

August 12, 2004

TO ALL TSPS IN GSA'S CENTRALIZED HOUSEHOLD GOODS TRAFFIC MANAGEMENT PROGRAM

This Request for Offers (RFO) transmits the issuance of the **2004-2005** Filing Cycle Special Instructions for the filing of rates in the General Service Administration's (GSA's) Centralized Household Goods Traffic Management Program (CHAMP) specific to the Filing Cycle for the period **November 1, 2004, through October 31, 2005**. These Special Instructions are in accordance with the Household Goods Tender of Service (HTOS) (refer to RFO Section 2-4). Transportation Service Providers (TSPs) who are approved to participate in CHAMP and have agreed to abide by the terms of the HTOS, supplements thereto and reissues thereof, are eligible to file rates in accordance with these instructions.

Please note the following changes and/or significant items to the 2004-2005 filing cycle Special Instructions:

1. Definition: The term TSP will be used throughout this RFO in lieu of the word carrier or participant. A TSP has the same rights and authorities as the previous term(s) used. See **RFO Section 2-4.6** for a complete definition.

2. With the implementation of the Transportation Management Services Solution (TMSS) system, there have been significant changes to format requirements. These major changes are listed below.
 - a. Electronic Rate Filing: All rate offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. Further, electronic transmissions that do not conform to formatting requirements specified in **RFO Section 6** will not be accepted.

 - b. Rate Filing Format Changes: Header record fields have been removed from the rate record and the addition of e-mail addresses and fax numbers have been added to the rate record format. **TSPs MUST enter an e-mail address for each rate record. This address may be at a corporate level of the TSP or a route level. TSPs are encouraged to provide a fax number (RFO Section 6)**. The extension of "HHG" has been eliminated from the file name. The file name must have a "HHG" prefix (**RFO Section 7**).

 - c. FTP Criteria: FTP users must prefix their existing user codes with the letters "FTP". The FTP server address to be used for transmitting files to TMSS is: **159.142.4.2**

- d. Submission of Rates: TSPs will have the option of submitting rate offers: online using the TMSS system; via a Rate Filing Service Provider (RFSP); or by creating their own file and submitting it via FTP in accordance with the format requirements identified in [Sections 6 and 7](#). NOTE: If your firm intends to transmit its own rate offer via FTP instead of using TMSS or a filing service, you must contact the Program Management Office (PMO) in Kansas City, Missouri in writing on company letterhead to obtain an FTP User ID and Password ([RFO Sections 1-1.5 and 1-6](#)). Submissions may be received via fax.
- e. Electronic Rate Offers: All electronic rate offers must be submitted to GSA in accordance with the time frames identified in [RFO Section 1-2.5](#). Once a rate file is submitted, it will be processed for errors that evening and an error report will be submitted back to the RFSP's or TSP's FTP directory immediately following validation. An e-mail will also be sent to the TSP or RFSP identifying the number of records added, rejected, and identified as suspect. TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the closing date. Rate files and error corrections submitted on the closing date will be accepted into the system, pending any errors. A TSP will not have an opportunity to correct any errors detected in a file submitted on the closing date. **Final validation of rate files will take place at 4:30 pm Central Time on the closing date identified in RFO Section 1-1.6., unless waived by the PMO. (RFO Section 1-1.7.2)**

3. Shipment of Boats: Effective September 2002, an amendment to the Federal Travel Regulations (FTR) gave Federal agencies the authority to ship boats of reasonable size and removed the 14-foot restriction. A weight additive is to be added for all shipments of boats (see definition of weight additive in FTR Amendment #108, issued September 13, 2002)
- Domestic: In the Household Goods tariff there is a table that identifies weight additives. To qualify for the weight additive and before charges are assessed for a boat domestically, the boat must be identified in the said section of the tariff.
 - International: GSA's CHAMP currently has no specific applicable weight additive to ship boats of reasonable size internationally. A one-time-only (OTO) issued by an agency can be used to ship a boat to an international location.

4. Special Agency Provisions: In addition to offers for general transportation rates, TSPs have the option to file:

A. Alternating Rate Offers: TSPs may file alternating, agency-specific rates as identified in [RFO Section 5-1](#). Alternating rate offers will specifically apply to those Federal agencies/locations identified in [Section 5-1](#) and may alternate with any other accepted rate offer.

B. Non-Alternating Rate Offers: TSPs may file non-alternating, agency specific rates as identified in [RFO Section 3](#). Non-Alternating rate offers will apply specifically to those Federal agencies/locations identified in [RFO Section 3](#) and [Section 5-1](#) and will not alternate with any other accepted rate offer.

1. Department of Veterans Affairs requests rate offers based on a released value of

\$6.50 per pound, capped at a liability of \$110,000.

2. Department of State (DOS) requests rate offers based on a released value of \$8.00 per pound on international shipments only and has modified transit times for international shipments between the United States and foreign countries.

- TSPs offering rates for international DOS shipments must also have a secure Internet website for tracking of the shipment while in route.
- DOS is only accepting corporate level TSPs. All bookings and matters related to this RFO will be handled at the corporate level. Corporate may select origin agents as they see fit.
- All TSPs offering rates will be required to provide shipping details to include weights and pieces within seven calendar days from the day after the shipment is picked up. Reports should reach the DOS office via e-mail to: daily_tender_reports@state.gov. In addition, a copy of the shipping details must be provided to the pertinent embassy or consulates where the shipment is destined. DOS will periodically provide each TSP a list of e-mail addresses for all embassy and consulates.
- All TSPs are to refrain from the practice of asking travelers for a copy of his/her travel passport or driver's license in conjunction with country customs clearances. Only under extraordinary circumstances and as requested in writing by a given country or customs office should an actual copy of the passport or driver's license be requested. (RFO Section 3-3)
- TSPs submitting international rate offers during this RFO, may submit rate offers to and from specific cities within the country of Mexico, as identified in RFO Section 5-3. The acceptance of rate offers will be limited to TSPs which currently have Mexico as an approved traffic lane in its approved scope of operations.

3. DOS requests domestic rate offers based on a released value of \$6.50 per pound.

- Domestic offers are also inclusive of various accessorial services. In this RFO, the DOS has included All Stair Carriers as one of the inclusive accessorial services. All domestic rate offers solicited for the DOS MUST incorporate the accessorial services identified in Section 3 (RFO Section 3-4).

5. Application of Industrial Funding Fee (IFF):

A. Domestic: The IFF will be 2.50% of the total net transportation charges billable to the government of a household goods surface shipment, privately owned vehicle (POV), or unaccompanied air baggage (UAB) to include the line-haul, accessorial, packing charges, fuel surcharges, etc.... Storage in transit (SIT) (to include first day of storage, each additional day of storage, warehouse handling, and pickup and delivery (drayage)) fees are excluded. The method of collection will remain the same, where TSPs will continue to collect and remit the appropriate IFF to GSA based on 2.50% of the total net transportation charges billable to the government. (please refer to RFO Section 2-7.6 for a further explanation and information on how the IFF must be applied on multiple element shipments.)

B. International: The IFF will be 1.50% of the total net transportation charges billable to the government of a household goods surface shipment, privately owned vehicle (POV), or unaccompanied air baggage (UAB) to include the line-haul, accessorial, packing charges,

fuel surcharges, etc.... Storage in transit (SIT) (to include first day of storage, each additional day of storage, warehouse handling, and pickup and delivery (drayage)) fees are excluded. The method of collection will remain the same, where TSPs will continue to collect and remit the appropriate IFF to GSA based on 1.50% of the total net transportation charges billable to the government. (please refer to RFO Section 2-7.6 for a further explanation and information on how the IFF must be applied on multiple element shipments.)

6. Verification of Industrial Funding Fee (IFF): To ensure that the IFF for every shipment is properly accounted for and appropriately applied to the quarter for which the submission is received, GSA is requesting in RFO Section 2-7.6 that TSPs identify the quarter (i.e. 1stqtr00, 3rdqtr00) on the check register/memo line and include with the IFF submission a copy of the shipment report containing such information.

7. Failure to Submit IFF: Failure to submit the Industrial Funding Fee due GSA for household goods shipments handled, will result in immediate placement of the TSP in temporary non-use status pending revocation of the TSP's approval.

8. International Fuel Surcharge: An international TSP can only be compensated for a fuel surcharge on that portion of the shipment which was handled under traffic in the conterminous United States to the port of debarkation and from the port of embarkation to a location in the conterminous United States.

9. Calculation of Unaccompanied Air Baggage Charges: Unaccompanied air baggage shipments will be post-audited based on the following formula: dimension of container divided by 166 (converts to volume kilogram) x 45.36 x base line rate x TSP percentage. Volume weight is defined as the length, times the width, times the height (in inches), divided by 166 and multiplied by 0.4536. Where gross weight exceeds volume weight, TSP must charge for gross weight.

10. Non-Temporary Storage: Tender rates will apply into the TSP warehouse for non-temporary storage. Rates for monthly non-temporary storage per each hundred pounds and rates for full value protection per each \$100 of value must be negotiated between the TSP and the federal agency.

11. International Performance Bond: All TSPs approved to provide International General Transportation and Move Management Services are required as part of its filing to furnish a performance bond, in accordance with the HTOS (Section 2-4.7) and subject to the provisions of RFO Section 1-4. The performance bond MUST clearly identify that the bond is in force for the period November 1, 2004, through October 31, 2005, or later. A Certification of Continuation of Bond is acceptable. **A performance bond or Certification of Continuation of Bond currently on file does not satisfy this requirement and copies will not be accepted.** TSPs filing international rate offers are also required to adhere to the performance bond provisions outlined in RFO Section 1.4.1.3.1. Performance bonds must be submitted before the closing date of the rate filing window identified in RFO Section 1-2.5.

12. Move Management Services (MMS), Pre-Payment Audit: RFO Section 2-6.6.8. addresses the requirement for any household goods TSP/forwarder MMS provider that wishes to become qualified to conduct the prepayment audit of transportation bills upon the

request of a client agency to first obtain audit certification from GSA, Office of Transportation Audits.

13. Basis for Determining Applicable Distance/Mileage: The following provision of this RFO supersedes all mileage references in the HTOS, with regard to determining applicable mileage/distance or Governing Publications. Per this RFO, auditing of household goods shipments handled pursuant to the HTOS will be based on mileage provided by ALK Technologies, Inc., **Version 18** (coincides with PC*Miler **18**). The TSP industry will be notified of any future Version updates. Below is the basis for construction of mileage within the conterminous United States:

- GENERAL: borders closed, shortest mileage, ferry on

For a full description of Default Settings, please refer to: <http://dtod.SDDC.army.mil>

Exception: GSA has determined that all surface household goods shipments between any point in the conterminous United States and a Canadian province will be based on Rand-McNally mileage.

14. Terms and Conditions for Bills of Lading Issued for Government Shipments: The following provision of this RFO supersedes any reference to the term "Government Bill of Lading" within the HTOS. Per this RFO, all Government shipments handled pursuant to the HTOS will be subject to the terms/conditions of **41 CFR 102-117 and 102-118**. For a complete description of the terms/conditions, go to <http://www.gsa.gov>, look under "Policy," then "Transportation Management Policy" and then click on the links on the right side of the page for "Part 102-117" and "Part 102-118."

15. Separate Billings: All Federal agency household good billings must be billed to the appropriate Federal agency separately, one per voucher. Any agency owing payment to a TSP for a shipment of household goods, UAB, and/or a POV must be billed separately for each element of the shipment.

Any questions or comments may be directed to Brian Kellhofer at (816) 823-3646 or via e-mail at brian.kellhofer@gsa.gov.

Sincerely,

/s/ Ed Hodges

Ed Hodges. Director
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Enclosure