

# Federal Supply Service

## Authorized Federal Supply Schedule Price List

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).

## Multiple Award Schedule

FSC Group: Information Technology

Contract Number: 47QRAA19D008W

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).

Contract Period: October 18, 2016 – October 17, 2021



5269 Cleveland St Ste 109  
Virginia Beach, VA 23462  
757-518-8100  
[www.kitcofo.com](http://www.kitcofo.com)

Contract administration Source:  
Steven Douglas  
[steven.douglas@kitcofo.com](mailto:steven.douglas@kitcofo.com)

Business Size: Large

Price list current as of Modification #PO-0043 effective 12/15/2020

Prices Shown Herein are Net (discount deducted)

## CUSTOMER INFORMATION

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

SINs	Recovery	SIN Title
33411	33411RC	Purchasing of New Electronic Equipment
54151S	54151SRC	Information Technology Professional Services
611420	611420RC	Information Technology Training
OLM	OLMRC	Order-Level Materials (OLM's)

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.

SIN	Product	GSA Price
33411	Commercial Cable Assemblies	\$0.15

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. **Please see attached labor category descriptions.**

2. Maximum order:

SINs	Maximum Order
33411	\$500,000
611420	\$250,000
54151S	\$500,000
OLM	\$250,000

3. Minimum order: **\$250**

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

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

**Kitco Fiber Optics, Inc.  
 5269 Cleveland St Ste 109  
 Virginia Beach, VA 23462**

6. Discount from list prices or statement of net price. **Government Net Prices (discounts already deducted.)**

7. Quantity discounts. **None**

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. **1% Net 20 days. Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.**

9. Foreign items (list items by country of origin). **Not Applicable**

10a. Time of delivery. (Contractor insert number of days.) **30 days ARO**

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. **Contact Contractor**

10c. Overnight and 2-day delivery. **Contact Contractor**

10d. Urgent Requirements. **Contact Contractor**

11. F.O.B. point(s). **Origin**

12a. Ordering address(es):

**Kitco Fiber Optics, Inc.  
5269 Cleveland St Ste 109  
Virginia Beach, VA 23462**

12b. 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.

13. Payment address(es):

**Kitco Fiber Optics, Inc.  
5269 Cleveland St Ste 109  
Virginia Beach, VA 23462**

14. Warranty provision. **Standard Commercial Warranty Terms & Conditions**

15. Export packing charges, if applicable. **Not Applicable**

16. Terms and conditions of rental, maintenance, and repair (if applicable). **Not Applicable**

17. Terms and conditions of installation (if applicable). **Not Applicable**

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not Applicable**

18b. Terms and conditions for any other services (if applicable). **Not Applicable**

19. List of service and distribution points (if applicable). **Not Applicable**

20. List of participating dealers (if applicable). **Not Applicable**

21. Preventive maintenance (if applicable). **Not Applicable**

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not Applicable**

22b. 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/](http://www.Section508.gov/).  
**Not Applicable**

23. Data Universal Number System (DUNS) number. **965417702**

24. Notification regarding registration in System for Award Management (SAM) database. **Kitco Fiber Optics, Inc. registered and active in SAM.**

HOURLY BILLING RATES

Labor Category	GSA Rate w/ IFF
Fiber Optic Trainer	\$85.74
Training Manager	\$142.91
Program Manager	\$102.90
Project Manager	\$54.68
Field Service Admin Assistant	\$55.49
Field Technician	\$44.87
Senior Field Technician	\$64.50

COURSE RATES

Course	GSA Rate w/ IFF
3 Day Certified Installer	\$960.08
5 Day Certified Technician	\$1,375.69
Ground Tactical TFOCA	\$1,907.68
Aviation SAE	\$1,907.68

**Service Contract Labor Standards:** 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.

## **LABOR CATEGORY DESCRIPTIONS**

### **Training Manager**

Description: Coordinates and manages the long term and short-term goals of the fiber optic training department. Responsible for the day-to-day operations of the Training Department. These responsibilities include but are not limited to the following:

- A signing qualified instructor to each class convening.
- Ensure each instructor has the proper tools and material to perform their assigned tasks.
- Ensure all testing equipment is operational and all peripheral equipment is in good repair and available to train;
- Balance training time/travel between instructors;
- Develop and monitor staff and department performance goals;
- Responsible for developing marketing plans and strategies for the training department;
- Develops an annual and long-range training department budget;
- Responsible for quarterly progress reports to the training department;
- Review all training course material for accuracy;
- Maintain all ETA exams and testing material;
- Perform annual performance evaluations;
- Review all student end-of-course critiques and take action on any training deficiencies or student concerns;
- Evaluate all instructors; and
- Develop custom quotes for customers

Work experience: Ten (10) years' experience in instructional design and methodology. Knowledge of how to formulate and maintain a budget. "Hands-on" person who is able to multi-task, prioritize, and has excellent use of the English language. Must be able to work

unsupervised, have good phone skills and is knowledgeable in fiber optic theory, testing and tool kits. Have a working knowledge of MIL-STD 2042, MIL-STD 2052, NEC, EIA/TIA and ETA standards or worked in Telephony or CATV installations. Must be able to travel and obtain a passport for foreign travel. Have a minimum of three years' experience as a platform instruction or facilitator. Minimum education: Bachelor of Science Degree

### **Program Manager**

Description: Program Managers are responsible for assisting the Director of Field Service with the effective operation of assigned programs or departments. Execute departmental or program strategic plans and goals. Lead proposal efforts and identify new business development initiatives.

- Manage day-to-day departmental operations on the West Coast;
- Identify personnel resources needed to effectively execute west coast departmental and customer task orders;
- Provide task order database updates for active purchase orders;
- Track and report task order completion and close out process;• Develop and forward task order Statement of Works and Cost Estimates to the Director of Field Service;
- Assists in the establishment and adherence of project budgets and in the mitigation of risk;
- Follows up with clients and ensures SOW and task order requirements are accomplished;
- Reviews and verifies all project documents are complete, current, accurate, filed and forwarded to the Director of Field Service for review or action
- Identify and communicate task growth opportunities with customers;

- Assists in the identification of business development initiatives;
- Manages day-to-day client interaction and seeks opportunities to increase customer satisfaction and enhance customer client relationships;
- Reviews personnel timecards and expense reports and forward to the Director of Field Service for approval;
- Complies with and helps to enforce company standard policies and procedures;
- Keeps department personnel informed of task and organizational changes;
- Resolves and escalates issues in a timely manner;
- Assists in the development of short and long rang departmental strategic goals; Allocate personnel in support of customer and internal operations;
- Communicate with customers to foster business development and customer relations;
- Resolve task orders and personal issues;
- Counsel personnel in task accomplishments, personal growth initiatives and professional development;
- Release SOW and Cost Estimates to clients when directed
- Perform duties as Director of Field Service when assigned;
- Assists in the evaluation of personnel performance and raise considerations; and
- Performs other duties as assigned.

Work experience: Ten (10) years' experience in instructional design and methodology; Microsoft Office programs such as Word, Excel formulas, Access database including queries, reports necessary. "Hands - on" person who is able to multi-task, prioritize, excellent use of the English language, good phone skills and analyze reports. Must be able to function independently.

Minimum education: Associate's Degree of Business Administration

### **Fiber Optic Trainer**

Description: Instruct, update course material and maintain proficiency y in a wide variety of fiber optic courses and all associated connectors, cabling, tooling, inspection and test equipment to deliver a performance-based course in a variety of fiber optic disciplines. Responsible for all of the duties associated with being a fiber optic trainer. These responsibilities include but are not limited to the following:

- Maintain qualification to instruct each course assigned.
- Ensure each student has the proper tools and material to perform their assigned tasks.
- Make sure the test equipment is operational and all peripheral equipment is in good repair and available to train.
- Maintain a valid passport and be available to travel both INCONUS and OCONUS.
- Meet department performance goals on all evaluations
- Assist in developing marketing plans and strategies for the training department.
- Assist with the analysis, development and maintenance of training courses in support of existing curricula.
- Prepare and deliver new training materials as course updates demand to remain current in the latest standards.
- Prepare and deliver modifications to existing training materials as updates to standards become available.
- Maintain all ETA exams and testing material
- Receive two semi-annual performance evaluations and one LSO annual performance evaluation as outlined in CSCSINST 1540.1B.
- Review all student end-of-course critiques and take action on any training deficiencies or student concerns.
- Maintain ETA Administrator and ETA FOI and FOT certificates
- Develop custom quotes for customers

- Assist with Field Services and SRC Department as time permits to maintain instructor competencies

Work experience: Three (3) years' experience in instructional design and methodology. Know how to formulate and maintain a budget. "Hands-on" person who is able to multi-task, prioritize, and has excellent use of the English language. Must be able to work unsupervised, have good phone skills and is knowledgeable in fiber optic theory, testing and tool kits. Have a working knowledge of M IL-STD 2042, M IL-STD 2052, NEC, EI A/T I A and ET A standards. Must be able to travel and obtain a passport for foreign travel. Must be able to maintain a Secret security clearance and obtain a valid Common Access Card (CAC). Have a minimum of three years' experience as a platform instruction or facilitator.

Minimum education: Associate of Science Degree

### **Field Services Administrative Assistant**

Description: The Field Service Administrative Assistant (AA) aside from their normal day to day responsibilities shall also be responsible for General and Administrative (G&A) support for KITCO's Quality Management System (AMS) and Safety Program as the QMS & Safety Coordinator and will act as the assistant Facility Security Officer (FSO) when directed.

- Maintain the QMS and Safety Program as outlined in the Quality Manual and as directed by the Quality/Safety Manager;
- Maintain the QMS and Safety Program databases and update programs as required;
- Assist in the administration of ISO program;
- Conduct QMS and Safety Audits as directed;
- Maintain audit documentation, corrective actions and follow-up actions;
- Act as Field Service Quality and Safety Inspector as assigned;
- Assist the QMS & Safety Manager to conduct training;
- Assign audit dates and auditors from qualified Internal Auditors;
- Lead Safety Council meetings, generate meeting minutes and track any follow-up actions;
- Assist the FSO in the issuance and tracking of Security Requests;
- Perform duties of the QMS/Safety Manager when assigned;
- Generate and release Security Requests to customers when required;
- Stop work when quality and/or safety issues arise which could cause personnel injuries or rework;
- Perform duties as the ISO Representative when assigned;
- Communicate with customers in matters of quality or safety when directed;
- Compile quality and safety data for end of year reports; and
- Assist in continuous quality improvement initiatives.

Work experience: Five (5) years' experience in the use of Microsoft Office programs. Experience with Excel formulas, Access database including queries, reports necessary. "Hands-on" person who is able to multi-task, prioritize, excellent use of the English language, good phone skills and analyze reports. Candidate must be able to function independently.

Minimum education: Associate's Degree in Business Administration

### **Field Technician**

Description: Field Technicians are responsible for assisting Senior Field Technicians, Site Supervisors, and Field Service management with the effective completion of assigned programs, tasks or projects. Assist in the

execution of departmental strategic plans and goals. Performs fiber optic termination, testing, troubleshooting, blown optical fiber installation/removal and splicing support as assigned.

- Support the completion of assigned task or purchase orders;
- Provide task order data updates to supervisor for inclusion in required reports;
- Provide input in the development of task order Statement of Works and Cost Estimates to Field
- Service management, as required;
- Assists in the adherence to task order budgets and in the mitigation of risk;
- Adheres to all safety and quality assurance requirements;
- Reports any identified business development opportunities;
- Complies with and helps to enforce company standard policies and procedures;
- Keeps supervisory personnel informed of task order accomplishment;
- Reports any personnel, task order, safety or quality issues in a timely manner;
- Provides suggestions in the development of short and long range departmental strategic goals;
- Performs fiber optic termination, testing, troubleshooting, blown optical fiber installation/removal, and splicing operations;
- Performs other duties as assigned.
- Stop work for any and all safety issues or when personnel or equipment are in danger;
- Report task order and personnel issues at the lowest level possible; and
- Provide risk mitigation inputs to task supervisor and field service management personnel.

Work Experience: Two (2) years' experience in similar industry and ability to multi-task, prioritize, good written and oral communication skills. Possess the ability to analyze blue prints and reports. Candidate must be able to function independently and successfully pass a background investigation.

Minimum Education: High School Diploma, Successful completion of MIL-ST D-2042B shipboard fiber optic training course and BOF training course.

### **Senior Field Technician**

Description: Senior Field Technicians are responsible for assisting Field Service Managers and Site Supervisors with the effective operation of assigned programs, tasks or projects. Assist in the execution of departmental strategic plans and goals. Assist in the development of proposal and statement of work (SOW) efforts and identify business development initiatives. Provides direct deck plate supervisory support in the accomplishment of task or purchase orders. Senior Field Technicians supervise and manage those individuals assigned to them and provide them with initial direct management support for issues or concerns.

- Supervise assigned task or purchase orders to completion;
- Identify personnel resources needed to effectively execute task orders;
- Supervise personnel assigned to them;
- Provide task order data base updates for active purchase orders;
- Track and report task order completion and close-out process;
- Assist in the development of task order Statement of Works and Cost Estimates to Field Service management, as required;
- Assists in the establishment and adherence of project budgets and in the mitigation of risk;
- Follows up with clients and ensures SOW and task order requirements are accomplished;
- Reviews and verifies all project documents are complete, current, accurate, filed and forwarded to
- Field Service management for review or action;
- Identify and communicate task growth opportunities with customers;
- Assists in the identification of business development initiatives;
- Complies with and helps to enforce company standard policies and procedures;
- Keeps department personnel informed of task and organizational changes;

- Resolves and escalate issues in a timely manner;
- Provides suggestions in the development of short and long range departmental strategic goals;
- Adheres to all safety and quality assurance requirements;
- Assists in the evaluation of personnel performance and raise considerations;
- Performs fiber optic termination, testing, troubleshooting, blown optical fiber installation/removal, and splicing operations; and
- Performs other duties as assigned.
- Assign installation team personnel in support of customer and internal operations;
- Document policy infractions and report to Field Service management personnel;
- Stop work for any and all safety or quality issues or when personnel or equipment are in danger;
- Communicate with customers to foster business development and customer relations;
- Resolve task order and personnel issues at the lowest level possible; and
- Counsel personnel in task accomplishment, personal growth initiatives and professional development.

Work experience: Five (5) years of direct experience in the fiber optic services industry.

“Hands-on” person who is able to multi-task, prioritize, excellent use of the English language, good written and oral communication skills. Possess the ability to analyze and submit blue prints and reports. Candidate must be able to function independently and successfully pass a background investigation.

Minimum education: High School Diploma, Successful completion of MIL-STD-2042B shipboard fiber optic training course, BOF training course, Supervisor Q A course, MIL-AERO fabrication course.

### **Project Manager**

Description: Project managers are responsible for assisting the Director of Field Services and Program Managers with the effective operation of assigned programs or departments. Execute departmental or program strategic plans and goals. Lead proposal efforts and identify new business development initiatives.

- Manage day-to-day program or departmental operations;
- Identify personnel resources needed to effectively execute west coast departmental and customer task orders;
- Provide task order database for active purchase orders;
- Track and report west coast task order completion and close-out process;
- Develop and forward task order Statement of Works and Cost Estimates to the Director of Field Services or Program Manager;
- Assists in the establishment and adherence of project budgets and in the mitigation of risk;
- Follows up with clients and ensures SOW and task order requirements are accomplished;
- Reviews and verifies all project documents are complete, current, accurate, filed and forwarded to Program Manager for review or action;
- Identify and communicate task growth opportunities with customers;
- Assists in the identification of business development initiatives;
- Manages day-to-day client interaction and seeks opportunities to increase customer satisfaction and enhance customer client relationships;
- Reviews personnel timecards and expense reports and forward to Director of Field Services or Program Manager for approval;
- Complies with and helps to enforce company standard policies and procedures;
- Keeps department personnel informed of task and organizational changes;
- Resolves and escalates issues in a timely manner;
- Allocate personnel in support of customer and internal operation;
- Communicate with customers to foster business development and customer relations;
- Resolve task orders and personal issues;
- Counsel personnel in task accomplishments, personal growth initiatives and professional development;
- Release SOW and Cost Estimates to clients when directed

- Assists in the development of short- and long-range departmental strategic goals;
- Provides shipboard leadership as team lead or senior technician, as needed;
- Assists in the evaluation of personnel performance and raise considerations; and
- Performs other duties as assigned.

Work experience: Seven (7) Years of direct experience in the fiber optic services industry.

“Hands-on” person who is able to multi-task, prioritize, excellent use of the English language, good written and oral communication skills. Possess the ability to analyze and submit blue prints and reports. Candidate must be able to function independently and successfully pass a background investigation.

Minimum education: Bachelor’s Degree. RTPM or PMP Certification required.

## **COURSE DESCRIPTIONS**

### **3 Day Certified Installer**

**COURSE OVERVIEW:** Our mission is to provide our students with the hands-on knowledge and the ability to successfully install and test fiber optic cables and systems. Students will terminate a variety of ST and SC (standards based) connectors and will be trained in performing mechanical splices. They will test and troubleshoot using a Light Source & Power Meter and a Visual Fault Locator (VFL). They will also be introduced to the principles of fusion splicing and the use of an Optical Time Domain Reflectometer (OTDR).

**CERTIFICATIONS:** Our instructors are 3M factory trained technicians and we understand the need to provide you with recognized industry certified training. Our 3 Day Certified Commercial Course will qualify you for:

BICSI - RCDD & Installation Program Continuing Education Credits

3M - Factory Certificate

KITCO - Completion Certificate

ETA Certification - students are offered the option of taking the Electronics Technician Association (ETA) Certified Fiber Optic Installer

(CFOI) exam for a fee of \$150. Upon successful completion, you will be certified as an ETA Certified Fiber Optics Installer

### **5 Day Certified Technician**

**COURSE OVERVIEW:** Students who successfully complete our training course will have the experience and confidence to terminate Single Terminus (ST), Multiple Terminus (MT), SC, LC, and 3M Hotmelt connectors, and 4-channel M83526 connectors. Students will also learn to properly inspect, test, troubleshoot and repair tactical fiber optic cable reel assemblies in accordance with MIL-STD-2042B (SH) using Optical Time Domain Reflectometers, Light Source and Power Meters and Visual Fault Locators. Students will also learn to repair damaged cable by removing the bad cable, fusion splice the cable together and protect it with a splice protection sleeve and splice enclosure.

**CERTIFICATIONS:** At KITCO, we understand the need to provide you with recognized industry certified training. Successful completion of the five day course and test qualifies you to receive:

ETA FOI (optional) - students are offered the option of taking the Electronics Technicians Association (ETA) Certified Fiber Optic Installer

(CFOI) exam for a fee of \$150. Upon successful completion, you will be certified as an ETA Certified Fiber Optics Installer

KITCO - Completion Certificate

Ground Tactical TFOCA

**COURSE OVERVIEW:** Our mission is to provide our students with the hands-on knowledge and the ability to successfully terminate a variety of ST, SC, FC and Small Form Factor (SFF) connectors; perform fusion splicing, mechanical splicing, and assemble a splice enclosure. Students will perform cable preparation for fusion and mechanical splicing. Additionally, students will be trained to fully test and troubleshoot fiber optic cables and fiber optic systems using an Optical Time Domain Reflectometer (OTDR).

**CERTIFICATIONS:** At KITCO, our instructors are 3M factory trained technicians and we understand the need to provide you with recognized industry certified training. Our 5 Day Certified Commercial Course will qualify you for:

BICSI - RCDD & Installation Program Continuing Education Credits

3M - Factory Certificate

KITCO - Completion Certificate

Aviation S AE

**COURSE OVERVIEW:** Our 38999 Connector Course is designed to meet the requirements of both military and commercial aircraft, as well as installs onboard US Navy ships for UAV aircraft systems. Students will terminate a variety of ST and LC connectors as well as terminating the M38999 4-channel connector with M29504/4 and M29504/5 terminus pins or sockets used to network complex information systems. This course is industry recognized. The course is based on the SAE ARP 5602 Aerospace Fiber Optic Training standard. Students who complete the shipboard version of this course will learn the installation requirements of the MIL STD 2042B and are offered the option of taking the Electronics Technicians Association (ETA) Certified Fiber Optic Installer (CFOI) exam. Students who complete the aviation COI will meet the installation requirements of NA01 1A-505-4 and are offered the option of taking the ETA SAE Fabricator Certified Aerospace Fiber Optic Installer.

**CERTIFICATIONS:** Successful completion of the five day course and test qualifies you to receive:

KITCO - Certificate of Completion

ETA FOI EXAM (OPTIONAL) - (Electronics Technician Association):

1. For an additional fee of \$175.00 we will administer the ETA SAE Fabricator (SAEFAB) exam.
2. For an additional fee of \$150.00 we will administer the ETA Fiber Optic Installer (FOI) exam.