Kurdish (Gorani)
- » Kurdish (Kurmangi)
- » Kurdish (Sorani)
- » Kyrgyz
- » Lao
- » Latvian
- » Lingala
- » Lithuanian
- » Macedonian
- » Malay
- » Mauritanian
- » Mongolian
- » Nepali
- » Norwegian
- » Oromo
- » Pashto
- » Polish
- » Portuguese (Brazilian)
- » Portuguese (Continental)
- » Punjabi
- » Romanian
- » Russian
- » Serbian
- » Shona
- » Sindhi
- » Sinhalese
- » Slovak
- » Slovenian
- » Somali
- » Spanish
- » Swati
- » Swahili
- » Swedish
- » Tagalog
- » Tajyk
- » Tamil
- » Tatar
- » Tausug
- » Telugu
- » Thai
- » Tigrinyan
- » Turkish
- » Turkmen
- » Ukrainian
- » Urdu
- » Uyghur
- » Uzbek
- » Vietnamese (Northern)
- » Vietnamese (Southern)
- » Wolof
- » Xhosa
- » Yoruba

Foreign Language Instructors

One of the most important tasks completed during a period of program development is identifying a teacher who is an educated, native speaker of the language. We draw from lists of instructors who have worked with us or who have teaching experience. If the language is new to ICA, we identify an instructor by using our contacts and outreach to various ethnic communities. It is rare when we cannot find an instructor in this way. All instructors are trained by ICA and are overseen by our Training Team. At ICA, students get more than just a highly qualified instructor. They get a strong andragogical staff who work in collaboration with all students and instructors.

Methodology

The ICA Method teaches communication in a foreign language. Using speaking as either a primary skill or as an adjunct skill for those who only need to learn listening, makes the program more interesting and effective to the adult learner. To that end, all instructors are well-versed in DLI and FSI training strategies with the purpose of exposing the instructors to as many options as are available. Discussions with incoming students help us to identify adult learning styles and personal learning strategies. This information, when considered with course length and skill requirements, determines the most efficient and effective methodology for the teacher to use.

Student Evaluation

Lastly, it is necessary to determine a student's final testing requirement and final learning objective and to prepare a schedule for interim testing so that the progress of the student can be measured during the course. The instructor fills out monthly progress reports to monitor the student's progress. The progress reports and the interim testing help the student to see his or her progress clearly while offering the agency proof that the student is working efficiently to meet the required final goals.

Most students who complete programs at ICA are required to pass the Defense Language Proficiency Test, Foreign Service Institute (FSI) test, ACTFL or an agency-specific test. By having the outcome of our teaching constantly reviewed in this manner, we are able to refine our course development efforts very specifically based on student feedback and test scores.

Language Training Facility

ICA operates a 53-room school located at 1501 Wilson Blvd, Suite 1200, Arlington, VA 22209. We are just a few blocks from the Rosslyn Metro station. We also offer classes in most major U.S. cities through associate schools.

To achieve a more well-rounded language learning experience, students are invited to view movies and participate in cultural sessions outside of classroom study, all free of charge. A 11-person theater offers

a rotation of foreign language films and is used as a venue for speakers on specific cultural topics. A "Mingling Room" has also been added as a place where groups of students and their teachers are encouraged to interact with each other in a casual environment. Much



ICA Reception

like in a typical social setting, students are encouraged to speak in an informal way about current topics or subjects of particular interest. An added value of the Mingling Room is the opportunity for students to network with others who are going to the same country and are from different agencies.

Students and instructors are encouraged to use ICA's in-house 6,000 volume Resource Center/Library. The Resource Center is an open area that provides a quiet place for students to access additional materials and study their language. The resources center also includes additional work stations with CAC readers for students to access email and surf the web.



Typical Classroom

Immersion and Iso-Immersion

Immersion and Iso-immersion training are also available at ICA. Depending on a student's goal, and how they will be using the language which they are studying, it may be more appropriate for the student to participate in an immersion or iso-immersion program. Immersion training takes place in-country and iso-immersion training takes place in a secluded, fabricated environment replicating the in-country experience. These immersions allow students to practice language skills and cultural knowledge outside of the controlled classroom environment. The key to immersion is to provide ample opportunity for the student to interact with native speakers who have little to no experience interacting with non-native speakers in the host nation and not rely on any other language other than the target language. In addition to structured classroom time, activities include shopping, using public transportation, and interacting with the instructor's family and friends at meals and social occasions. ICA also provides administrative support and andragogical oversight of the training to ensure outlined goals are achieved.



Resource Center

Foreign Language Training Rates

Number of Students	Rate per Hour* [^]				
	9/9/19-9/8/20	9/9/20-9/8/21	9/9/21-9/8/22	9/9/22-9/8/23	9/9/23-10/5/23
Up to 2 Students	\$42.85	\$44.01	\$45.20	\$46.42	\$47.67
3 students	\$43.88	\$45.06	\$46.28	\$47.53	\$48.81
4 students	\$44.96	\$46.17	\$47.42	\$48.70	\$50.02
5 students	\$46.04	\$47.28	\$48.56	\$49.87	\$51.22
6 students	\$47.12	\$48.39	\$49.70	\$51.04	\$52.42

*2-hour minimum per class session

[^]20-hour minimum purchase

Additional Charges

Materials are charged separately, as needed, and are all open-market items. Transportation and lodging are charged in accordance with the Federal Travel Regulations.

Rachid Bendanoun, ICA's Registrar, will coordinate the set-up of your class(es)/work orders under SIN 611630 of this GSA contract. He will work with the Training Team to determine schedule and instructor based on your specific needs.

Ordering Instructions/Terms and Conditions

Please contact Rachid Bendanoun at (703) 527-8666 ext. 111 or rbendanoun@icalanguages.com. Purchases may be made by government purchase order, government credit card, cash or check. Pre-payment or progress payments are accepted. All payments must reference GSA Schedule GS10-F-0016P.