

Student Internship Programs

Scope Description: The Jet Propulsion Laboratory (JPL) is reviewing options to find **Small Business Concerns and/or Teams led by a Small Business** with experience in multiple of the following listed items. JPL seeks small business concerns, not brokers, with extensive experience in the following listed items to meet the below scope requirements and minimum/mandatory qualifications.

NAICS Code: **611710** – Educational Support Services

SBA Size Standard: $24 million

Minimum/Mandatory Quals: Experience and capabilities in multiple of the following listed items.

In the chart below, type an “X” for each of the areas applicable to your capabilities and experience.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Scope Tasks – Past Performance in:** | **Yes** | **No** |
| 1. | Providing stipend disbursement services on a bi-weekly basis. |  |  |
| 2. | Processing and executing submitted Subcontract Activities Orders (SAOs) via subcontractor web-based tool.  |  |  |
| 3. | Ability to provide immediate offers of Affordable Care Act (ACA) coverage to any intern after 90-days of employment, or who have already completed 90-days of employment, and otherwise meet the full-time requirement. |  |  |
| 4. | Effectively communicating information to interns (ie. Stipend disbursement process and clear understanding that they are student interns) |  |  |
| 5. | Complying with all Federal, State, and Local tax withholding laws. |  |  |
| 6. | Ability to communicate subcontract discrepancies. |  |  |
| 7. | Providing IRS tax reporting, including issuing any required IRS forms, to interns. |  |  |
| 8. | Process SAOs for U.S. citizens and legal permanent residents (LPRs) within 5 days and 10 days for Foreign National interns that are enrolled at U.S. universities |  |  |
| 9. | Validating Foreign National work authorizations for internship extension periods. |  |  |

Please give us 2-3 examples of your relevant past performance in the format below. Feel free to use Microsoft Word, PowerPoint, or PDF format.

|  |
| --- |
| **Past Performance Summary Format** |
| **Contract Name:**  |
| **Business Size:**  |
| **Socio-Economic Status:** SB [ ]  SDB [ ]  WOSB [ ]  VOSB [ ]  SDVOSB [ ]  HUBZone [ ]  HBCU/MSI [ ]  |
| **Issuing Agency:**  | **Contract #:** |  |
| **Contract $ Value:** | **Period of Perf:** |  |
| **Tier 1 (Prime) /Tier 2/ Tier 3?:** |
| **Summarized Scope of Work – Provide Technical Details Here** |
|   |
| **Requirements (Check if applies)** |
| 1. Providing stipend disbursement services
 | [ ]  | 6. Communicating subcontract discrepancies | [ ]  |
| 1. Processing and executing submitted SAOs
 | [ ]  | 7. Providing IRS tax reporting  | [ ]  |
| 1. Providing ACA coverage
 | [ ]  | 8. Processing SAOs for U.S. citizens, LPRs, and Foreign nationals | [ ]  |
| 1. Effective communication
 | [ ]  | 9.Validating Foreign National work authorizations | [ ]  |
| 1. Complying with all Federal, State, and Local tax withholding laws
 | [ ]  | N/A |  |

Please send to smallbusiness.programsoffice@jpl.nasa.gov Capabilities statements are also welcomed. The Small Business Programs Office will contact you to ask questions or request further information.

DISCLAIMER: There is no commitment or guarantee on the part of JPL to move forward with a Request for Information (RFI) or Request for Proposal (RFP) at this time.