General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule – MAS

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.

**Contract Number:** 47QSMR20D08NS  
**Federal Supply Group:** Office Management and Miscellaneous  
**FSC/PSC Code:** R616, R799, and 0000

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

**Contractor Name:** C2C Innovative Solutions, Inc.

**Contract Period:** December 23, 2019 through December 22, 2024  
**Address:** 301 W Bay St 6th FL  
Jacksonville, FL 32202  
**Phone Number:** 904-224-2601  
**Fax Number:** 904-224-2719  
**E-mail:** GSA36@c2cinc.com  
**Website:** https://www.c2cinc.com

**Contract Administrator:** Jeffrey Peterson  
**Business Size:** Other than Small

Prices Shown herein are Net (discount deducted)

Pricelist current through Modification A812, effective April 3, 2020
Customer Information

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>Special Item Number (SIN)</th>
<th>SIN Description</th>
<th>Description Page</th>
<th>Awarded Price Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>493110RM/RC</td>
<td>Physical Records Management Services</td>
<td>5-9</td>
<td>10</td>
</tr>
<tr>
<td>518210DC/RC</td>
<td>Document Conversion Services</td>
<td>5-9</td>
<td>10</td>
</tr>
<tr>
<td>OLM/RC</td>
<td>Order-Level Materials (OLM)</td>
<td>Defined at Order Level</td>
<td>Defined at Order Level</td>
</tr>
</tbody>
</table>

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. N/A

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. 5-9

2. Maximum Order:

<table>
<thead>
<tr>
<th>Special Item Number (SIN)</th>
<th>Maximum Order Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>493110RM/RC</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>518210DC/RC</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM/RC</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

3. Minimum Order: $100

4. Geographic Coverage: Domestic Delivery Only (CONUS, AK, HI, PR)

5. Point of production: US

6. Discount from list prices or statement of net price: Prices Shown Herein are Net (discount deducted).

7. Quantity discounts: None

8. Prompt payment terms: Net 30. 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: 30 Days ARO

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

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

10d. Urgent Requirements: Please note the Urgent Requirements clause of this contract and contact contractor.

11. F.O.B Points: Destination

12a. Ordering Address: C2C Innovative Solutions, Inc.
   Attn: Jeffrey Peterson
   301 W Bay St 6th FL
   Jacksonville, FL 32202
   Phone: 904-224-2601
   Email: GSA36@c2cinc.com

   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: C2C Innovative Solutions, Inc.
   Attn: Accounts Receivable
   3107 Oak Creek Drive Suite 200
   Austin, TX 78727
   Phone: 512-329-6610
   Fax: 512-327-7159
   Email: C2CAccountsPayable@tmf.org

14. Warranty provision: N/A

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair: N/A

17. Terms and conditions of installation: N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A

18b. Terms and conditions for any other services: N/A

19. List of service and distribution points: N/A

20. List of participating dealers: N/A
21. Preventive maintenance: N/A

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): None.

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/. – N/A

23. Data Universal Number System (DUNS) number: 929125818

24. Notification regarding registration in System for Award Management (SAM) database: C2C Innovative Solutions, Inc. is registered in the SAM Database.
# Labor Category Descriptions

SINs 493110RM and 518210DC

<table>
<thead>
<tr>
<th>Subject Matter Expert (SME) I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position duties and responsibilities</strong></td>
<td>Performs highly advanced (senior-level) program work. Oversees and plans operational, contract, or project needs and requirements. Works under minimal supervisor with considerable latitude in the use of initiative and independent judgment. Provides direction and leadership to accomplish contractual requirements, including, but not limited to, technical accuracy, timeliness and quality of contract and/or project deliverables. Manages success of contracts and/or projects assigned. Plans and coordinates internal and external resources to meet the needs of projects and/or contracts assigned.</td>
</tr>
</tbody>
</table>
| **Minimum education** | Bachelor’s degree  
- Associate’s degree + 2 additional relevant years of experience may be substituted for Bachelor’s degree  
- Additional relevant experience may be substituted for Bachelor’s degree on a year per year basis |
| **Minimum experience** | 3 years relevant experience |

<table>
<thead>
<tr>
<th>Subject Matter Expert (SME) II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position duties and responsibilities</strong></td>
<td>Performs highly advanced (executive-level) program work. Oversees, directs, and plans overall needs and requirements of contract and/or project. Works independently with considerable latitude in the use of initiative and independent judgment. Oversees and provides direction and leadership to accomplish project requirements, including, but not limited to, technical accuracy, timeliness and quality of contract and/or project deliverables. Oversees and manages operational success of contracts and/or projects assigned. Oversees, directs, plans, and coordinates internal and external resources to meet the needs of all projects and/or contracts assigned. May provide legal review and support, risk assessments, and assurance of compliance with laws and regulations.</td>
</tr>
</tbody>
</table>
| **Minimum education** | Bachelor's degree  
- Associate’s degree + 2 additional relevant years of experience may be substituted for Bachelor’s degree  
- Additional relevant experience may be substituted for Bachelor’s degree on a year per year basis |
| **Minimum experience** | 7 years relevant experience |

<table>
<thead>
<tr>
<th>Project Leader I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position duties and responsibilities</strong></td>
<td>Performs complex (journey-level) work. Responsible for project activities and monitoring all related tasks. Typically works under general supervision, with moderate latitude for the use of initiative and independent judgement. Coordinates and monitors project activities. Ensures goals are achieved, as applicable. Ensures effective processes and procedures are in place and</td>
</tr>
<tr>
<td>Position duties and responsibilities</td>
<td>Minimum education</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-------------------</td>
</tr>
</tbody>
</table>
| Followed. Tracks and, may, analyze data. May draft and/or prepare reports and presentations. May supervise, train, and/or evaluate project work activities and/or personnel. | Associate's degree  
  o 60 or more credit hours towards a Bachelor’s degree may be substituted for an Associate’s degree  
  o Additional relevant experience may be substituted for Associates degree on a year per year basis | 1 year relevant experience |
| **Project Leader II** | Associates degree  
  o 60 or more credit hours towards a Bachelor’s degree may be substituted for an Associate’s degree  
  o Additional relevant experience may be substituted for Associates degree on a year per year basis | 2 years relevant experience |
| Performs highly complex (journey-level) work. Responsible for project activities and monitoring all related tasks. Typically works under general supervision, with considerable latitude for the use of initiative and independent judgement. Coordinates, facilitates, and monitors project activities. Coordinates and ensures goals are achieved, as applicable. Coordinates and ensures effective processes and procedures are in place and followed. Tracks and analyze data. Drafts and/or prepares reports and presentations. May supervise, train, and/or evaluate project work activities and/or personnel. | Associates degree  
  o 60 or more credit hours towards a Bachelor’s degree may be substituted for an Associate’s degree  
  o Additional relevant experience may be substituted for Associates degree on a year per year basis | 3 years relevant experience |
| Performs highly complex (senior-level) work. Responsible for project activities and monitoring all related tasks. Typically works under limited supervision, with considerable latitude for the use of initiative and independent judgement. Manages, coordinates, and monitors project activities. Plans and ensures operational and production goals are achieved, as applicable. Plans and ensures effective processes and procedures are in place and followed. Reviews, tracks, and analyses data. Identifies problems, trends and improvement opportunities. Prepares and presents reports and presentations. May supervise, train, and/or evaluate project work activities and/or personnel. | Associates degree  
  o 60 or more credit hours towards a Bachelor’s degree may be substituted for an Associate’s degree  
  o Additional relevant experience may be substituted for Associates degree on a year per year basis | 4 years relevant experience |
| Performs advanced (senior-level) work. Responsible for project activities and monitoring all related tasks. Typically works under minimal supervision, with considerable latitude for the use of initiative and independent judgement. | Associates degree  
  o 60 or more credit hours towards a Bachelor’s degree may be substituted for an Associate’s degree  
  o Additional relevant experience may be substituted for Associates degree on a year per year basis | 5 years relevant experience |
### Project Leader V

**Position duties and responsibilities**
Performs highly advanced (senior-level) work. Responsible for project activities and monitoring all related tasks. Typically works independently with considerable latitude for the use of initiative and independent judgement. Oversees, plans, manages, and monitors project activities. Oversees, plans, manages, and ensures operational and production goals are achieved, as applicable. Oversees, plans, manages, and ensures effective processes and procedures are in place and followed. Plans, prepares, reviews, tracks, and analyses data. Identifies and evaluates problems and trends; plans, designs and implements process improvements. Develops, plans, and presents reports and presentations. May supervise, train, and/or evaluate project work activities and/or personnel.

**Minimum education**
Associate’s degree
- 60 or more credit hours towards a Bachelor’s degree may be substituted for an Associate’s degree
- Additional relevant experience may be substituted for Associates degree on a year per year basis

**Minimum experience**
4 years relevant experience

### Quality Control Lead

**Position duties and responsibilities**
Performs complex (journey-level) quality audit work. Audits to ensure compliance with contract requirements and performs user testing and interface with the required systems. Works under general supervision, with moderate latitude for the use of initiative and independent judgement. Performs audits and examinations files to identify inaccuracies and non-compliance issues. Provides quality and analytical support to the department including assisting in data interpretation and preliminary analysis. Performs data analysis to identify improvement opportunities. Shares educational feedback, trends and insight individually and collectively with the staff. Prepares training materials and provides technical training to employees. Assesses the training and monitors the effectiveness of the information delivered. Provides training based on system updates.

**Minimum education**
High School Diploma or GED

**Minimum experience**
3 years relevant experience  (Equivalent College education or Technical Training
## Administrative Specialist

**Position duties and responsibilities**
Performs complex (journey-level) administrative support or technical program assistance work. Work involves disseminating information, developing and maintaining filing systems, and performing administrative support work. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Responds to internal and external inquiries and may interpret rules, regulations, policies, and procedures. Develops and maintains filing, record-keeping, and records management systems. Performs general administrative and office duties such as meeting minutes, scheduling appointments, travel arrangements, ordering supplies, performing basic bookkeeping work, and assisting with general human resources work. Answers and routes phone calls, takes messages, and greets and directs visitors to the appropriate staff. Prepares and disseminates information concerning programs and services, including preparing, editing, and distributing correspondence, reports, studies, forms, and documents. Participates in the planning and execution of program activities and deliverables, including planning meetings, conferences, seminars, and events.

**Minimum education**
High School Diploma or GED

**Minimum experience**
2 years relevant experience (Equivalent College education or Technical Training may be substituted for experience requirements)

## Clerical Specialist I

**Position duties and responsibilities**
Performs entry level clerical work. Serves as clerical support to the contract processes. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Enters, logs, and researches data. Files documents. Prepares, retrieves, delivers, and sends mail, shipments, and faxes. Performs imaging and indexing activities, as required.

**Minimum education**
High School diploma or GED

**Minimum experience**
6 months relevant experience (Equivalent College education or Technical Training may be substituted for experience requirements)

## Clerical Specialist II

**Position duties and responsibilities**
Performs routine (journey-level) clerical work. Serves as clerical support to the contract processes. Works under close supervision, with minimal latitude for the use of initiative and independent judgement. Coordinates files, enters, logs, and researches data. Identifies and logs errors and notifies technical or management staff of unresolvable errors. Assists with questions related to the contract or project. Assists in researching and responding to inquiries. Assists in interpreting requests and determining appropriate response or course of action to bring to resolution with minimal assistance. May assist in conducting research using online federal regulations and review relevant policies and guidelines. May assist in ensuring accuracy and quality of work for the team. May be a lead worker and/or train staff.

**Minimum education**
High School diploma or GED

**Minimum experience**
1 year relevant experience (Equivalent College education or Technical Training may be substituted for experience requirements)
Clerical Specialist III

Position duties and responsibilities
Performs moderately complex (journey-level) clerical work. Serves as clerical support to the contract processes, may be a lead worker. Works under moderate supervision, with moderate latitude for the use of initiative and independent judgement. Coordinates files, enters, logs, researches, and, may analyze data. Identifies and logs errors and notifies technical or management staff of unresolvable errors. Answers questions related to the contract or project; researches and responds to inquiries. Interprets requests and determines appropriate response or course of action to bring to resolution with minimal assistance. May prepare and send professional letters, emails or faxes. May assist in conducting research using online federal regulations and review relevant policies and guidelines. May assist in ensuring accuracy and quality of work for the team. May be a lead worker and/or train staff.

Minimum education
High School diploma or GED

Minimum experience
2 years relevant experience (Equivalent College education or Technical Training may be substituted for experience requirements)

Service Contract Labor Standards Matrix

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Title</th>
<th>Wage Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Control Lead</td>
<td>99610 – Quality Control Inspector</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Specialist</td>
<td>01312 - Secretary II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Clerical Specialist I</td>
<td>01111 - General Clerk I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Clerical Specialist II</td>
<td>01112 - General Clerk II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Clerical Specialist III</td>
<td>01113 - General Clerk III</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
## Awarded Pricing
SINs 493110RM and 518210DC

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Matter Expert (SME) I</td>
<td>$106.55</td>
<td>$109.00</td>
<td>$111.51</td>
<td>$114.07</td>
<td>$116.70</td>
</tr>
<tr>
<td>Subject Matter Expert (SME) II</td>
<td>$184.16</td>
<td>$188.39</td>
<td>$192.73</td>
<td>$197.16</td>
<td>$201.70</td>
</tr>
<tr>
<td>Project Leader I</td>
<td>$75.00</td>
<td>$76.73</td>
<td>$78.49</td>
<td>$80.29</td>
<td>$82.14</td>
</tr>
<tr>
<td>Project Leader II</td>
<td>$99.69</td>
<td>$101.98</td>
<td>$104.33</td>
<td>$106.73</td>
<td>$109.18</td>
</tr>
<tr>
<td>Project Leader III</td>
<td>$108.59</td>
<td>$111.09</td>
<td>$113.64</td>
<td>$116.26</td>
<td>$118.93</td>
</tr>
<tr>
<td>Project Leader IV</td>
<td>$113.28</td>
<td>$115.89</td>
<td>$118.55</td>
<td>$121.28</td>
<td>$124.07</td>
</tr>
<tr>
<td>Project Leader V</td>
<td>$130.37</td>
<td>$133.37</td>
<td>$136.44</td>
<td>$139.58</td>
<td>$142.79</td>
</tr>
<tr>
<td>Quality Control Lead**</td>
<td>$94.00</td>
<td>$96.16</td>
<td>$98.37</td>
<td>$100.64</td>
<td>$102.95</td>
</tr>
<tr>
<td>Administrative Specialist**</td>
<td>$72.00</td>
<td>$73.66</td>
<td>$75.35</td>
<td>$77.08</td>
<td>$78.86</td>
</tr>
<tr>
<td>Clerical Specialist I**</td>
<td>$50.00</td>
<td>$51.15</td>
<td>$52.33</td>
<td>$53.53</td>
<td>$54.76</td>
</tr>
<tr>
<td>Clerical Specialist II**</td>
<td>$60.00</td>
<td>$61.38</td>
<td>$62.79</td>
<td>$64.24</td>
<td>$65.71</td>
</tr>
<tr>
<td>Clerical Specialist III**</td>
<td>$68.00</td>
<td>$69.56</td>
<td>$71.16</td>
<td>$72.80</td>
<td>$74.48</td>
</tr>
</tbody>
</table>