

April 30, 2004

To: All Federal Civilian Agencies that participate in GSA's Freight Management Program

From: Tauna Delmonico, Director, Travel and Transportation Management Division, Federal Supply Service, General Services Administration

Subject: Freight Transportation Services Agreement Renewal

The Federal Supply Service's (FSS's) Travel and Transportation Management Division will terminate all freight "Requisition for Services" (RFS) agreements between GSA and federal civilian agencies by close of business Tuesday, June 1, 2004. Since late September 2003, GSA began contacting all federal civilian agencies with an RFS agreement to inform them the RFS would be replaced with the "Transportation Services Agreement" (TSA). It is important that federal civilian agencies update to the freight TSA by June 1, 2004, to prevent inactive accounts.

On June 2, 2004, federal civilian agencies not having an updated TSA on file with GSA's National Accounts Management Program Office in Atlanta, GA, will no longer be eligible to use GSA's Freight Management Program (FMP) discounted tenders and traffic management services. Their access to GSA's automated web-based Transportation Management Services Solution (TMSS) system for freight shipments will also be suspended. These actions do not affect agencies that only use GSA's Centralized Household Goods Traffic Management Program (CHAMP).

The purpose of the freight agreement is to define the responsibilities of GSA and the federal civilian agency and the traffic management related services GSA will provide to customers, based on a fee-for-service arrangement called the Industrial Funding Fee (IFF). Congress directed FSS in the mid-90's to charge customers for the services it provides. The IFF is 4% of the agency's net transportation payment to Transportation Service Providers (TSPs) when an agency uses FSS's discounted freight tenders. The IFF is used to offset the cost of administering our freight services to include the development of TMSS, which is the first comprehensive online freight and household goods transportation management system designed exclusively for federal civilian agencies. TMSS currently offers agencies the ability to perform cost comparisons for freight and household goods shipments, book shipments online, create electronic bills of lading approved by the Office of Governmentwide Policy, produce reports and create mailing lists. In the future, TMSS will provide proofs of delivery, pre- and post-payment audits, tracking of shipments, payment of transportation bills and IFF, claims resolution, robust management reports, specialized equipment and small package shipments, and more.

There is no action required for agencies that already have an updated TSA on file with GSA. Agencies are encouraged to use TMSS to efficiently process freight shipments, ask GSA customer service representatives about free TMSS training, and ask for meetings to discuss transportation needs and how GSA can help meet agency shipping requirements.

Agencies can download a generic copy of the freight TSA by clicking on "Agency Freight Agreement" at [www.moveit.gsa.gov](http://www.moveit.gsa.gov). Contact your GSA customer service representative for

details about renewing your current agreement and any other questions you may have about GSA services. In September 2003, GSA realigned customers by state to provide better customer service. Please contact your corresponding GSA customer service representative before the deadline to continue to take advantage of freight discounts of 45% or more off commercial prices, expert traffic management services, and GSA's end-to-end transportation management system - TMSS.

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