



**GENERAL SERVICES ADMINISTRATION (GSA)  
FEDERAL SUPPLY SERVICE**

**The Multiple Award Schedule (MAS)**

Services Offered:

**Professional Services Category – Language Services**

**FSC Group: MAS**

Contract Number:	<b>GS-10F-0139M</b>
Contract Period:	<b>February 1, 2002 - January 31, 2022</b>



**International Center for Language Studies, Inc.**

1133 15th Street NW, Suite 600

Washington, DC 20005

Phone: (202) 639-8800

Fax: (202) 783-6587

<http://www.icls.edu>

**Contract Administrator**

Karen Decker

1133 15th Street NW, Suite 600

Washington, DC 20005

Phone: (202) 639-8800 / Fax: (202) 783-6587

[kdecker@icls.edu](mailto:kdecker@icls.edu)

Prices shown herein are NET (discount deducted)

Business Size: Other than Small

Pricelist current through modification **#A812** dated **March 27, 2020**

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: <http://www.gsadvantage.gov>

For more information on ordering from Federal Acquisition Schedules, visit: <http://www.gsa.gov/schedules-ordering>



**Contract Holder**



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## SUMMARY OF GSA SCHEDULE CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

**611630 / 611630 RC**                      **Linguistic Training and Education**

**OLM / OLM RC**                              **Order-Level Materials (OLM)**

For full SIN descriptions visit: [GSA eLibrary](#)



**611630 RC, OLM RC:** Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This does include advance and pre-positioning in preparation for a disaster.

**1b. Lowest Priced Model Number and Lowest Price:**                      Please refer to Training Program rates on pg #6

**1c. ICLS Course Descriptions**    Please refer to pg #8

2. Maximum Order:    \$1,000,000.  
*However, agencies may place, and ICLS may honor, orders exceeding this limit in accordance with FAR 8-404. Ordering agencies are encouraged to seek price reductions for orders in excess of \$1,000,000.*

3. Minimum Order:    \$100.00

4. Geographic Coverage:    Domestic and Overseas

5. Point of Production:    Not Applicable

6. Discount from List Price:    All Prices Herein are Net

7. Quantity Discounts:    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*

9a. Government Purchase Card is accepted at or below the micro-purchase threshold.

9b. Government Purchase Card is accepted above the micro-purchase threshold.

10. Foreign Items:    None

11a. Time of Delivery:    To Be Negotiated with Ordering Agency

11b. Expedited Delivery:    To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery:    To Be Negotiated with Ordering Agency

11d. Urgent Requirement:    To Be Negotiated with Ordering Agency

12. F.O.B. Point(s):    Destination



- 13a. Ordering Address: International Center for Language Studies, Inc.  
Attn: Karen Decker / GSA Orders  
1133 15th Street NW, Suite 600  
Washington, DC 20005
- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: International Center for Language Studies, Inc.  
Attn: Accounts Payable  
1133 15th Street NW, Suite 600  
Washington, DC 20005
15. Warranty Provision: Contractor's standard commercial warranty applies
16. Export Packing Charges: Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance: Contact Contractor
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any other services (if applicable): Not Applicable
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable) Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Participates in Recycling
- 24b. 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/](http://www.Section508.gov/)
25. Data Universal Number System (DUNS) Number: 094102035
26. International Center for Language Studies, Inc. *is* registered in the System for Award Management (SAM) Database.



## ICLS GSA SCHEDULE CONTRACT OVERVIEW

GSA awarded **International Center for Language Studies, Inc. (ICLS)** a GSA Schedule contract for **MAS Professional Services - Language Services (LANG)**, Contract Number **GS-10F-0139M**. ICLS's contract began 2/1/2002. **The current period is: 2/1/2017 – 1/31/2022 (Option Period 3)**. The Schedule offers a faster and easier process for federal agencies to purchase foreign language training services they need on a timely basis and at pre-negotiated rates. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders

### CONTRACT ADMINISTRATOR

Karen Decker, President  
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Washington, DC 20005  
Phone: (202) 639-8800 / Fax: (202) 783-6587  
E-mail: [kdecker@icls.edu](mailto:kdecker@icls.edu)

### MARKETING AND TECHNICAL POINT OF CONTACT

Sybille Braum, Director, Foreign Language Division  
1133 15th Street NW, Suite 600  
Washington, DC 20005  
Phone: (202) 639-8800 / Fax: (202) 783-6587  
E-mail: [sbraum@icls.edu](mailto:sbraum@icls.edu)

Please use our online [Information Request Form](#) to contact ICLS about foreign language training using the GSA Schedule. You are also encouraged to contact the ICLS Foreign Language Division by calling or writing.

### CONTRACT USE

This contract is available for use by all federal government agencies, as a source for MAS Professional Services (Language Services). Also, Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

### CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.


The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. ICLS has been awarded a contract by GSA to provide services under the following SIN:

**SIN 611630 / 611630RC, Linguistic Training and Education**

(A full SIN description is available on GSA eLibrary, <http://www.gsaelibrary.gsa.gov>)



**GSA PROGRAM COSTS - SIN 611630 / 611630RC - LINGUISTIC TRAINING AND EDUCATION**

 ICLS Programs (ICLS.edu)	GSA Rates	GSA Rates	Rate Unit
	Foreign Language Program Tuition	ESL Program Tuition	
<b><u>Private Instruction</u></b>	-	-	
Hourly Rate (Onsite), 1 student	\$51.35	\$51.35	per hour, per student
Hourly Rate (Distance), 1 student	\$46.52	\$46.52	per hour, per student
<i>* ICLS offers a Distance Learning training option for private classes in foreign languages and English at all levels. For your Distance Learning training program, we will create a customized curriculum and select appropriate materials for your course just as we do for our individual one-on-one programs on site. Our Distance Learning courses are taught by qualified native teachers in a live, interactive virtual classroom. Depending on your specific needs, you may choose to take classes exclusively in our live virtual classroom or through a blended program of both online and on-site classes. You can train from any location in the world following a schedule of your choice regardless of differences in time zones. For more information about the Distance Learning training option, please contact us today.</i>			
<b><u>Semi Private Classes</u></b>			
Hourly Rate, class size = 2 students	\$26.66	\$26.66	per hour, per student
<b><u>Customized Group Classes</u></b>			
Hourly Rate, class size = 3 - 6 students	\$61.22	\$61.22	per hour, per group
<b><u>High Intensity Language Training (HILT)</u></b>			
45 hours of private instruction	\$2,293.93	\$2,293.93	per week, per student
Daily lunch with an instructor included	included	included	
<b><u>Evening and Early Morning Program (Group)</u></b>			
10-week program, 4 hours per week, total of 40 hours	\$380.15		per program, per student
<b><u>Intensive English Program (IEP)</u></b>			
4-week program, 20 hours per week, total of 80 hours		\$765.24	per program, per student
<b><u>English for Professionals</u></b>			
4-week program, 30 hours per week, total of 120 hours		\$2,819.04	per program, per student
<b><u>Communicating in Business English</u></b>			
8-week program, 5 hours per week, total of 40 hours		\$370.28	per program, per student
<b><u>Evening TOEFL Preparation Course</u></b>			
8-week program, 7 hours per week, total of 56 hours		\$518.39	per program, per student



**GSA WAIVERS**

- (1) 30-hour minimum commitment for private and semi-private instruction is waived for GSA.
- (2) \$75 Class / Program Registration fee and \$50 Test Scheduling fee charged for Commercial Accounts is waived for GSA

**MATERIALS**

Educational and instructional materials are purchased at cost by each student separate from the tuition. Materials include books, tapes and other items selected for the program. Total materials cost depends on the type and length of the program.

**TRAVEL-RELATED COSTS**

Local mileage, public transportation and out-of-town travel to non-ICLS training facilities will be negotiated with the individual ordering agency in accordance with Federal Travel Regulations (FTR).

Local Immersion Program: Price reflects tuition only. Travel, meals and lodging cost at Government facilities are priced separately from the tuition and will be negotiated with the ordering agency in accordance with Federal Travel Regulations (FTR).

ICLS Proficiency Testing Services (ICLS.edu)	GSA Rates	GSA Rates	Rate Unit
	Foreign Language	ESL	
30-minute Speaking Test (by phone)	\$208.92	\$208.92	per test
45-minute Speaking / Listening Test (by phone)	\$335.77	\$335.77	per test
45-minute Speaking / Listening Test (in person)	\$335.77	\$335.77	per test
45-minute Reading Test (in person)	\$268.61	\$268.61	per test
90-minute Speaking / Listening / Reading Test (in person)	\$470.07	\$470.07	per test
90-minute Speaking / Listening / Reading Test (online)	\$538.14	\$538.14	per test

**Service Contract Labor Standards:** ICLS uses no SCLS/SCA-eligible labor in the execution of these programs. 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 cancellation of the contract.



## ICLS LANGUAGE SERVICES—PROGRAM DESCRIPTIONS

ICLS offers programs that meet each student’s learning objectives. The length of training is determined by these objectives. All ICLS programs have the following characteristics and benefits:

- Attention to individual learning style
- Emphasis on speaking, listening and reading comprehension
- Focus on discrete skills in preparation for professional goals or specific employment responsibilities and functions
- Customized curriculum design
- Flexible scheduling
- Challenging program using Induced Discourse Methodology
- In-depth knowledge and experience incorporating Final Learning Objectives (FLO's) and
- Use of the Federal Interagency Language Roundtable (ILR) skill levels and rating system

### FOREIGN LANGUAGE PROGRAMS (FLP)

#### PRIVATE INSTRUCTION (FLP AND ESL)

Designed to accommodate the diverse needs and busy schedules of the student; focus is on specific skills, such as speaking or writing, to satisfy a professional or personal goal. Students can design their own schedule and study at their own pace. Within this program we offer program we offer Familiarization Courses, Basic Courses, Advanced Courses, Refresher Courses, Conversion Courses, and Test Preparation Courses. We offer a Distance Learning training option for private classes in foreign languages and English at all levels. Depending on student specific needs, students may choose to take classes exclusively in on-site class, through a blended program of both online and on-site classes, or exclusively in ICLS live virtual classroom. Students can train from any location in the world following a schedule of their choice regardless of differences in time zones.

#### SEMI-PRIVATE (FLP AND ESL)

Designed for individuals, corporate and organizational clients who request training programs for two students. Groups are formed by the client organization or individuals.

#### CUSTOMIZED GROUP CLASSES (FLP AND ESL)

Customized group classes are designed for 3 to 15 students. Designed for corporate and organizational clients to help employees communicate effectively with coworkers, clients, guests and supervisors. Course content is work-related, emphasizing on-the-job skills related to the specific field of business. Classes are held either on ICLS premises or at the offices of the client. Classes are set up to meet the specific needs of our clients. Such classes include, but are not restricted to courses in Presentation Skills, Negotiation Skills, Writing, Workplace Skills, etc. Key Benefits: Emphasis on Speaking and Listening Comprehension; Flexibility in accommodating clients' work scheduling requirements; Challenging Program using Induced Discourse Methodology.





### **HIGH INTENSITY LANGUAGE TRAINING (HILT) (FLP AND ESL)**

High Intensity Language Training (HILT) is offered in most spoken languages. The HILT program is designed to provide the most productive language learning experience in the shortest possible time. Classes are designed for 45 hours a week of private instruction. Programs run for 1 to 8 weeks. It includes nine (9) hours of private instruction each day throughout the week, including lunch with an instructor at a nearby restaurant. The primary focus of the HILT course is determined by the needs and professional interests of the student. Specialized language components for job-related responsibilities can be developed. A diagnostic test is conducted prior to the first class and specific goals are developed to meet the student's desired level of proficiency and needs within the time that is available. The major objective is to improve the student's ability to speak and understand the spoken language. New elements of the language are introduced each day, mistakes are corrected, and the student's confidence and control in using idiomatic language is enhanced. Supplementary activities may include discussions of topics relating to the student's work and interests, specialized vocabulary, video presentations and field trip. Due to its intensity, this program is not recommended for beginners.

### **EVENING AND EARLY MORNING PROGRAM (FLP ONLY)**

Offered in Portuguese, Spanish, French, Beginning Arabic, Polish and Russian. Classes meet on Mondays and Wednesdays for 4 hours per week in 10-week sessions from 6:10 p.m. to 7:30 p.m. (100 minutes of instruction without a break.) A minimum of three students is required; maximum enrollment is ten students per class. Also available in other languages: bring us your group of at least three students and we'll arrange a class for you!



## ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAMS

### **PRIVATE INSTRUCTION (FLP AND ESL)**

Designed to accommodate the diverse needs and busy schedules of the student; focus is on specific skills, such as speaking or writing, to satisfy a professional or personal goal. Students can design their own schedule and study at their own pace. Emphasis on Speaking and Listening Comprehension. Challenging Program using Induced Discourse Methodology. We offer a Distance Learning training option for private classes in foreign languages and English at all levels. Depending on student specific needs, students may choose to take classes exclusively in on-site class, through a blended program of both online and on-site classes, or exclusively in ICLS live virtual classroom. Students can train from any location in the world following a schedule of their choice regardless of differences in time zones.

### **SEMI-PRIVATE (FLP AND ESL)**

Designed for individuals, corporate and organizational clients who request training programs for two students. Groups are formed by the client organization or individuals.

### **CUSTOMIZED GROUP CLASSES (FLP AND ESL)**

Customized group classes are designed for 3 to 15 students. Designed for corporate and organizational clients to help employees communicate effectively with coworkers, clients, guests and supervisors. Course content is work-related, emphasizing on-the-job skills related to the specific field of business. Classes are held either on ICLS premises or at the offices of the client. Key Benefits: Emphasis on Speaking and Listening Comprehension; Flexibility in accommodating clients' work scheduling requirements; Challenging Program using Induced Discourse Methodology.

### **HIGH INTENSITY LANGUAGE TRAINING (HILT) (FLP AND ESL)**

High Intensity Language Training (HILT) is offered in most spoken languages. The HILT program is designed to provide the most productive language learning experience in the shortest possible time. Classes are designed for 45 hours a week of private instruction. Programs run for 1 to 8 weeks. It includes nine hours of private instruction each day throughout the week, including lunch with an instructor at a nearby restaurant. Specialized language components designed to address specific needs of students who want to see immediate results. A 4-week HILT allows students to advance at the rate of 1-2 levels of the ICLS curriculum. A diagnostic test is conducted prior to the first class and specific goals are developed to meet the student's desired level of proficiency and needs within the time that is available. The major objective is to improve the student's ability to speak and understand the spoken language. New elements of the language are introduced each day, mistakes are corrected, and the student's confidence and control in using idiomatic English is enhanced. The student works with a team of three teachers, each of whom spends three hours a day with the student. Supplementary activities include discussions of topics relating to the student's work and interests, specialized vocabulary, video presentations and field trips.

### **INTENSIVE ENGLISH PROGRAM (ESL ONLY)**

The Intensive English Program (IEP) is offered for non-native English speakers at 10 levels of instruction in a series of four-week sessions meeting 20 hours per week from 9:00 a.m. to 12:50 p.m., Monday through Friday in small groups. New sessions begin every four weeks but students may start on any Monday during the session. The IEP is designed for students, business managers, diplomats and other professionals who seek to develop mastery of the English language. Emphasis is placed on speaking and listening comprehension.



### **ENGLISH FOR PROFESSIONALS (ESL ONLY)**

Daily Group classes from 9:00 a.m. to 1:00 p.m. for non-native English speakers, focusing on general English skills plus 2 hours of one-on-one instruction in the afternoon. Personalized to focus on specific work-related skills, such as presentations, negotiations, impromptu speaking, and report-writing, among others.

### **COMMUNICATING IN BUSINESS ENGLISH (ESL ONLY)**

Business English is designed to complement the Intensive English Program (IEP) non-native English speakers with an emphasis on speaking and listening skills to help students assimilate into a professional work environment. Focusing on a new topic each week, students will practice English skills in an office environment, at business meetings, presentations, interviews, networking events and internships. Class sizes range from 2-6 individuals per group. High Intermediate to Advanced English Fluency is required. New topics begin every Monday.

### **EVENING TOEFL PREPARATION COURSE (ESL ONLY)**

8-week course that meets 7 hours per week to help non-native English speaking students achieve a satisfactory score on the TOEFL iBT. Class time is spent learning specific skill-building exercises, reviewing test-taking strategies, and practicing with simulated TOEFL test problems. High Intermediate to Advanced fluency required.

## **FOREIGN LANGUAGE PROGRAM (FLP) PROFICIENCY TESTING SERVICES**

### **30-MINUTE SPEAKING TEST (BY PHONE)**

### **45-MINUTE SPEAKING / LISTENING TEST (BY PHONE)**

### **45-MINUTE SPEAKING / LISTENING TEST (IN PERSON)**

### **45-MINUTE READING TEST (IN PERSON)**

### **90-MINUTE SPEAKING / LISTENING / READING TEST (IN PERSON)**

### **90-MINUTE SPEAKING / LISTENING / READING TEST (ONLINE)**

ICLS provides testing services in over 80 languages to assess language proficiency. All tests are conducted by qualified testers and administrators and are based on Interagency Language Roundtable (ILR) skill level descriptions. They take the Foreign Service Institute (FSI) format and are designed to measure Speaking, Listening, and/or Reading according to the ILR scale. ICLS testing services are available to government agencies as well as companies and private individuals by phone, in person or online.

## **ESL PROFICIENCY TESTING SERVICES**

### **30-MINUTE SPEAKING TEST (BY PHONE)**

### **45-MINUTE SPEAKING / LISTENING TEST (BY PHONE)**

### **45-MINUTE SPEAKING / LISTENING TEST (IN PERSON)**

### **45-MINUTE READING TEST (IN PERSON)**

### **90-MINUTE SPEAKING / LISTENING / READING TEST (IN PERSON)**

### **90-MINUTE SPEAKING / LISTENING / READING TEST (ONLINE)**

ICLS testing services are available to government agencies as well as companies and private individuals. Proficiency tests are provided to measure Speaking and/or Reading Skills either by phone, in person or online. All tests are conducted by qualified testers and are based on ILR skill level descriptions.



## ABOUT ICLS

The International Center for Language Studies (**ICLS**) was founded in 1966 in Washington, DC as a locally-owned, private organization dedicated to teaching foreign languages and English as a Second Language. Since its inception, **ICLS** has worked cooperatively with international organizations, government agencies, private companies, and individual students from all over the world, providing language instruction in over 90 languages on-site at our, or client, locations or via our distance learning platform. We train diplomats, government and military personnel, business executives, development specialists, university and college students, medical personnel, lawyers, judges, economists, and others.

Our relationships with U.S. government agencies and international organizations such as the Defense Language Institute, the U.S. Foreign Service Institute, World Bank, and the International Monetary Fund are long-standing. Many of these organizations have been our clients for over 20 years.

Furthermore, ICLS provides language training services to government agencies under the General Services Administration (GSA). Schedules are issued under the Federal Acquisition Service and are commonly referred to as a GSA Schedule.

ICLS is licensed by the Education Licensure Commission of the District of Columbia. It is a founding member of the Association of Proprietary and Public Language Schools (**APPLS**). Many ICLS teachers are members of Teachers of English to Speakers of Other Languages (**TESOL**), the American Council on the Teaching of Foreign Languages (**ACTFL**) and **NAFSA**: Association of International Educators. They are also members of professional organizations specific to their language area.

ICLS participated in the nationwide setting of standards for foreign language instruction and follows the ASTM standard F1562 on Use-Oriented Foreign Language Instruction. ICLS received institutional accreditation from the Commission on English Language Program Accreditation (**CEA**). We are authorized under Federal Law to enroll non-immigrant alien students and issue the Form I-20 (A-B) and are designated by the United States Department of State as a sponsor for the exchange visitor program in the trainee and intern category.

ICLS is located in a vital area of downtown Washington at 1133 15th Street NW. It is a few blocks away from the White House and a five-minute walk to both the McPherson (Blue and Orange Lines) and Metro Center (Red Line) Metro stations. Please [click here](#) for a map of ICLS' location in downtown Washington.

In addition to our downtown Washington location, ICLS also provides on-site training throughout the Washington DC metropolitan region and in locations throughout the continental United States and overseas. ICLS also offers a Distance Learning training option for private classes in foreign languages and English at all levels. Depending on student specific needs, students may choose to take classes exclusively in on-site class, through a blended program of both online and on-site classes, or exclusively in ICLS live virtual classroom.

ICLS offers flexibility in arranging schedules for employees of federal government agencies. Because of our 40-plus years of experience in working with government agencies, we are familiar with the administrative requirements of government contracting.



## ICLS TEACHERS AND RESOURCES

### INSTRUCTIONAL STAFF

ICLS is devoted exclusively to language training and testing. Our most important resource is our dedicated teaching professionals. Their love of teaching is, as they know, appreciated by the administrators of the school, all of whom are teachers themselves. A typical ICLS teacher is both student-oriented and results-oriented. The bottom line is learning. He/she takes charge of the instructional process and does what needs to be done to build the skills and confidence required for effective use of the language.

ICLS selects educated native speakers with several years of teaching experience and the requisite English language skills in speaking, listening and reading. We also seek those who demonstrate a professional interest in teaching. Most teachers have had training and extensive experience in teaching their native languages before joining the ICLS teaching staff. Many have Master's or Doctorate degrees and experience in government and business as well as educational settings.

Due to our resource network, we can almost always find teachers and materials for both commonly and uncommonly taught languages. Our experience in the language-training community of the Washington metropolitan region for nearly 50 years has given us access to and a database of teachers of a great many languages. We have a broad and active network of, among others, former teachers, embassies, international organizations, universities, other language-teaching organizations, and community/ethnic groups.

### FACILITY AND RESOURCES

ICLS is located in downtown Washington, D.C. The facility is convenient to public transportation including two metro stations. The McPherson Square (Blue and Orange lines) and Metro Center (Red line) stations are both within a few minutes walking distance from the school.

ICLS occupies over 15,000 square feet of a modern office building. The custom-designed center, includes over 60 tutorial and group classrooms, staff offices, student and teacher lounges, conference rooms and a 15-position computer supported language lab. ICLS also provides students Wi-Fi and Internet access.

Each ICLS classroom is a mini-language lab with flat screen monitors, powerful microprocessors, and high-speed broadband Internet access. This allows learners instant access to language broadcasts and information as used by the native speakers in local settings through unlimited materials and streaming media. The information presents a wide spectrum of current and relevant issues on a daily basis and enables users to view video and raid broadcasts in real time and to obtain reading material in the target language.

The ICLS resource center includes an extensive collection of materials such as instructional texts, supplementary workbooks, reference dictionaries, readers, booklets, readings, glossaries, newspapers, magazines, maps and other documents that aid in language acquisition.

In addition to our downtown Washington location, ICLS also provides on-site training throughout the Washington DC metropolitan region and in locations throughout the continental United States and overseas. ICLS also offers a Distance Learning training option for private classes in foreign languages and English at all levels. Depending on student specific needs, students may choose to take classes exclusively in on-site class, through a blended program of both online and on-site classes, or exclusively in ICLS live virtual classroom.



## LANGUAGES OFFERED

The following is a list of languages offered by ICLS. If you do not see the language or a dialect you need on the list below, please send an inquiry using our [information request form](#).

<b>Afrikaans</b>	<b>Hindi</b>	<b>Romanian</b>
<b>Albanian</b>	<b>Hungarian</b>	<b>Russian</b>
<b>Amharic</b>	<b>Icelandic</b>	<b>Serbian</b>
<b>Armenian</b>	<b>Ilocano</b>	<b>Shona</b>
<b>Arabic-All Dialects</b>	<b>Indonesian</b>	<b>Sinhala</b>
<b>Azerbaijani (Azeri)</b>	<b>Italian</b>	<b>Slovak</b>
<b>Baluchi</b>	<b>Japanese</b>	<b>Slovene (Slovenian)</b>
<b>Basque</b>	<b>Kachin</b>	<b>Somali</b>
<b>Belarussian</b>	<b>Kazakh</b>	<b>Sotho</b>
<b>Bengali</b>	<b>Khirghiz</b>	<b>Spanish</b>
<b>Bulgarian</b>	<b>Korean</b>	<b>Swahili</b>
<b>Burmese</b>	<b>Kurdish</b>	<b>Swedish</b>
<b>Cambodian</b>	<b>Lao</b>	<b>Tadjik</b>
<b>Chechewa (Nyanya)</b>	<b>Latvian</b>	<b>Tagalog (Pilipino)</b>
<b>Chinese Cantonese</b>	<b>Lingala</b>	<b>Tamil</b>
<b>Chinese Mandarin</b>	<b>Lithuanian</b>	<b>Thai</b>
<b>Croatian</b>	<b>Macedonia</b>	<b>Tibetan</b>
<b>Czech</b>	<b>Malaysian</b>	<b>Tigrinya</b>
<b>Danish</b>	<b>Moldovan</b>	<b>Turkish</b>
<b>Dari</b>	<b>Mongolian</b>	<b>Turkmen</b>
<b>Dutch</b>	<b>Moro</b>	<b>Ukrainian</b>
<b>English</b>	<b>Nepali</b>	<b>Urdu</b>
<b>Estonian</b>	<b>Norwegian</b>	<b>Uzbek</b>
<b>Finnish</b>	<b>Papiamento</b>	<b>Vietnamese</b>
<b>French</b>	<b>Pashto</b>	<b>Visayan-Cebuano</b>
<b>Georgian</b>	<b>Persian (Farsi)</b>	<b>Xhosa</b>
<b>German</b>	<b>Polish</b>	<b>Yoruba</b>
<b>Greek</b>	<b>Portuguese Brazilian</b>	<b>Zulu</b>
<b>Haitian Creole</b>	<b>Portuguese Continental</b>	
<b>Hebrew</b>	<b>Punjabi</b>	

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## INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that **International Center for Language Studies, Inc.** meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract. If it is determined that your agency needs an outside source to provide Language services, follow these simple steps:

Orders under the Micro-Purchase Threshold
<ul style="list-style-type: none"> <li>Select the contractor best suited for your needs and place the order.</li> </ul>
Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold
<ul style="list-style-type: none"> <li>Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b).</li> <li>Prepare and send the RFQ (including SOW and evaluation criteria) to at least <b>three</b> GSA Schedule contractors.</li> <li>Evaluate, then make a "Best Value" determination.</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
Orders over the Simplified Acquisition Threshold
<ul style="list-style-type: none"> <li>Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least <b>three</b> contractors.</li> <li>Seek price reductions.</li> <li>Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

Developing a Statement of Work (SOW) or Performance Work Statement (PWS)	Preparing a Request for Quote (RFQ)
<p>In the SOW, include the following information:</p> <ul style="list-style-type: none"> <li>Work to be performed,</li> <li>Location of work,</li> <li>Period of performance;</li> <li>Deliverable schedule, and</li> <li>Special standards and any special requirements, where applicable</li> </ul>	<ul style="list-style-type: none"> <li>Include the SOW and evaluation criteria;</li> <li>Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;</li> <li>If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.</li> <li>May be posted on GSA’s electronic RFQ system, e-Buy</li> </ul>

**For more information related to ordering services:**

- Go to <http://www.gsa.gov/schedules-ordering> and click “Ordering Information”.
- Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures](#)

Please call or write our Foreign Language Division with any questions about foreign language training using the GSA Schedule (Sybille Braum, Director, Foreign Language Division, (202) 639-8800, [sbraum@icls.edu](mailto:sbraum@icls.edu)).  
You may also use our online [Information Request Form](#).





## BLANKET PURCHASE AGREEMENTS (8.405-3)

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

### Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

### Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.
- The ordering activity shall document the results of its review.





## CURRENT AND PAST CLIENTS

The International Center for Language Studies has provided language training services to U.S. government agencies since its inception in 1966. The following list includes selected clients (both current and past) representing major U.S. government departments and agencies.

- Defense Language Institute
- Foreign Service Institute
- U.S. Agency for International Development
- U.S. Information Agency
- Federal Bureau of Investigation
- Defense Intelligence Agency
- Department of Justice
  - U.S. Attorney's Office
  - Drug Enforcement Agency
- Department of State
- Department of Treasury
  - Bureau of International Affairs
- U.S. Air Force
  - Foreign Affairs Officers Branch
- U.S. Export-Import Bank
- National Gallery of Art
- Department of Agriculture
- Foreign Agriculture Service
- National Imaging and Mapping Agency
- Department of Commerce
- Peace Corps
- District of Columbia Court System

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