

**ADOPTION NOTICE SUPPLEMENT**

Adoption Notice – Tariff GSA-01  
Supplement No. 11 to Tender HGB 415-G\*  
\* Household Goods Carriers' Bureau Committee, Agent Series

**GENERAL SERVICES ADMINISTRATION**

**GOVERNMENT RATE TENDER NO. GSA-01**

**NAMING RATES AND CHARGES ON SHIPMENTS  
OF HOUSEHOLD GOODS as defined in ITEM 100**

**BETWEEN  
POINTS WITHIN THE UNITED STATES  
INCLUDING ALASKA (Via Motor-Water-Motor Service),  
BUT EXCLUDING HAWAII**

**GOVERNMENT DOMESTIC HOUSEHOLD GOODS  
GOVERNMENT RATE TENDER**

This tender represents an exception to applicable rates for the account of participating GSA Approved Carriers (as named at [www.gsa.gov/transportation](http://www.gsa.gov/transportation)) and names reduced rates under authority of Section 13712 of the ICC Termination Act of 1995 applicable to shipments moving on a Government Bill of Lading, Government Purchase Order, or Commercial Bill of Lading endorsed pursuant to the requirements in Item 4 of this tender.

**NOTICE OF ADOPTION**

The General Service Administration (GSA) hereby adopts, ratifies, and makes its own, as if the same had been originally published and posted by it, the provisions of STB HGB 415-G in effect as of May 15, 2007, subject to the following exceptions (provisions which have not been adopted) as named in the current CHAMP Request for Offers at [www.gsa.gov/transportation](http://www.gsa.gov/transportation):

Item E (Governing Publications), Item 9 (Governing Mileage Guide)  
Item 53 (Full Value Protection), Item 60 (Insurance-Related Surcharge)  
Item 190, Released Value Charges, and Section 9 (Participating Carriers)

EFFECTIVE: January 1, 2008

Issued by:

Brian Kellhofer, Traffic Management Specialist  
General Services Administration  
Centralized Household Goods Traffic Management Program  
816-823-3646 or 816-823-3656 (fax) or [www.gsa.gov/transportation](http://www.gsa.gov/transportation)

NOTICE 2: COVER LETTER, CORRECTION ON ITEM 16

Calculation of Unaccompanied Air Baggage Charges: Unaccompanied air baggage will be post-audited based on the following formula: dimension of container divided by 166 (converts to volume kilogram) x **0.4536** 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.

11/09/2007

Clarification – Section 3-4.9 DOSDC Storage in Transit

Issue – The first 30 days of SIT are inclusive of the filed rates.

The first 30 days of SIT, to include all warehouse and delivery fees, be it at origin, destination, or a combination of the two (2), are inclusive of the filed surface rates.

November 1, 2007

TO ALL TRANSPORTATION SERVICE PROVIDERS IN GSA'S CENTRALIZED HOUSEHOLD GOODS TRAFFIC MANAGEMENT PROGRAM:

This Request for Offers (RFO) transmits the issuance of the **2007-2008** 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 **January 1, 2008 through October 31, 2008**. These Special Instructions are in accordance with the Household Goods Tender of Service (HTOS) (refer to **Request for Offers (RFO) Section 2-4**). Transportation Service Providers 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.

**As a result of the Surface Transportation Board (STB) decision concerning collective rate making, GSA has adopted and ratified the 415-G tariff, as of **May 1, 2007**, as the new Government Rate Tender (GRT) and has renamed it the GSA-01. Effective **January 1, 2008**, any reference to the 415-G tariff in this RFO and the HTOS shall be read as referencing the GSA-01 tariff. You can view the adoption supplement via the web at <http://www.gsa.gov/hhgrfo>**

1. The term Transportation Service Provider (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 terms used. See **RFO Section 2-4.6**. for a complete definition.

**2. NEW RATE FILES SUBMISSION PROCEDURES: If TSPs choose not to use the rate filing module within the Transportation Management Services Solution (TMSS) system to file rate offers under this RFO, then TSPs or their designated Rate Filing Service Provider (RFSP) must use the GSA supplied Java Upload Client (JUpload) function contained within TMSS. The JUpload function is different that the old FTP process used previously by GSA for the submission of rate offers. GSA WILL NOT accept or process rate offers submitted via FTP.**

**A. In order to access the new JUpload module, your TMSS Group Administrator must first designate who will have access to this module and grant them access via TMSS. The administrator can do this by selecting the "Account Info" link from the TMSS Main Screen. This will take them to the "Account Info – Update Profile" screen where they can select the "User List." They will then be able to select the applicable user(s) and check the "Allow Upload" toggle button from the available menu. They will also need to ensure the "Rate File" toggle button is checked. Once access has been granted and th**

rate filing window has been opened, the specified user(s) will have the “Upload Rate File” link available from the Review/Edit HHG Rates screen within the HHG Rate Filing module.

B. When rates are ready for submission, the user will click on the “Upload Rate File” link. At that point, the module will load and bring the user to a login screen to authenticate to the server. NOTE. The user’s system must have Java installed to allow for proper loading of the module. If Java is not currently installed on the system, the user will be given a link that will take them to a site for free download.

C. At the login screen, the user will be asked to input a User Name and Password. This User Name and Password is the same as used for annual rate submissions via FTP. This is not the same userid and password used to log into TMSS. If you do not know your User Name and Password, please contact the Program Management Office (PMO) in Kansas City, MO.

D. Once the user has logged in, the easiest way to get acclimated with the module is to view the Help File. This will walk the user through the complete file upload process. Please review [RFO Section 7](#) for additional information.

3. 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 the formatting requirements specified in [RFO Section 6](#) will not be accepted.

4. Electronic Rate Offers: All rate offers submitted electronically must be in accordance with the time frames identified in [RFO Section 1-2.5](#).

A. Submission by JUpload Module: An automated process will search the rate files uploaded each day during the rate filing window and process them at 10:00am, 2:00pm, 6:00pm and 10:00pm CST. An e-mail confirmation acknowledging the receipt and processing of the rate file(s) will be sent to the TSP’s or RFSP’s e-mail address. The e-mail will identify the number of records added, rejected, and identified as suspect. If there are errors, an error file will be generated and will be kept under the same folder on the JUpload server where the TSP or RFSP originally uploaded the rate file(s). TSPs or RFSPs will need to use the “File Download” link from the TMSS Main screen to view and/or download any error files. TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the closing date of **December 14, 2007**. TSPs and RFSPs will not have an opportunity to correct any errors detected in a file submitted during the 10:00pm CST validation on the closing date of **December 14, 2007**. These rate offers will be considered unacceptable and the firm will not be allowed to re-file.

B. Submission Via TMSS: Rate offers that are submitted via the TMSS Rate Filing Module can be viewed for accuracy by the TSP under the “View Rates” option. TSPs may also download a copy of their rate files using this function. To obtain a receipt for rates submitted and received, TSPs can select the “Rate Receipt” option and TMSS will send a receipted e-mail to the TSP verifying the rates have been received. This function can be done as many times as requested by the TSP.

C. Continuation of Existing TMSS Rate Offers: All rates included in the TMSS system expire **December 31, 2007**. If a TSP wants to use the rate filing capabilities within TMSS to file their rates or have their existing rates carry over into the next filing window effective **January 1, 2008**, TSPs must have access to the rate filing module within TMSS. (To obtain access to the rate filing module, please contact your firm’s group administrator.) The continuation of existing rates button will be displayed as a pop-up screen. The message will prompt TSPs to either accept or reject all rate offers to be carried over to the next rate filing cycle.

- If a TSP accepts the continuance of rate offers, TMSS will display a statement that all rates will be copied over during the nightly batch process. TMSS will also display a message to the TSP identifying the number of records that were carried over.
- If a TSP wishes to change an existing rate or add a new rate after submitting the request to carry over all current rates, the TSP may go into the rate filing module the following day and do so.
- If a TSP rejects the continuance of rate offers, the rate filing module screens will be displayed. The TSP may then go in and add new rates or edit existing rates for the **January 1, 2008** effective date.
- Existing tenders that have not been prompted by the TSP to be carried over during the initial filing window for the next rate cycle will be deleted from TMSS effective **December 31, 2007**. Rate offers effective during the supplemental filing of **May 1, 2008** do not require a change. However, TSPs have the option to modify existing rates or add rates.

**5. New Non-Alternating, Agency Specific Code and Changes to Existing Codes: Rate offers for a new non-alternating, agency-specific code (DOSBG) are being requested for the Department of State. (See RFO Section 3-6) In addition, changes have been made to the existing non-alternating, agency-specific codes of DOSDC and DOSDD. (See RFO Sections 3-4 and 3-5)**

**6. International Increase to Tables: Effective with this RFO, international base line rate tables identified in RFO Section 2-7.2.2.6.1.1. are increased by 2%.**

**7. Item 225 Warehouse Handling Charges for Storage-in-Transit (SIT) Shipments: Charges for domestic warehouse handling (Item 225) will no longer be calculated for**

SIT shipments on the TMSS household goods query screen. SIT charges will include first day charges, additional days of storage for SIT, and pickup/delivery charges as identified in Items 210/410 of the GSA-01. The bottom line discount will apply to Item 225 when shipments are delivered to a mini-warehouse or self storage unit per the approval of the RTO and relocating employee.

8. Fuel Surcharge for Unaccompanied Air Baggage Shipments: A TSP may charge as a separate line item a fuel surcharge for UAB shipments, excluding State Dept. shipments. (RFO Section 3-4.2.1.) TSPs must provide a copy of the original airway bill to the agency for reimbursement. Any excessive costs charged by foreign or overseas air carriers will be negotiated and paid at the discretion of the agency.

9. Change to Household Good Tender of Service (HTOS), Section 1-1.4.1.  
Description of Freight, Freight Included: GSA has updated language in the HTOS Section 1-1.4.1 to reflect clarification that boats and trailers are included as household good effects. This item is excluded on Department of State shipments.

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.

10. Motorized Vehicle Shipments - International: An internal combustion engine, self-propelled vehicle, or mechanized equipment containing an internal combustion engine may be subject to hazardous material identification requirements per 49CFR. Privately owned vehicles (POVs) with an empty fuel tank, run to stall, and transported by vessel do not need to be identified as hazardous material. POVs not run to a stall must comply with 49CFR. Under all circumstances, a POV cannot be shipped with more than one quarter of a tank of flammable fuel. (RFO Section 2-7.2.2.5.2)

11. Special Agency Provisions – Alternating & Non-Alternating: 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](#) and [Section 5-1](#). 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. TSPs MUST review [RFO Section 3](#) to determine the special requirements associated with each agency specific request for rate offers.

12. Application of Industrial Funding Fee (IFF): The IFF is due on the total net transportation charges billable to the government excluding fees for storage-in-transit (SIT) (to include first day of storage, each additional day of storage, warehouse handling, and pickup and delivery (drayage)). GSA's IFF will be assessed only against the household goods element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed.

A. Domestic: The IFF will be 2.50% of the net shipment charges of a household goods surface shipment, to include the line-haul, accessorial, packing charges, fuel surcharges, etc. Storage in transit (SIT) 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 net charges. (please refer to [RFO Section 2-7.6](#) for a further explanation and information on how the IFF applies on multiple element shipments.)

B. International: The IFF will be 1.50% of the net shipment charges of a household goods surface shipment, to include the line-haul, accessorial, packing charges, fuel surcharges, etc. Storage in transit (SIT) 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 net charges. (please refer to [RFO Section 2-7.6](#) for a further explanation and information on how the IFF applies on multiple element shipments.)

13. Verification of Industrial Funding Fee (IFF): To ensure that the GSA 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 furnish shipment identifying information either on or attached to the IFF check.

14. 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.

15. 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. The fuel surcharge shall be calculated in accordance with Item #21 of this letter.

16. 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.

17. 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 **January 1, 2008, through October 31, 2008**, 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**.

18. 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 **21** (coincides with PC\*Miler **21**). 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-mtmc.belvoir.army.mil>

Once there, click on "industry" and then on "PC\*Miler Default Settings."

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.

19. 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" and "Transportation Management" and follow links to "41 CFR 102-117 Transportation Management" or "41 CFR 102-118 Transportation Payment and Audit."

20. 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.

21. Fuel Surcharge – Effective January 1, 2008: On the first Monday of each calendar month, the national U.S. average price per gallon of diesel fuel will be determined based on the price stated by the U.S. Department of Energy (DOE) Energy Information Administration's survey of Retail On-Highway Diesel Prices. If the first Monday of the calendar month is a Federal holiday, the price will be determined based on the stated DOE price available on the next subsequent business day. Information on the current average price of diesel fuel can be obtained at [www.eia.doe.gov](http://www.eia.doe.gov) or (202) 586-6966.

The DOE fuel price obtained will apply for shipments loaded beginning on the 15<sup>th</sup> day of the month and will remain in effect through 14<sup>th</sup> day of the following month.

**For shipments picked up between January 1, 2008 and January 14, 2008, calculation of the surcharge will be based on the December 3, 2007 DOE Fuel Price**

Effective with shipments picked up on or after January 1, 2008, the calculation of the Fuel Surcharge on domestic and international shipments will be calculated based on the shipment's origin and destination, and if applicable, the distance for delivery in or delivery out of storage in transit (SIT), using the billable mileage as currently identified by ALK Technologies.

For international relocations, the fuel surcharge can only be calculated on the 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.

For origins and/or destinations in Canada, Rand-McNally mileage will be used in lieu of ALK Technologies. Rand-McNally will also be used for mileage between the gateways on Alaskan shipments traveling by land through Canada.

When the cost of diesel fuel exceeds **\$1.949** as identified by the DOE on the first Monday of the month, with an effective date of the 15<sup>th</sup> of the same month, the Transportation Service Provider (TSP) may calculate a fuel surcharge based on the difference between the DOE price and the trigger price of **\$1.95**.

To determine the fuel surcharge, the TSP must divide the billable miles **by five (5)** to determine the number of gallons of fuel used. The total gallons will then be

multiplied by the cost difference between the DOE price and \$1.949.

Example

DOE Fuel \$2.893	Miles 750
$750/5 = 150$ gallons	$\$2.893 - \$1.949 = \$0.94$
$\$0.94 \times 150 = \$141.00$	Fuel surcharge = \$141.00

To eliminate rounding issues, calculations will be truncated at 2 decimals for the gallons consumed, the difference in the cost of fuel, and the calculation of the charge. No rounding up or down will take place.

**Gallons Consumed**

1187 miles	$1187/5 = 237.40$
1283 miles	$1283/5 = 256.6$

**Fuel Cost**

DOE price \$2.794	$\$2.794 - \$1.949 = \$0.845$	\$0.84 will be used
DOE price \$2.925	$\$2.925 - \$1.949 = \$0.976$	\$0.97 will be used

**Calculation**

$\$0.84 \times 237.40 = \$199.416$	\$199.41 will be used
$\$0.97 \times 256.60 = \$248.902$	\$248.90 will be used

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

Sincerely,

/s/ Robyn L. Bennett

Robyn Bennett  
Lead Traffic Management Specialist  
Center for Transportation Management (QMCCB)

Enclosure

## SECTION 1 SPECIAL INSTRUCTIONS

### 1-1. General.

The following 2007-2008 Filing Cycle Special Instructions (SI) are provided in addition to the instructions set out in the Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof (Request for Offers (RFO) Section 2-4). By submission of a rate offer electronically, the submitting Transportation Service Provider (TSP) agrees to the following terms and conditions.

#### 1-1.1. Terms/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 Household Goods Tender of Service (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.

#### 1-1.2. Application of the Household Goods Tender of Service.

Except as otherwise provided hereafter, all provisions of the HTOS apply to this rate solicitation unless otherwise identified herein.

#### 1-1.3. Effective Period.

Except as otherwise provided herein, offers made in response to this request will be for the period January 1, 2008, through October 31, 2008.

#### 1-1.4. Eligibility to File.

All TSPs approved under the General Services Administration (GSA) Centralized Household Goods Traffic Management Program (CHAMP) Domestic and International, prior to the initial filing period due date as required in RFO Section 1-1.6.1, have the option to submit an offer under this request.

#### 1-1.5. Electronic Transmission.

All submissions of rate filings must be accomplished via the Internet utilizing the Rate Upload module within the Transportation Management Services Solution (TMSS) system or via the rate filing module (TMSS) and meet the transmission requirements as defined in RFO Section 7. There will be no hard copy (paper) tenders accepted. If your firm has never submitted rates to GSA and intends to transmit its rate offer via the Rate Upload module itself and will not be utilizing a Rate Filing Service Provider, it will need to contact the Program Management Office (PMO) located in Kansas City, Missouri (RFO Section 1-6). The TSP must submit a written request on company letterhead in order to receive a User ID and Password. You may FAX your request to the PMO at (816) 823-3656. The response from GSA assigning your firm's User ID and Password will also be via FAX, so be sure to include your firm's FAX number when submitting your request. Requests may take several days to receive and process.

#### 1-1.6. Filing Period.

##### 1-1.6.1. Initial Filing.

Only firms approved to participate in CHAMP may submit offers in accordance with this request. Offers are due by 10:00 P.M. Central Standard Time, December 14, 2007, and will be reviewed and processed in accordance with RFO Section 1-2.

##### 1-1.6.2. New Filings.

New carriers receiving permanent approval and who have not previously been part of the Program, may submit an offer in response to this request any time after permanent approval has been granted. Offers are due by 10:00 P.M. Central Standard Time, December 14, 2007, and will be reviewed and processed in accordance with RFO Section 1-2.

##### 1-1.6.3. Late Filings.

Offers not responding to this request as required in Section 1-1.6.1, Initial Filing, may submit an offer in response to this request. Offers are due by 10:00 P.M. Central Standard Time, March 28, 2008, and will be reviewed and processed in accordance with Section 1-2.

##### 1-1.6.4. Supplemental Filings.

The supplemental filing allows the TSP to review and process any changes to its originally accepted offer and for the submission of new and late filings as defined in [Section 1-1.6](#). Supplemental offers must be submitted in accordance with this request and are due by 10:00 P.M. Central Standard Time, **March 28, 2008**, and will be reviewed and processed in accordance with [Section 1-2](#).

### **1-1.7. Re-Filings of Filing Deficiencies.**

#### **1-1.7.1. Non-Rate Related Technical Deficiencies.**

TSP offers received between **November 1, 2007, and December 14, 2007, or February 14, 2008, and March 28, 2008**, which do not meet documentation requirements as stated in RFO [Section 1-4](#) will be considered unacceptable, rates will not be included in the database, and the TSP will be notified by **facsimile transmission or e-mail** under RFO [Section 1-3](#) for correction. Corrected documentation must be re-submitted **by 10:00 pm CST on the closing date of rates, December 14 2007, or March 28, 2008**. In those instances where corrections are not received **by 10:00 pm CST on the closing date of December 14, 2007, or March 28, 2008**, rate offers will be considered unacceptable and TSPs will not be allowed to re-file until the next supplemental filing period or until a new RFO is distributed, whichever comes first. **All corrected offers received by 10:00 pm CST on the closing date, December 14, 2007, or March 28, 2008, will be entered into the database in accordance with RFO [Section 1-2](#).**

#### **1-1.7.2. Rate Filing Deficiencies.**

TSP offers received between **November 1, 2007, and December 14, 2007, or February 14, 2008, and March 28, 2008**, which do not meet the rate filing requirements as stated in this RFO will be considered unacceptable, rates will not be included in the database, and the TSP or Rate Filing Service Provider will be notified by **facsimile transmission or e-mail** under RFO [Section 1-3](#) for clarification and/or correction of offer. Corrections of deficiencies must be resubmitted **by 10:00 pm CST on the closing date of rates, December 14 2007, or March 28, 2008**. In those instances where corrections are not received **by 10:00 pm CST on the closing date of December 14, 2007, or March 28, 2008**, offers will be considered unacceptable and the TSP will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. **All corrected offers received by 10:00pm CST on the closing date of December 14 2007, or March 28, 2008, will be entered into the database in accordance with RFO [Section 1-2](#). **Electronic rate offers and error corrections will be accepted into the system, pending any errors, through the closing time of 10:00 pm CST on December 14, 2007, and March 28, 2008. A firm which submits a file at 10:00 pm CST on the closing day of December 14, 2007, or March 28, 2008, will not have an opportunity to correct any errors detected in that file after the closing time.****

#### **1-1.7.3. Suspect Rate Offers.**

TSP offers received between **November 1, 2007, and December 14, 2007, or February 14, 2008, and March 28, 2008**, with suspect rate offers (i.e. discounts that are considered to be in error; for example; 60% or greater discount offered for a domestic shipment) will be included in the database and identified as a "suspect record". TSPs and/or Rate Filing Service Providers will be notified by **facsimile transmission or e-mail** under RFO [Section 1-3](#) for clarification and/or correction of suspect offer. Corrections of suspect records must be resubmitted **by 10:00 pm CST on the closing date of December 14, 2007, or March 28, 2008**. In those instances where corrections are not received **by 10:00 pm CST on the closing date of December 14, 2007, or March 28, 2008**, suspect offers will be considered acceptable and the TSP will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. **All corrected offers received by 10:00 pm CST on the closing date of December 14, 2007, or March 28, 2008, will be entered into the database in accordance RFO with [Section 1-2](#).**

#### **1-1.7.4. Rate Filing Service Provider.**

If a TSP's offer is submitted in accordance with this RFO by a Rate Filing Service Provider, the Rate Filing Service Provider will be notified of the deficiencies and suspect rate offers and **not** the firm. The Rate Filing Service Provider will be notified by **facsimile transmission or e-mail** under RFO [Section 1-3](#) for correction. Corrected offers must be resubmitted **by 10:00 pm CST on the closing date of December 14, 2007, or March 28, 2008**. In those instances where corrections are not received **by 10:00 pm CST on the closing date of December 14, 2007, or**

**March 28, 2008**, offers will be considered unacceptable and TSPs will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received **by 10:00 pm CST on the closing date of December 14, 2007, or March 28, 2008**, will be entered into the database in accordance with RFO [Section 1-2](#).

**1-1.8. Letter of Intent Certification.**

By the submission of a rate offer to GSA in accordance with this RFO, the submitting TSP certifies that: "I have read and will comply with all the provisions contained in this RFO and its Special Instructions dated **November 1, 2007**, as well as any supplements, changes, and/or reissues thereto and the GSA Household Goods Tender of Service (HTOS) dated June 12, 2002, as well as any supplements, changes, and/or reissues thereto and subsequent amendments. I further certify that the company for which rate offers have been submitted has the operating authority and insurance as required in RFO [Section 1-4.1](#)."

**1-2. Accepted/Effective Date.**

Offers will be accepted and entered into the computer database on the date indicated in RFO [Section 1-2.5](#) or the first working day of the month, whichever occurs first.

**1-2.1. Initial Filings.**

Initial Filings allowable under RFO [Section 1-1.6.1](#) will be processed in accordance with RFO [Section 1-2.5](#), below, except in those instances of resubmission of filing deficiencies as identified in RFO [Section 1-1.7](#).

**1-2.2. New Filings.**

New filings allowable under RFO [Section 1-1.6.2](#), will be processed in accordance with RFO [Section 1-2.5](#), below, except in those instances of resubmission of filing deficiencies as identified in RFO [Section 1-1.7](#).

**1-2.3. Late Filings.**

Late filings of otherwise acceptable offers allowable under the limited terms specified in [Section 1-1.6.3](#), will be processed in accordance with [Section 1-2.5](#), below, except in those instances of resubmission of filing deficiencies as identified in RFO [Section 1-1.7](#).

**1-2.4. Supplemental Filings.**

Supplements to accepted offers allowable under the limited terms specified in [Section 1-1.6.4](#) will be processed in accordance with [Section 1-2.5](#), below, except in those instances of resubmission of filing deficiencies as identified in RFO [Section 1-1.7](#).

**1-2.5. Schedule of Accepted Effective Dates.**

	Calendar Year 2006-2007			
	INITIAL FILINGS	NEW FILINGS	LATE FILINGS	SUPPLEMENTAL FILINGS
Date Received By	11-01-07 thru 12-14-07	11-01-07 thru 12-14-07	2-14-08 thru 3-28-08	2-14-08 thru 3-28-08
Computer Entry Date	01-01-2008 or before	01-01-2008 or before	5-01-2008 or before	5-01-2008 or before
Accepted/Effective Date	01-01-2008	01-01-2008	5-01-2008	5-01-2008

**1-3. TSP Notifications.**

**1-3.1. Domestic Rate Filings.**

For rate offers submitted via JUpload, the submitting TSP or RFSP will receive a summary from GSA stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by facsimile transmission or e-mail.

**1-3.2. International Rate Filings.**

For rate offers submitted via JUpload, the submitting TSP or RFSP will receive a summary from GSA stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by facsimile transmission or e-mail.

## **1-4. Documentation Requirements.**

The following documentation is required to be on file with the PMO prior to the acceptance of a TSPs rate offer, **but no later than RFO Section 1-2.5, Schedule of Accepted Rates, Date Received By**. In the absence of any one or all required documents, the TSPs rates will not be accepted by the database. This provision will apply with respect to any deficiency noted on documents, however, that for the purposes of this item, any reference to non-rate related deficiencies shall be construed as a documentation deficiency and RFO **Section 1-1.7.1** will apply. In those instances where corrections are not received in accordance with RFO **Section 1-1.7.1**, offers will be considered unacceptable and TSPs will not be allowed to re-file until the next supplemental filing period or until a new RFO is distributed, whichever comes first. **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 after the final validation.**

### **1-4.1. TSP Providing General Transportation and Move Management Services.**

#### **1-4.1.1. Trading Partner Agreement.**

All TSPs approved to provide General Transportation Services and Move Management Services (MMS) are required as part of its filing to have on file with the PMO a signed Trading Partner Agreement (TPA). In the absence of a TPA the TSP's rate filing will be subject to the provision in RFO **Section 1-4**, above. A TPA CURRENTLY ON FILE SATISFIES THIS REQUIREMENT.

#### **1-4.1.2. Certificate of Insurance.**

By the submission of a rate offer to the GSA PMO in accordance with this request, the TSP certifies that it will maintain cargo liability insurance meeting the **HTOS 2-4.6** requirements during the period of its accepted rate filing. GSA reserves the right to request from the TSP at any time a Certificate of Insurance evidencing the maintenance of such cargo liability during the filing cycle.

#### **1-4.1.3. Performance Bond - International Only.**

All TSPs approved to provide International General Transportation Services and International Move Management Services (MMS) are required as part of its filing to furnish a performance bond, in accordance with the **HTOS 2-4.7**, and subject to the provisions of RFO **Section 1-4.1.3.1**. The performance bond **MUST** clearly identify that the bond is in force for the **period January 1, 2008 through October 31, 2008**, 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.**

#### **1-4.1.3.1. Addendum to the Performance Bond - International Only.**

All TSPs approved to provide international General Transportation Services and international Move Management Services are required as part of its filing to furnish a performance bond to the PMO in the amount of \$75,000. By the submission of an international rate offer to the GSA in accordance with this request, the TSP certifies that it will comply with the following performance bond specifications: THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that the Principal will enter into bill of lading contracts with the Government from time-to-time during the effective period of this bond, for furnishing supplies or services to the Government, that the Government is represented by the department or agencies shown above, and that, based upon the Principal's desires, all such contracts will be covered by one bond, instead of by a separate performance for each contract. This performance bond serves to protect the Government in the event the carrier to whom the actual bill of lading contract is issued fails to effect delivery of the shipment set forth on the bill of lading. By this performance bond, the Surety(ies) underwrites and assumes the Principal's liability to the Government for excess procurement costs when, due to the Principal's failure to complete delivery of a shipment, the Federal civilian agency named in the bill

of lading deems it necessary to reprocur transportation services from an alternate carrier. The Government shall be sole beneficiary of this bond in the event the Principal defaults and is unable to perform for whatever reason, including that of filing a petition in bankruptcy or an involuntary bankruptcy. THIS BOND WILL BE CONTINUOUS, and may be canceled at any time by the Surety(ies) upon thirty (30) days written notice to the General Services Administration, Centralized Household Goods Traffic Management Program, Transportation Management Branch (6FBD-X), 1500 East Bannister Road, Building 6, Kansas City, Missouri 64131, representing the Government. Termination under this provision shall not effect or relieve the Surety(ies) of any obligation or liability that may have occurred prior to such termination. The time for commencing collection of monies owed the Government arising under the carrier's contracts with the Government is determined by: Title 28, United States Code, Section 2416; Title 31, United States Code, Section 3716; Title 31, United States Code, Section 3726; and Title 49, United States Code, Section 11706. IN WITNESS WHEREOF, the Principal and Surety(ies) have executed this performance bond and have affixed their seals on the date set forth above.

**NOTE 1:** The word "contracts" as used herein means agreements for transportation and services as provided in applicable bills of lading, associated tenders of service, rate tenders and tariffs, and the General Services Administration, Centralized Household Goods Traffic Management Program International Government Bill of Lading Rate Solicitation.

**NOTE 2:** The word "services" as used herein means all transportation and related services required to be performed in accordance with the applicable contract as defined above.

#### **1-4.2. Submission To.**

All required documents must be submitted as originals with original signatures to the address specified in RFO [Section 1-6](#).

#### **1-4.3. Place of Receipt.**

Receipt of documentation requirements by any other office of the General Services Administration or by a Rate Filing Service Provider shall not be construed as receipt by the office specified in RFO [Section 1-6](#).

#### **1-4.4. Time of Submission.**

The TPA and Performance Bond must be submitted in accordance with RFO [Section 1-4](#). These provisions will apply with respect to deficiencies in any of these documents; provided, however, that for the purposes of this item any reference to rate related deficiencies in RFO [Section 1-1.7.1](#).

### **1-5. TSP Certification Statement.**

TSP certification of eligibility for the award of contracts for transportation.

(A) By submission of a rate offer electronically, the submitting TSP certifies that:

(1) Neither the TSP, nor any of its subsidiaries, officers, directors, principal owners, or principal employees is currently suspended, debarred, or in receipt of a notice of proposed debarment from any Federal agency as a result of civil judgment or criminal conviction or for any cause from GSA, or has been placed in temporary nonuse status by GSA for the routes covered by this tender as of the date that this rate tender is offered.

(2) The TSP is not a corporation, partnership, sole proprietorship or any other business entity which has been formed or organized following the suspension or debarment of, a subsidiary, officer, director, principal owner, or principal employee thereof (or from such an entity formed after receipt of a notice of proposed debarment).

(B) The following definitions are applicable to this certification:

(1) A subsidiary is a business entity whose management decisions are influenced by the TSP through legal or equitable ownership of a controlling interest in the firm's stock, assets, or otherwise.

(2) A principal owner is an individual or company, which owns a controlling interest in the TSP's stock, or an individual who can control, or substantially influence, the TSP's management, through the ownership interest of family members of close associates.

(3) A principal employee is a person(s) acting in a managerial or supervisory capacity (including consultants and business advisors) who is able to direct, or substantially influence, the

carrier's performance of its obligations under its contracts for transportation with the Federal Government.

(C) The knowledge of the person who executes this certification is not required to exceed the knowledge which that person can reasonably be expected to possess, following inquiry, regarding the suspended or debarred status of the parties defined in (B) above.

(D) THE TSP HAS A CONTINUING OBLIGATION TO INFORM THE GSA OFFICE TO WHICH THIS RATE TENDER IS SUBMITTED OF ANY CHANGE IN CIRCUMSTANCES WHICH RESULTS IN ITS INELIGIBILITY FOR THE RECEIPT OF CONTRACTS FOR TRANSPORTATION.

(E) An erroneous certification of eligibility or failure to notify the GSA transportation zone office receiving this tender of a change in eligibility may result in a recommendation for administrative action against the carrier. Additionally, false statements to an agency of the Federal Government are subject to criminal prosecution pursuant to 18 USC 1001, as well as possible civil penalties.

## **1-6. Contact**

Centralized Household Goods Traffic Management (CHAMP)  
Program Management Office (PMO) in Kansas City, MO

General Services Administration  
Center For Transportation Management  
1500 East Bannister Road (QMCCB)  
Building 6  
Kansas City, MO 64131

Brian Kellhofer [brian.kellhofer@gsa.gov](mailto:brian.kellhofer@gsa.gov)

(816) 823-3646 or FAX (816) 823-3656

## SECTION 2 REQUEST FOR OFFERS

### 2-1. Application of HTOS.

This RFO and any resulting offer is subject to the provisions of the GSA Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof (RFO [Section 2-4](#)).

### 2-2. Federal Agency Authorized to Use.

#### 2-2.1. Application.

This request and any resulting offers are for the account of the U.S. Government and authorized cost reimbursable contractors, except when the relocation involves uniformed personnel of the Department of Defense, its contractors and uniformed personnel of the U.S. Coast Guard or Public Health Service.

#### 2-2.2. Exception (Reserved).

### 2-3. Contracts.

The rates and charges offered and accepted pursuant to this request are applicable to shipments routed pursuant to any formal contract providing for MMS awarded by GSA or a Federal Civilian, non-DOD agency to the extent provided in the contract. [Section 2-7.6](#), Industrial Funding Fee (IFF), of this RFO applies to such shipments.

### 2-4. Definitions.

#### 2-4.1. Household Goods Tender of Service (HTOS).

The Household Goods Tender of Service (HTOS) is a combination of the Domestic Tender of Service (DTOS) effective January 2, 1996 and the International Tender of Service (ITOS) effective October 1, 1995. The HTOS has been officially published effective June 12, 2002, and is available on GSA's website at [www.gsa.gov/transportation](http://www.gsa.gov/transportation).

#### 2-4.2. Government Rate Tender (GRT).

This is the term applied to the source document for the filing of rate offers under this RFO. The terms GSA-01 and GRT may be used interchangeably throughout this RFO.

#### 2-4.3. Domestic Transportation.

This is the term applied to the movement of the household goods (HHG) of relocated Government employees within the conterminous United States, including Alaska and Canada.

#### 2-4.4. International Transportation.

This is the term applied to door-to-door container movement of HHG in lift vans between the conterminous United States (including Alaska and Canada) and an international country or off-shore location, or between two international countries or off-shore locations in lift vans. A TSP provides complete through service from origin residence to destination residence by surface ocean means.

#### 2-4.5. General Transportation Services.

This is the term applied to transportation and accessorial services normally associated with a HHG move, such as set out in interstate and intrastate tariffs or the HTOS.

#### 2-4.6. Move Management Services (MMS).

This is the term applied to a MMS Provider's arrangement, coordination, and monitoring of each relocating employee's HHG move, from initial notification of shipment booking through delivery at destination. Services as identified in [RFO Section 2-6](#) will be provided within a TSP's approved scope of operations. No brokering of shipments will be allowed.

#### 2-4.7. Transportation Service Provider.

This term applies to any participating TSP or forwarder that is approved in the Centralized Household Goods Traffic Management Program (CHAMP), Domestic and International, to provide General Transportation Services or MMS.

#### **2-4.8. Special Agency Provisions.**

Special agency provisions cited in this RFO are defined as specific terms and conditions applicable to a particular Federal department or agency.

#### **2-4.9. Responsible Transportation Officer (RTO).**

This term applies to the individual within the shipping or receiving Federal agency responsible for personal property traffic management functions.

#### **2-4.10. Government Rate Tender (GRT)**

This is the term applied to the GSA Government Rate Tariff GSA-01, supplements thereto and reissues thereof.

#### **2-4.11. Unaccompanied Air Baggage (UAB).**

This term applies to necessary personal items that are taken to a relocating employee's new duty station before their shipment of household goods arrives. The determination of items considered as UAB is at the discretion of each Federal Agency.

#### **2-4.12. DUNS Number.**

This term applies to a Data Universal Number System. DUNS numbers are issued by Dun & Bradstreet and consist of nine digits.

### **2-5. Filing Possibilities.**

#### **2-5.1. Filing Instructions.**

Instructions for the submission of offers are set out in RFO [Section 5](#).

#### **2-5.2. General Government Rates or Charges.**

TSPs submitting offers pursuant to this RFO may file offers that apply to all Federal agencies. The term *general government* will be used to describe such offers. Offers submitted may be for the TSP's full scope of operation or any part thereof.

#### **2-5.3. Agency Specific Rates or Charges.**

TSPs submitting offers pursuant to this RFO may file offers that apply to a specific Federal agency as defined in RFO [Section 3](#) and [Section 5](#). The term *agency specific* will be used to describe such offers. Offers submitted may be for the TSP's full scope of operation or any part thereof.

##### **2-5.3.1. Application of Rates.**

Agency specific rates will apply only to shipments for which the specific agency/location identified in RFO [Section 3](#) and [Section 5](#), issues the Government Bill of Lading (GBL)/Commercial Bill of Lading (CBL).

#### **2-5.4. Combination of General Government and Agency Specific.**

TSPs submitting offers pursuant to this RFO may file offers that apply for both general government and agency specific. If the TSP files both general government and agency specific offers, the TSP may base its submission on any part or parts of its approved scope of operation without regard to consistency between general government and agency specific. For example, a TSP with an approved scope of operation of all domestic service areas may offer general government rates and charges between all domestic service areas, but offer agency specific rates and charges between only two (2) service areas for Federal Agency X, while offering agency specific rates and charges between four (4) different service areas for Federal Agency Y.

#### **2-5.5. Alternating Agency Specific Offers.**

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

#### **2-5.6. Non-Alternating Agency Specific Offers.**

TSPs may file non-alternating, agency specific offers as identified in [RFO Section 3](#) and [Section 5-1](#). Non-alternating 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 offer.

#### **2-5.7. Move Management Offers.**

TSPs submitting offers pursuant to this RFO may file rate offers for move management services ([RFO Sections 2-4.5 and 2-6](#)) that apply to all Federal agencies. The term *move management services (MMS)* will be used to describe such offers. Offers submitted may be for the TSP's full scope of operation or any part thereof.

## **2-6. Move Management Services (MMS).**

### **2-6.1. Performance of Services.**

The MMS Provider or TSP will provide the MMS outlined in RFO [Section 2-6](#) in conjunction with transportation services. The MMS Provider must comply with service, delivery timeframe, billing, reporting, and liability requirements set out in the HTOS, as applicable, together with all other requirements set out therein, except to the extent waived by the Responsible Transportation Officer (RTO) as defined in the HTOS.

### **2-6.2. Memorandum of Understanding (MOU).**

The MMS Provider and the shipping agency must enter into a written MOU setting out the terms and conditions of the MMS Provider requirements as identified in [Section 2-6](#). In those instances when the shipping agency requests GBL/CBL preparation and maintenance under [Section 2-6.6.3](#), the MOU should contain at a minimum, specific instructions on GBL/CBL preparation and maintenance including instructions to complete each block of the GBL/CBL. If requested by the MMS Provider and/or shipping agency, the GSA PMO identified in RFO [Section 1-6](#) will review the agreed-to MOU.

### **2-6.3. Performance as TSP.**

The MMS Provider may file rates within its current approved scope of operations, be subject to the Customer Satisfaction Index (CSI) rating system, and comply with the requirements for paying GSA its IFF specified in RFO [Section 2-7.6](#).

### **2-6.4. Commissions.**

An MMS Provider may not charge a commission to a TSP or forwarder to which it tenders a HHG shipment.

### **2.6.5. Required Services.**

#### **2-6.5.1. General.**

The MMS Provider must arrange, coordinate, and monitor each relocating employee's HHG move from initial notification of the move by the shipping agency through completion of all move-related transactions required under this RFO [Section 2-6.5](#). A HHG move within the conterminous United States (CONUS) (as defined in [Section 5-2](#)) is defined as a basic move consisting of one shipment of HHG and personal effects and, when specifically authorized by the shipping agency, shipment of one or more privately owned vehicles (POV's). A HHG move to/from an international location (as defined in [Section 5-3](#)) is defined as a basic move consisting of one surface shipment of HHG and personal effects and, when specifically authorized by the shipping agency, one or more unaccompanied baggage shipments and shipment of one or more POV's. Multiple origins and/or destinations may be involved for both CONUS and international shipments. Following are the services the MMS Provider must provide:

#### **2-6.5.2. TSP Selection.**

The employing agency may select the TSP to move the relocating employee's HHG or may delegate this responsibility to the MMS Provider in which case the agency will furnish the MMS Provider with TSP selection criteria. Any TSP selected to move a Federal civilian, non-DOD employee's HHG must participate in CHAMP and have approved rates on file with GSA. The MMS Provider must be capable of accessing the GSA Transportation Management Services Solution System (TMSS) to obtain query information for use in selecting a TSP to transport a shipment when requested by the employing agency.

#### **2-6.5.3. Shipment Booking.**

The MMS Provider must schedule the move with the selected TSP; order a pre-move survey; and identify and obtain written authorization from the Federal agency (RTO) authorizing the move for storage-in-transit (SIT) or any special service (e.g., shuttle service, special crating, third party servicing, elevator charges, long carry, and/or stair carry). The MMS Provider must indicate in writing all services authorized and identify those that will be paid as an entitlement of the employee, those that will be advanced but charged back to the employee, and any service the employee requests that may not be authorized on the GBL/CBL. The Provider must inform the employee prior to service performance of any service that will be advanced but charged back to the employee. The Provider may develop a generic form for the purpose of this item. Any service shown on a generic form that is not applicable to a particular shipment must be "crossed out" or marked "none" or "not applicable" prior to submitting the form to the RTO for written authorization/approval.

#### **2-6.5.4. Ensuring TSP Performance.**

Notwithstanding the provisions of RFO [Section 2-6.6](#), "Origin and Destination On-Site Quality Control", the MMS Provider must ensure that transportation services furnished are in accordance with provisions of the HTOS. The MMS Provider must take any action deemed necessary and appropriate to protect the interests of the shipping agency, ensure proper TSP performance, and protect the real and personal property of the relocating employee. In the event the MMS Provider's failure to direct performance in accordance with this Section causes damage to the shipping agency or relocating employee, other than damage to HHG, the MMS Provider is liable to the shipping agency and/or the relocating employee for such damages.

#### **2-6.5.5 Arranging Storage in Transit (SIT).**

If a Federal agency authorizes SIT, the MMS Provider must arrange storage in accordance with the GSA HTOS. The MMS Provider must notify the employee of the authorized SIT duration and location and provide the employee SIT-Provider contact information within five (5) calendar days after delivery into SIT.

##### **2-6.5.5.1. Monitoring Shipments in SIT.**

The MMS Provider must monitor shipments in SIT and provide a written request for disposition instructions from the employee or shipping agency destination facility representative at least ten (10) working days before expiration of the authorized SIT period. The written request must inform employees of their personal financial responsibility for any charges incurred for storage in excess of the maximum period authorized. The MMS Provider is responsible for arranging for delivery of shipments from SIT.

##### **2-6.5.5.2. SIT in Excess of 180 Days.**

If storage exceeds 180 days, the MMS Provider must ascertain the condition of the employee's property at the end of the 180-day SIT period to protect the Government's and the relocating employee's right to recover for TSP caused losses or damages. The warehouse automatically is considered the shipment's destination upon expiration of the 180-day SIT period and the MMS Provider's responsibility for the shipment ends. The shipment then becomes subject to the warehouse's rules, procedures, and charges, including local delivery out of storage. The employee is responsible for payment of storage charges for any period of storage in excess of 180 days. In the event of any discrepancy between HTOS provisions and the provisions of this Section for purposes of SIT, the provisions of this Section apply.

#### **2-6.5.6. Completion of GSA Form 3080.**

The MMS Provider must furnish the relocating employee a GSA Form 3080, "Household Goods Carrier Evaluation Report" for completion of the section entitled, "Relocating Employee's Response" ([www.gsa.gov/forms](http://www.gsa.gov/forms)). The Provider must instruct the employee to return the evaluation form upon completion to the shipping agency for completion of the section entitled, "BL Issuing Officer's Response." The Provider also must follow-up in an attempt to ensure both the employee and shipping agency complete their respective portions of the form and return it to GSA at the address identified in RFO [Section 1-6](#). If the employee has not completed the form within 30-days from the date of delivery of the HHG to the new residence, the Provider will so advise the shipping agency.

#### **2-6.5.7. Service Performance Audit.**

The MMS Provider must audit transportation billings and complete a certification document certifying by line item whether billed services (including any services specifically requested by the employee) were or were not necessary, properly authorized, and actually performed (this audit is unrelated to an agency's audit of the actual billing charges). The Provider may develop a form for this purpose and must, if requested, have it pre-approved by the shipping agency.

#### **2-6.5.8. Management Information Reports.**

The Government will require certain management information reports that may or may not be commercially standard. If the MMS Provider has a commercial report that would meet a stated specific need, it may propose that an agency use that report instead of the one specified as long as it can satisfactorily demonstrate how the proposed substitution would meet the ordering activity's needs. Reports must contain both monthly/quarterly and year-to-date totals, when appropriate. The MMS Provider must provide required reports to the ordering activity within 15 business days following the month/quarter services were performed.

##### **2-6.5.8.1. Ordering Agency Reports.**

If requested by the shipping agency, the MMS Provider must furnish the following reports in the manner specified by the agency with regard to format, content, and frequency. Data elements may be revised by the ordering activity.

#### **2-6.5.8.2. Shipment Summary.**

A summary of the total number of shipments handled for the specified period further broken down into the following incremental categories: number of shipments by agency activity, number of shipments by TSP, number of interstate shipments, number of intrastate shipments, and number of international location shipments. For each category the Provider must show total line-haul and accessorial charges.

#### **2-6.5.8.3. Claims Summary.**

A summary of the total number of loss/damage claims handled for the specified period further broken down into the following incremental categories: number of claims by agency activity, number of claims by TSP, number of interstate claims, number of intrastate claims, number of international location claims, average number of days between the date of claim filing and date of issue of initial settlement offer; average number of days between the date of receipt of the initial settlement offer and the date of final settlement, average amount claimed and settled interstate, average amount claimed and settled intrastate, and average amount claimed and settled on international locations. For each claim not settled within 30 days and/or 60 days when approved by the shipping agency's RTO an explanation for the delay must be supported by the Delay Codes identified in the HTOS [Section 9](#).

#### **2-6.5.8.4. Counseling Contact Summary Report.**

A summary report of counseling contacts (when an agency has chosen that optional service) showing employee name, date of initial contact, and current status of the move including date for the pre-move survey, packing date, pickup date, and actual or proposed delivery date into SIT and/or residence.

#### **2-6.5.8.5. On-time Services Summary Report.**

A summary report listing employee name, scheduled pickup date, actual pickup date, scheduled delivery dates into SIT and/or residence, actual delivery dates into SIT and/or residence, scheduled date for delivery out of SIT, and actual date for delivery out of SIT. When scheduled and actual dates are different, an explanation must be provided.

#### **2-6.5.8.6. Specially Requested Reports.**

Special one-time reports furnished to the RTO when the shipping agency requests and the GSA PMO identified in RFO [Section 1-6](#) approves.

#### **2-6.5.9. Customer Service.**

The MMS Provider shall provide a 24-hour, toll-free telephone number to assist in tracking/tracing shipments; resolving problems that occur during any phase of the move, including quality control problems; and in filing post-delivery claims for agencies that choose that optional service.

### **2.6.6. Optional Services.**

#### **2-6.6.1. General.**

If requested by the shipping agency, the MMS Provider must provide the following services.

#### **2-6.6.2. Employee pre-move counseling.**

Employee pre-move counseling (as distinguished from a TSP/forwarder-provided pre-move survey) includes information on TSP/forwarder commercial moving practices affecting all aspects of a HHG move. It also includes Government-specific information on Federal HHG entitlements and allowances prescribed in the Federal Travel Regulation (41 CFR chapters 300-304) and the ordering agency's internal regulations, including weight allowances. The counseling includes informing the relocating employee about services he/she is authorized at Government expense as well as any requested services that are not the Government's financial responsibility and which the employing agency will charge back to the employee. Some of these services are: extra pickup/delivery; temporary SIT authorized by the shipping agency; non-temporary (permanent) storage (NTS); unauthorized items; assembly/ disassembly of property; shipment of perishable items; exclusion of firearms and hazardous materials; level of service coverage, options, and costs; reporting concealed damages, employee rights and responsibilities, third-party servicing; packing/unpacking and crating/ uncrating; preparation and filing of claims; name and address of origin/destination storage; and delivery out of storage. The counseling also includes explaining the Government's role concerning Commuted Rate Schedule moves as prescribed in the FTR and limitations of the Government's financial obligations for reimbursements on such moves. Following is an availability listing of publications that contain information important in the employee pre-move counseling process:

- FTR: Available on the Internet at:  
<http://www.gsa.gov>
- CHAMP: Available on the Internet at:  
<http://www.gsa.gov/transportation/hhg>

- Agency specific regulations/procedures: (Contact appropriate agency for availability)

#### **2-6.6.3. Preparation of shipment documentation.**

If a Federal agency opts to have the MMS Provider prepare a GBL/CBL, the MMS Provider must comply with the terms and conditions set forth in 41 CFR 102-117 and 102-118. The MMS Provider must complete, and distribute copies of, each GBL/CBL following instructions published in the GSA Federal Supply Service Guide, "How to Prepare and Process U.S. Government Bills of Lading" (National Stock Number 7610-00-682-6740) or as instructed by the Federal agency (RTO). The Provider must provide a legible memorandum copy of all GBLs/CBLs prepared and distributed to the RTO prior to shipment pickup dates.

#### **2-6.6.4. Data Communications Capabilities.**

The MMS Provider must: (1) provide on-line electronic access to all database information pertaining to task orders and applicable shipment records; (2) provide the RTO or designee and the GSA Program Management Office in Kansas City, Missouri (RFO [Section 1-6](#)), on-line access to all database information pertaining to task orders and shipment records for all accounts established under the terms of this RFO and the HTOS; (3) establish sufficient safeguards to prevent unauthorized access to the database information; (4) make the electronic access available through an asynchronous modem with a baud rate of at least 2400; and (5) furnish clear documentation setting out procedures for access to and use of the database.

##### **2-6.6.4.1. Database Elements.**

The database must contain, but not necessarily be limited to, the following elements: task order information; shipment information sufficient to generate the reports specified in [Section 2-6.5](#). The database maintained for shipments must be maintained in a separate directory with separate shipment records for each employee move. Shipment files must not be commingled with other data maintained for shipments not applicable to this RFO. Each shipment record must contain all applicable information required for that particular shipment, including any claims filed for the TSP, status of the claim, etc. (continuous computer terminal screen, if necessary). Performance data documenting how the move was handled must be collected independently and also maintained in this file. The Provider must provide facility for the RTO or designee and the GSA PMO (RFO [Section 1-6](#)) to extract and consolidate data such as TSP performance in the event specific reports are required.

##### **2-6.6.4.2. Database Maintenance.**

The MMS Provider must update the database on a 24-hour basis at a minimum and provide for on-line electronic access to database elements for a period of one year from date of pickup. After one year, hard copy records may be maintained as required by the Examination of Records Clause contained in GSA Form 3504.

**2-6.6.5. On-site Quality Control Service.** If a shipping agency requests, the MMS Provider must arrange for quality control personnel to provide on-site inspection service at the origin/destination residence at pickup/delivery. Inspection services include, but are not limited to: verification of correct inventory coding, use of proper packing materials, appropriate article servicing, equipment and personnel suitability, and satisfactory performance of unpacking. The actual cost of the service to be performed is negotiable between the MMS Provider and the shipping agency. The agreed upon price must be stated in a written document and retained by both parties. The document will be construed as a one-time only amendment to the Provider's rate filing. A copy of the written document must be included in the MMS Provider's voucher for payment. The Provider may engage outside sources to perform these services provided that they are representatives or employees of a HHG TSP, freight forwarder, or agent thereof.

##### **2-6.6.6. Quality Assurance Plan.**

If requested by the shipping agency, the MMS Provider must provide the shipping agency with a quality assurance plan to assist in assuring quality service and must also designate quality assurance personnel to execute the plan.

##### **2-6.6.7. Claims Preparation, Filing, and Settlement Assistance.**

If the employee or shipping agency requests, the MMS Provider must provide immediate loss/damage claim preparation/filing assistance, including follow-up assistance for any subsequently discovered loss or damage. The Provider must review and negotiate any settlement offer that is inconsistent with the TSP's liability or HTOS provisions, and in the case of an impasse must refer the complete file to the shipping agency. The MMS Provider also must counsel the employee about potential consequences of signing any

full and unconditional release on any offer of settlement before all claims resulting from a particular move have been resolved.

**2-6.6.8. Prepayment Audit.**

**2-6.6.8.1. MMS Provider Responsibilities.**

A TSP that offers move management services under the HTOS may, at the request of a client agency, conduct the prepayment audit of transportation bills after obtaining audit certification from GSA, Office of Transportation Audits. If the TSP intends to subcontract the prepayment audit, any auditor it uses (other than a GSA Prepayment Audit Schedule contractor) must be GSA-certified to conduct the prepayment audit. TSPs/auditors may obtain prepayment audit certification from the GSA Audit Division (FBA) at the address identified in RFO Section 2-6.6.8.2. The MMS provider will conduct or arrange to have conducted, a prepayment audit of each transportation billing and supplemental billing for service performed under the HTOS at the request of the client agency.

**2-6.6.8.2. Certification.**

Any auditor (other than a GSA Prepayment Audit Schedule contractor) desiring to perform a prepayment audit service must be certified by the GSA Audit Division (FBA) to do so. Certification may be obtained by contacting:

General Serviced Administration  
Federal Supply Service  
Audit Division (FBA)  
1800 F Street, N.W.  
Washington, DC 20405  
<http://www.gsa.gov>

**2-6.6.8.3. Procedures.**

The Prepayment Audit procedures are subject to provisions of the Federal Management Regulations (FMR) part 102-118 (41 CFR part 102-118). Procedures reflect requirements and may be used in addition to any other required procedures published in the FMR, in developing the MMS provider/agency MOU. The prepayment auditor must adjust billed charges as appropriate based on the service performance audit as specified, and the prepayment audit before submitting the billing invoice, along with the service performance audit certification, to the ordering agency for payment.

**2-6.6.8.4. Adjustments.**

Upon instructions from the ordering agency, the MMS provider must advise the TSP and/or the agency via a statement of differences submitted either electronically or in writing within seven (7) days of receipt of the bill of any adjustment the auditor makes. The statement of differences must include the following:

- (a) TSP's standard alpha code (SCAC);
- (b) TSP bill number;
- (c) Amount billed;
- (d) Amount paid;
- (e) Agency name;
- (f) TSP's tax payer identification number (TIN);
- (g) Document reference number (DRN)
- (h) Payment voucher number;
- (i) Complete tender or tariff authority, including the governing item or section number, and

The MMS provider must annotate the following information on all transportation bills that have been completed:

- (a) TSP's standard alpha code (SCAC);
- (b) TSP bill number;
- (c) Amount billed;
- (d) Amount paid;
- (e) Agency name;
- (f) TSP's tax payer identification number (TIN);
- (g) Document reference number (DRN)
- (h) Payment voucher number;
- (i) Complete tender or tariff authority with the applicable rate authority, including the governing item or section number;
- (j) Copy of any statement of differences sent to the TSP; and
- (k) The date invoice received from the TSP.

#### **2-6.6.8.5. Appeal Procedures.**

The agency must establish an appeal process that directs TSP appeals to an agency official or to the MMS provider with responsibility for providing adequate consideration and review of the circumstances of the claim. Review of an appeal must be completed within thirty (30) days. If the TSP disputes the findings and the agency or MMS provider as appropriate, cannot resolve the dispute with the TSP, all relevant documents including a complete billing history and the appropriation or fund charged should be forwarded to GSA for the rendering of a decision. TSP claims must be submitted within three (3) years beginning the day after the latest of the following dates (except in time of war):

- (a) Accrual of the cause of action;
- (b) Payment of charges for the transportation involved;
- (c) Subsequent refusal for over payment of those charges; or
- (d) Deduction made to a TSP claim by the Government under 31 U.S.C. 3726.

#### **2-6.6.8.6. Performance Standards for Service Performance Audit and Prepayment Audit**

The Government must comply with provisions of the Prompt Payment Act (31 U.S.C. 3901 (a)(5)). The MMS provider therefore must ensure that within seven (7) days of receiving the TSP's bill, it has completed the service performance transportation/MMS billing, accompanied by the service performance audit certification, in the hands of the ordering agency for payment. The MOU between the ordering agency and the MMS provider must stipulate whether the agency or the MMS provider will be responsible for remitting payment to the TSP. If the MMS provider is to remit payment to the TSP, the agency must issue and forward the remittance by check or electronic transfer to the MMS provider in time for the agency to be deemed "in compliance" with provisions of the Prompt Payment Act. The MMS provider will not be liable for any late payment interest charge the agency may accrue on a transportation payment that is not in compliance with the Prompt Payment Act requirements.

## **2-7. Special Provisions Affecting Rates or Charges.**

### **2-7.1 General.**

In lieu of the Item 190-1 of the GSA-01, supplements thereto and reissues thereof, or similar provisions, and except as otherwise noted in this RFO, all surface HHG shipments transported pursuant to the provisions of the RFO are deemed to be released at a value equal to \$5.00 per pound times the actual total weight (in pounds) of the shipment, and a valuation charge will not be assessed in conjunction therewith. Except as otherwise noted, the remaining provisions of Item 190-1 will apply. There will be no additional cost for this level of service. The provisions in RFO [Section 2-7](#) will apply.

#### **2-7.1.1. ALK Associates Mileage**

Any reference in the HTOS to the mileage company Rand-McNally should be modified to reflect ALK Technologies, Inc., [Version 21](#) (coincides with PC\*Miler 21). For rate offers effective January 1, 2008, the percentage stated in the submitting TSP's offer will be based on mileage provided by ALK Associates. One exception is that 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.

#### **2-7.1.2. Shipments of Unaccompanied Air Baggage**

Unaccompanied air baggage shipments will be packed in Tri-wall containers measuring no more than 15 cube. All TSPs must have written approval from the RTO certifying officer authorizing any exceptions to the Tri-wall measurements. TSPs who are invoicing for charges other than by gross weight must show the container cube and number of containers on the invoice before a prepayment audit is approved. Where gross weight exceeds volume weight, TSP must charge for gross weight. Items which are typically not considered UAB items and are placed in a larger than specified container size on the GBL will not be approved by DOS prepayment auditors.

## 2-7.2. Rates or Charges

### 2-7.2.1. DOMESTIC.

#### 2-7.2.1.1. Household Goods

The percentage(s) stated in the submitting TSP's offer represents a bottom-line discount off the total cost of the move based on the rates and charges published in GRT for a specific domestic move. The bottom-line discount does not apply to the charges specified in the following instances.

##### 2-7.2.1.1.1. Where No SIT.

The bottom-line discount does not apply to third party services, the GSA IFF, or valuation charges when shipment is declared in excess of the base valuation.

##### 2-7.2.1.1.2. Where SIT is at Origin.

The bottom-line discount does not apply to GSA IFF, storage, pickup, long distance carry; elevator/stair carry, piano/organ carry, third party servicing applicable to pre-storage servicing, or valuation charges when shipment is declared in excess of the base valuation.

##### 2-7.2.1.1.3. Where SIT is at Destination.

The bottom-line discount does not apply to GSA IFF, storage, pickup, long distance carry; elevator/stair carry, piano/organ carry, third party servicing applicable to post-storage servicing, or valuation charges when shipment is declared in excess of the base valuation.

##### 2-7.2.1.1.4. Where SIT is at other than Origin or Destination.

The bottom-line discount does not apply when SIT occurs at other than origin or destination when approved by the RTO, GSA IFF, storage, delivery, long distance carry, elevator/stair carry, piano/organ carry, third party services, or valuation charges when shipment is declared in excess of the base valuation.

#### 2-7.2.1.2. Storage-In-Transit (SIT) Discount.

TSPs submitting offers for the movement of HHG must offer a percentage (%) discount applicable to all storage charges including pickup or delivery out of storage. **For shipments stored outside of the 50-mile radius, the bottom line discount will apply to the pickup or delivery out portion.**

#### 2-7.2.1.3. Unaccompanied Air Baggage (UAB) - Alaska Only.

The percentage (%) stated in the submitting TSP's offer for UAB shipment represents a single-factor rate based on the base-line rate set out below per kilogram (kg) volume weight and includes the following services: (a) packing, including use of packing containers and materials from origin to destination; (b) servicing of appliances; and (c) from origin residence all land and air transportation to the destination residence.

Weight Group	Base-Line per Kilogram(KG)
45 to 134 kg	US\$1.16
135 to 224 kg	US\$1.05
225 to 314 kg	US\$1.00
315 to 404 kg	US\$0.96
405 and over kg	US\$0.91

#### 2-7.2.1.4. Privately Owned Vehicle (POV).

##### 2-7.2.1.4.1. Domestic.

The amount stated in the submitting TSP's offer for the shipment of an POV represents a **price per mile** for vehicles applicable to the following services (a) preparation of vehicle; (b) pickup at origin; (c) transportation from origin to destination; (d) delivery to final destination; and (e) valuation based on the current value of the vehicle.

##### 2-7.2.1.4.2. Minimum Charge.

In those instances when the distance for shipping a POV is less than 300 miles, a minimum charge of 300 times the offered price per mile will apply

##### 2-7.2.1.4.3. Alaska Only.

The amount stated in the submitting TSP's offer for the shipment of an POV represents a **flat price** for vehicles applicable to the following services (a) preparation of vehicle; (b) pickup at origin; (c) transportation from origin to destination; (d) delivery to final destination; and (e) valuation based on the current value of the vehicle.

##### 2-7.2.1.4.4. Vehicle Sizes.

Charge must be offered only on the following sizes and in accordance with RFO [Section 2-7.2.1.4.1 and 2-7.2.1.4.3](#).

1. Category 1 (CAT-1): Vehicles less than 300 cubic feet in physical measurement;
2. Category 2 (CAT-2): Vehicles between 300 and 800 cubic feet in physical measurement; and,
3. Category 3 (CAT-3): Vehicles exceeding 800 cubic feet in physical measurement.

## **2-7.2.2. INTERNATIONAL.**

### **2-7.2.2.1. Household Goods (HHG).**

#### **2-7.2.2.1.1. General.**

The percentage (%) cited in the submitting TSP's offer for the surface HHG represents a single-factor rate based on the Base-Line Rates specified in [Section 2-7.2.2.6](#) per 100 pounds net weight including full replacement value TSP liability as defined in HTOS, [Section 10 and Section 2-7.5](#). The application of rates from/to the international point for the surface HHG shipment shall be based on the net weight of the shipment in pounds. Minimum weight is 1,000 pounds.

#### **2-7.2.2.1.2. Services Included.**

1. Packing, including use of packing containers and materials from origin to destination, and unpacking. Shipping containers and packing materials furnished by the TSP will remain the property of the TSP.
2. Servicing and unservicing of appliances, except third party service.
3. All land, water, and air transportation, EXCEPT
  - (a) additional land transportation charges for shipments picked up or delivered from or to storage-in-transit;
  - (b) bunker fuel charges, port congestion surcharges, and/or war risk surcharges where applicable and when actually billed to the TSP by ocean freight TSP pursuant to regularly filed tariff(s) with the Federal Maritime Commission. Such charges will be separately stated on the GBL/CBL and supported by prorated paid ocean TSP invoices of the actual amount; and,
  - (c) shipments of unaccompanied air baggage.
4. Export and import documentation services involving customs clearances.
5. Removal and placement of each article in the residence/warehouse or other building.
6. Hoisting or lowering of an article.
7. Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge (except Item 5 in [Section 2-7.2.2.1.3](#), below.
8. Ferry, tunnel and bridge charges/tolls.

#### **2-7.2.2.1.3. Services Excluded.**

1. Storage, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable custom documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, Section 17 when performed by TSP. When such services are performed by a third party, billing will be at the actual cost charged to the TSP, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications.
2. Any Government or public authority ordered charges for inspection, disinfestation, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP.
3. Servicing of articles requiring services of third parties.
4. When an article cannot be picked up or delivered from a residence by the conventional method (doorways, stairs, elevator to floor) or the structural nature of the residence must be changed to accommodate a pickup or delivery (removal of windows, doors, etc), the TSP, upon approval by the RTO will be authorized third party service. This exception is directed at the pickups and deliveries from high rise apartment buildings and is not intended to be used for minor hoisting and lowering, such as 1<sup>st</sup> floor balconies in apartments and single family dwellings.
5. Shipments picked up or delivered to a mini warehouse, which involve a carry in excess of 100 feet between the TSP vehicle and the outside entrance door of the actual storage area, the RTO may authorize an excessive distance carry charge as defined in the HTOS, [Section 17](#).

#### **2-7.2.2.2. Rates and Charges for Accessorial Services.**

The rates and charges set out in HTOS, [Section 17](#) are base-line rates. The percentage (%) stated in the submitting TSP's Tender for accessorial services represents the amount to be charged as a percentage (%) less than, equal to, or greater than the rates and charges set out in [Section 17](#).

**2-7.2.2.3. Rates or Charges For Storage-In-Transit (SIT).**

The percentage (%) stated in the submitting TSP's Tender for SIT represents the amount to be charged as a percentage (%) less than, equal to, or greater than the rates and charges set out in the HTOS, Section 17 for the storage and pickup/delivery, including full replacement value TSP liability as defined in HTOS, [Section 10 and Section 2-7.5.](#)

**2-7.2.2.4. Unaccompanied Air Baggage (UAB)**

The percentage (%) stated in the submitting TSP's offer for UAB shipment represents a single-factor rate based on the base-line rate set out in [Section 2-7.2.2.6.2.2](#) per kilogram (kg) volume weight including full replacement value TSP liability as set out in the HTOS, Section 10 and includes the following services: (a) packing, including use of packing containers and materials from origin to destination; (b) servicing of appliances; and (c) from origin residence all land and air transportation to the destination residence. A TSP may charge as a separate line item a fuel surcharge for UAB shipments. TSPs must provide a copy of the original airway bill to the agency for reimbursement. Any excessive costs charged by foreign or overseas air carriers will be negotiated and paid at the discretion of the agency. Exceptions to the UAB surcharge are identified in Section 3.

**2-7.2.2.5. Privately Owned Vehicle (POV).**

The amount stated in the submitting TSP's tender for the shipment of a POV represents a flat charge applicable to the following services:

- (1) preparation of vehicle;
- (2) pickup at origin;
- (3) transportation from origin to destination;
- (4) containerization or below deck storage in the ocean going vessel;
- (5) delivery to final destination; and,
- (6) valuation based on the current value of the vehicle.

**2-7.2.2.5.1. Vehicle Sizes.**

The flat charge must be stated in whole dollars and may be offered only on the following sizes:

1. Category 1 (CAT-1): Vehicles less than 300 cubic feet in physical measurement;
2. Category 2 (CAT-2): Vehicles between 300 and 800 cubic feet in physical measurement; and,
3. Category 3 (CAT-3): Vehicles exceeding 800 cubic feet in physical measurement.

**2-7.2.2.5.2. Motorized Vehicles.**

All internal combustion engines, self-propelled vehicles, or mechanized equipment containing an internal combustion engine may be subject to 49CFR, hazardous material shipping paper requirements. The TSP may identify vessel carrier and hazardous material associated fees on their invoice as a pass through charge. TSPs must provide a copy of the original receipt from the vessel carrier for reimbursement consideration by the Federal Agency. Due to 49CFR hazardous material requirements, agencies are expected to pay legitimate associated costs for this service. POVs with an empty fuel tank and run to a stall are excepted from the requirements of 49CFR 176.905. POVs cannot be shipped with more than one quarter of a tank of flammable fuel under any circumstance.

**2-7.2.2.5.3. Application of Transit Time.**

In lieu of the transit times listed in Section 12 of the HTOS, the following privately owned vehicle transit times will apply. When requested, the transit times identified in RFO [Section 2-7.2.2.5.4.](#) will apply on any privately owned vehicle shipment released by the applicable Federal agency between the points identified in this section. The TSP shall notify the Federal department or agency as applicable, in writing of the port(s) it intends to use that will meet the transit time requirements.

**2-7.2.2.5.2.1. Transit Time Penalty.**

In the event that the TSP fails to meet the transit times, it must notify the Federal agency as applicable, within 24-hours of the delay. The TSP shall be responsible for arranging for, or the reimbursement of, a rental car on behalf of the transferee. Reimbursement or the rental of a like vehicle will be limited to a vehicle of the same, or comparable, size/model as being shipped by the transferee. The RTO has the authority to waive the penalty in whole or in part based on circumstances of the delay.

**2-7.2.2.5.4. Transit Time Schedule.**

BETWEEN AND	*ALASKAN POINTS	GUAM	HAWAIIAN ISLANDS	PUERTO RICO	VIRGIN ISLAND- ST.THOMAS/ ST.CROIX	VIRGIN ISLAND- ST.JOHN
AK	-	25	15	20	20	20
AL	20	28	20	15	15	15

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AR	20	28	20	15	15	15
AZ	15	26	15	20	20	20
CA	15	25	15	20	20	20
CO	15	26	15	20	20	20
CT	20	28	20	15	15	15
DC	20	28	20	15	15	15
DE	20	28	20	15	15	15
FL	20	29	20	15	15	15
GA	20	29	20	15	15	15
IA	20	29	20	20	20	20
ID	15	28	15	20	20	20
IL	20	29	20	15	15	15
IN	20	29	20	15	15	15
KS	15	29	15	20	20	20
KY	20	29	20	15	15	15
LA	20	28	20	15	15	15
MA	20	28	20	15	15	15
MD	20	28	20	15	15	15
ME	20	29	20	15	15	15
MI	20	30	20	20	20	20
MN	20	30	20	20	20	20
MO	15	29	15	20	20	20
MS	20	28	20	15	15	15
MT	15	28	15	20	20	20
NC	20	29	20	15	15	15
ND	20	28	20	20	20	20
NE	15	29	15	20	20	20
NH	20	29	20	15	15	15
NJ	20	28	20	15	15	15
NM	15	26	15	20	20	20
NV	15	26	15	20	20	20
NY	20	28	20	15	15	15
OH	20	29	20	15	15	15
OK	20	28	20	20	20	20
OR	15	25	15	20	20	20
PA	20	28	20	15	15	15
RI	20	28	20	15	15	15
SC	20	29	20	15	15	15
SD	20	28	20	20	20	20
TN	20	28	20	15	15	15
TX	15	28	15	15	15	15
UT	15	26	15	20	20	20
VA	20	28	20	15	15	15
VT	20	29	20	15	15	15
WA	15	25	15	20	20	20
WI	20	30	20	20	20	20
WV	20	28	20	15	15	15
WY	15	28	15	20	20	20
GUAM	25	-	20	30	30	30
HAWAII	20	15	-	20	20	20
PUERTO RICO	20	30	25	-	10	10
VIRGIN ISL. – ST. THOMAS /ST. CROIX	25	30	25	10	-	10
VIRGIN ISL. – ST. JOHN	25	30	25	10	10	-

\*Alaskan Points include the following cities: Anchorage, Cordova, Fairbanks, Juneau, Ketchikan, Kodiak, Petersburg, Sitka, and Wrangell.

**2-7.2.2.6. Base-Line Rates.**

**2-7.2.2.6.1. Surface.**

**2-7.2.2.6.1.1. Surface Base-Line Rate Table.**

The following base-line rate table is applicable to the HHG effects surface shipments.

The international base line table charges per hundred weights have been increased by 2%, effective with this RFO.

Weight Group	Base-Line Rate per hundred weight (cwt)
1,000 to 1,999 lbs	US\$124.77
2,000 to 3,999 lbs	US\$113.03
4,000 to 7,999 lbs	US\$106.64
8,000 to 11,999 lbs	US\$102.37
12,000 to 15,999 lbs	US\$100.24
16,000 and over	US\$98.11

**2-7.2.2.6.2.2. Unaccompanied Air Baggage (UAB)**

The following base-line rate table is applicable to the shipment of UAB.

Weight Group	Base-Line per Kilogram(KG)
45 to 134 kg	US\$1.16
135 to 224 kg	US\$1.05
225 to 314 kg	US\$1.00
315 to 404 kg	US\$0.96
405 and over kg	US\$0.91

**2-7.3. Application of Rates or Charges.**

Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup. In those instances where the submitting TSP does not offer a rate, it will be construed as NO RESPONSE.

**2-7.3.1. Exception.**

Except in supplemental filings, items left blank will indicate NO CHANGE.

**2-7.3.2. Unaccompanied Air Baggage (UAB).**

Rates or charges applicable to UAB **will apply** when shipped independent of surface HHG.

**2-7.3.3. Privately Owned Vehicles (POV).**

Rates or charges applicable to POV **will apply** when shipped independent of the surface HHG.

**2-7.4. Alaska Only.**

**2-7.4.1. Combination of Rates - Applies to Domestic Shipments Only**

**2-7.4.1.1. Accepted offer does not include Alaska Service Areas (RFO Section 5-2).**

In the event that a TSP handles a shipment between points in the conterminous United States and Alaska and it does not have any offer accepted by GSA for such a movement, the applicable charges shall be based on a combination of the rates set out in the TSP's accepted offer between Service Area 2 and Service Areas 1 through 16, inclusive, and of the charges in Section 2, Parts E and F, including Section 6 of the applicable GRT, supplements thereto and reissues thereof; provided, however, these charges will alternate with all other applicable combination or through rates and/or charges that a TSP may have on file on the date that a shipment is picked-up.

**2-7.4.1.2. Accepted Offer Includes Alaska Service Areas (RFO Section 5-2).**

The provisions of RFO Section 2-7.4.1.1 do not apply when GSA has accepted a TSP's offer to handle shipments between points in the conterminous United States, Service Area 1 through 16, inclusive, and Alaska Service Areas defined in RFO Section 5-2.

**2-7.4.2. Intra Alaska.**

Transportation charges for shipments moving between two points in the State of Alaska (intrastate Alaska) will be published in Section 7 of GSA-01, as revised. For distances in excess of 1,000 miles, the rates applicable for each "Add'l 100 miles" as shown in Section 3 of the GSA-01, will apply for each 100 miles, or fraction thereof, in excess of 1,000 miles, in addition to the base transportation charge for 1,000 miles in Section 7.

**2.7.5. Released Value.**

**2-7.5.1. General.**

**2-7.5.1.1. Surface and Unaccompanied Air Baggage Released (UAB) Value.**

All surface and UAB applicable to domestic and international shipments are released at full value.

**2-7.5.1.2. Privately Owned Vehicle Released Value.**

All POV shipments applicable to domestic and international shipments are released at current market value.

**2-7.5.1.3. Application of Tariff or Bureau Issued GRT.**

Item 190 of GRT or any comparable item in an otherwise applicable intrastate tariff, will not apply.

**2-7.5.1.4. Cost included in TSP's offer.**

The cost of released value as defined in this provision will be included in the TSP's offer. Except as provided in RFO Sections 2-7.5.2.2 and 2-7.5.3.2, TSP may not charge a Federal agency for full replacement value.

**2-7.5.2. DOMESTIC.**

**2-7.5.2.1. Transportation.**

**2-7.5.2.1.1. Exception to Item 190-1 of GRT.**

In lieu of the released value identified in Item 190-1 of the GRT, supplement thereto and reissues thereof, all domestic shipments moving pursuant to CHAMP, except as otherwise noted in this RFO, are released at the base value of \$5.00 times the net weight of the shipment applicable to both shipments in transit and SIT. The storage liability charge does not apply for the base released valuation. All other provisions of Item 190-1 and this RFO will apply.

**2-7.5.2.2. Employee's Increase in Base Valuation.**

The employee has the right to increase the value in excess of the base valuation established by this provision and in accordance with the following.

**2-7.5.2.2.1. Transportation.**

In the event that the employee declares a value greater than the base valuation, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$5.00 times the weight.

**2-7.5.2.2.2. Storage-in-Transit.**

In the event that the employee declares a value greater than the base valuation, a Full Value Protection Service Storage Liability Charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of shipments released at full value of \$5.00 times the weight.

**2-7.5.3. INTERNATIONAL.**

**2-7.5.3.1. Transportation.**

In accordance with the HTOS Section 10, all international shipments moving under CHAMP are released at a base value of \$5.00 times the net weight of the shipment in pounds, except as otherwise noted in this RFO.

**2.7.5.3.2. Employee's Increase in Base Valuation.**

The employee has the right to increase the value in excess of the base valuation established by this provision and in accordance with the following.

**2-7.5.3.2.1. Transportation.**

In the event that the employee declares a value greater than the base valuation, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$5.00 times the weight.

**2-7.5.3.2.2. Storage-in-Transit.**

In the event that the employee declares a value greater than the base valuation, a Full Value Protection Service Storage Liability Charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of shipments released at full value of \$5.00 times the weight.

## **2-7.6. GSA Industrial Funding Fee (IFF) (formerly Shipment Charge)**

### **2-7.6.1. Amount of Charge.**

The IFF is due on the total net transportation charges billable to the government excluding fees for storage-in-transit (SIT) (to include first day of storage, each additional day of storage and pickup and delivery (drayage)). For **Domestic shipments**, the GSA IFF will be **2.50%** of the household goods net charges (includes line-haul, accessorial, packing charges, **fuel surcharges**, etc.), excluding storage-in-transit (SIT) charges, per shipment subject to the following provisions. For **International shipments**, the GSA IFF will be **1.50%** of the household goods net charges (includes line-haul, accessorial, packing charges, **fuel surcharges**, etc.), excluding storage-in-transit (SIT) charges, per shipment subject to the following provisions. **GSA's IFF will be assessed only against the household goods element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed.**

### **2-7.6.2. Cost Included in TSP's Offer.**

The cost of GSA IFF must be included in the TSP's offer.

### **2-7.6.3. First Shipment.**

The first shipment of a relocation performed pursuant to the HTOS is defined as a surface shipment of HHG effects, shipment of a POV, or UAB, all or any one of which are tendered to the TSP by the shipping Federal Agency as the first component of a shipment for a relocating employee. On a multiple element domestic or international shipment at Government expense (either all or some combination of HHG, POV, or UAB), GSA's IFF will be assessed only against the household goods element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed. If there are multiple HHG shipments, an IFF is assessed on each HHG shipment.

### **2-7.6.4. Supplemental Shipments.**

A supplemental shipment of a relocation performed pursuant to the HTOS is defined as any surface shipment, including a POV, or UAB tendered to the TSP by the shipping Federal Agency after the tender of the first component of a shipment for a relocating employee. On a multiple element domestic or international shipment at Government expense (either all or some combination of HHG, POV, or UAB), GSA's IFF will be assessed only against the household goods element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed. If there are multiple HHG shipments, an IFF is assessed on each HHG shipment.

### **2-7.6.5. Payment of Charge.**

The TSP will remit the IFF to GSA on a calendar year quarter basis in accordance with the terms of the HTOS. IFF payments remitted to GSA by approved CHAMP TSPs will be based on the number of shipments billed pursuant to CHAMP for which service was performed. **Calculation of the IFF should be rounded out two decimal points. (example: .345 rounded to .35; .322 rounded to .32)**

### **2-7.6.6. Verification of IFF.**

To ensure that the IFF is correctly applied to the calendar year quarter for which submission is received, the check or attached documentation must identify the quarter (i.e. 1stqtr00, 3rdqtr00), and the GBL/BL number or include with the IFF submission a copy of the shipment report containing such information.

### **2-7.6.7. 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.

## **2-7.7. Length of Storage-in-Transit. (HTOS 4-11.1)**

Notwithstanding any other provisions of the GRT, the TSP must provide, when required, SIT at destination for shipments handled under the HTOS. SIT is defined as the holding of a shipment or portion thereof at or in the facilities or warehouse used by the TSP for storage, pending further transportation. A shipment may be held in SIT for a period not to exceed 180 days, unless extended by mutual agreement between the RTO and the TSP, after which time, liability as TSP shall terminate, the applicable interstate or international character of the shipment or portion thereof shall cease, the warehouse shall be considered the destination of the property, the warehouseman shall be agent for the shipper, and the property shall then be subject to the rules, regulations, and charges of the warehouseman.

## **2-7.8. Unpacking and Debris Removal - RESERVED.**

## **2-7.9. Excessive Distance Carry.**

Notwithstanding any other provisions of the Item 160 of the GRT, any reference to a distance of less than 100 feet will be construed as 100 feet.

## **2-7.10. Delivery Out of Storage-in-Transit.**

Charges for pickup or delivery out of storage as provided in **Item 210** of the GRT, will apply depending upon the location of the warehouse when the point of original pickup or delivery and warehouse are both located within the same municipality or within a distance of 50 miles or less. Any references to a distance of 30 miles will be construed as a distance of 50 miles.

## **2-7.11. Crating Services.**

Regardless of possible use of a third party service for crating, crating services will be quoted, billed and paid as provided in the GRT. In the event that a third party is used to provide crating services and the charges are in excess of those provided in the GRT, the RTO has the authority to waive and negotiate the excess crating charges in whole or in part, based on the circumstances of the use of third party services.

## **2-7.12. Weight Variance.**

In the event the actual shipment weight is greater than 115% of the premove survey weight, the TSP must notify the RTO or its designated representative prior to billing the Federal Agency of the original weighing and be prepared to justify the difference. In the event the TSP fails to notify the RTO or third party representative, the TSP stipulates that the agreed weight of the shipment will be 115% of the premove survey weight. In the event the TSP fails to adequately justify the difference between the actual and premove survey weights, the TSP stipulates that the agreed weight of the shipment will be 115% of the premove survey weight. The agreed weight shall take precedence over the actual weight for the assessment of transportation, accessorial, and storage-in-transit charges when based on weight. The RTO has the authority to waive this provision.

### **2.7.12.1. Verification of Weight Variance.**

In order to apply the weight variance rule, it is recommended that a copy of the premove survey be included with the billing voucher and other documents.

## **2-7.13. Exceptions to Item 118 of GRT**

The provisions of Item 118 of the GRT, Attempted Delivery to Residence from SIT, will not apply:

- 1) When the delivery is attempted after 5 PM or before 8 AM unless previously agreed to or requested by the shipper; or
- 2) When the delivery is attempted between the hours of 8 AM and 5 PM but at a time other than that previously requested or agreed to by the shipper; or
- 3) If delivery is not attempted or shipper is not otherwise contacted, within 90 minutes of the prearranged and agreed to delivery time.

## **2-7.14. Shipments of Unaccompanied Air Baggage**

All unaccompanied air baggage shipments will be packed in Tri-wall containers measuring no more than 15 cube. All TSPs must have written approval from the BL certifying officer authorizing any exceptions to the Tri-wall measurements. TSPs who are invoicing for charges other than by gross weight must show the container cube and number of containers on the invoice before a prepayment audit is approved. **Where gross weight exceeds volume weight, TSP must charge for gross weight.**

## **2-7.15. Reweighing of Shipments Which Exceed 18,000 Pounds**

Prior to the commencement of the unloading of a shipment weighed at origin which exceeds the 18,000 pound maximum weight allowance, the TSP shall reweigh the shipment at destination. This reweigh must take place at a supervised scale and be conducted by an authorized weigh master. The charges to the Federal agency shall be based on the lower of the two weights and copies of both sets of weight tickets shall be provided to the Federal agency prior to submitting the invoice for payment.

## **2-7.16. 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.

## **2-8. Claim Settlement Penalty.**

In the event that the TSP fails to settle a claim within 30 days after receipt due to TSP's failure, the TSP will pay a \$25.00 per day penalty to the Federal agency. The total penalty shall not exceed \$250.00. The RTO has the authority to waive the penalty in whole or in part based on circumstances of the delay.

## **2-9. Exception Status.**

The following provision applies; accepted offers may be placed in an exception status and rates will be withdrawn from GSA Cost Comparison data base upon failure to meet HTOS requirements, pending temporary non-use, suspension and/or debarment. In those instances where shipment takes place after effective date of exception status, the TSP's offer(s) as indicated on this tender will apply and remain in effect until terminated as provided by RFO.

## **2-10. Extension of Offer by the Government.**

The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with the RFO for up to ninety (90) calendar days.

## **2-11. Rights Reserved.**

## **2-12. Termination.**

The following provisions apply in lieu of Item 20e, Optional Form 280.

- (a) Accepted offers may be terminated and the TSP placed in a temporary non-use status by the Government immediately upon determination that a TSP has failed to satisfactorily respond to a show cause notice;
- (b) Accepted offers may be terminated by the Government immediately upon the debarment or suspension of the TSP in accordance with 41 CFR 101-40.4;
- (c) Except as provided in (a) and (b) above, accepted offers may be terminated at any time by either party hereto upon sixty (60) days notice in writing to the other. Termination under this clause shall not affect, or relieve any part of, any obligation or liability that may have accrued prior to such termination; and,
- (d) Upon termination of the offer under (a), (b), or (c) above, or as provided in the HTOS, the TSP shall be paid any sum due the TSP for services performed under this offer to the date of such termination, and in the event of partial termination shall be paid in accordance with the terms of this offer for any services furnished under the portion of the offer that is not terminated; provided, however, any such payments shall be without prejudice to any claim which the Government may have against the TSP under the provisions of the HTOS or otherwise and the Government shall have the right to offset any such claims against such payment.

A copy of the OF280 is available by contacting the PMO (RFO Section 1-6).

## **2-13. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT.**

The Government, by written notice, may terminate all or part of the rate offer(s) accepted in accordance with the RFO, in whole or in part, when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be liable only for payment for services rendered before the effective date of the termination.

## **2-14. Item 21, Optional Form 280.**

By submission of a rate offer to the GSA in accordance with this request, the submitting firm agrees to and/or meets the terms and conditions of the Uniform Tender of Rates and/or Charges for Transportation Services, Optional Form 280, except as provided in RFO [Section 2-12](#). In addition to the provisions of Item 21, Optional Form 280, the following provision applies: (5) on commercial bills of lading endorsed with the following legend, "Transportation under this tender is for the (name of specific agency) and the actual total

transportation charges paid to the TSP(s) by the shipper will be reimbursed by the Government. This may be confirmed by contacting the agency at\_\_\_\_\_.

## SECTION 3 NON-ALTERNATING - SPECIAL AGENCY PROVISIONS

### 3-1. General.

TSPs may file non-alternating, agency specific offers as identified below. Non-alternating offers will apply specifically to those Federal agencies/locations identified below and will not alternate with any other accepted offer. By submission of a rate offer under this RFO [Section 3](#), the submitting TSP agrees to the following terms and conditions applicable to a specific agency. The offer is also subject to the provisions as set out in this RFO and the provisions of the HTOS, supplements thereto and reissues thereof (RFO [Section 2-4](#)).

### 3-2 Department Of Veterans Affairs (VA) – Domestic (DVADC)

TSPs submitting offers in accordance with RFO [Section 3-2](#), may file offers applicable between the points specified in RFO [Section 5-2](#) and identified as Agency Specific Codes in RFO [Section 5-1](#).

#### 3-2.1. Released Valuation.

In lieu of released value as provided for in Item 190-1 of the GRT, supplements thereto and reissues thereof, all domestic VA shipments shall be released at \$6.50 with a maximum TSP liability of \$117,000.00 applicable to both shipments in transit and SIT. Except as noted otherwise, the remaining provisions of Item 190-1 will apply. There will be no additional cost to the VA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

#### 3-2.2. Excess Released Value.

##### 3-2.2.1. Transportation.

In the event the employee declares a value greater than the base valuation of \$6.50 for domestic shipments, times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of domestic shipments released value of \$6.50 times the weight or \$117,000.00 whichever is less.

##### 3-2.2.2. Storage-In-Transit.

In the event that the employee declares a value greater than \$6.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation in excess of \$6.50 per pound released value or \$117,000.00 whichever is less.

#### 3-2.3. Weight Variance.

In lieu of the weight variance of 115% as provided for in [Section 2-7.12](#) of this RFO, all VA domestic shipments shall be subject to a 110% weight variance.

#### 3-2.4. Rate Basis.

By submission of a rate offer under RFO [Section 3-2](#), the TSP must have the ability to self-pack, load, and haul **85 percent or greater** of VA interstate (including Alaska) and intrastate shipments. This is defined as a TSP who can contain a movement of property within its own operational capabilities without recourse to another TSP.

#### 3-2.5. Volume.

The VA is estimating that the volume of domestic shipments under this RFO is 1,150 shipments.

### **3-3 Department Of Veterans Affairs (VA) – International (DVADC)**

TSPs submitting offers in accordance with RFO Section 3-3, may file offers applicable between the points specified in RFO Section 5-2 and 5-3 and identified as Agency Specific Codes in RFO Section 5-1.

#### **3-3.1. Released Valuation.**

In lieu of the TSP liability at \$5.00 as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, all international VA shipments shall be released at \$8.50 with a maximum TSP liability of \$153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the VA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

#### **3-3.2. Excess Released Value.**

##### **3-3.2.1. Transportation.**

In the event the employee declares a value greater than the base valuation of \$8.50 for international shipments, times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of international shipments released value of \$8.50 times the weight or \$153,000 whichever is less.

##### **3-3.2.2. Storage-in-Transit.**

In the event that the employee declares a value greater than \$8.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation in excess of \$8.50 per pound released value or \$153,000.00 whichever is less.

#### **3-3.3. Weight Variance.**

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all VA international shipments shall be subject to a 110% weight variance.

#### **3-3.4. Volume.**

The VA is estimating that the volume of international shipments under this RFO is 40 shipments.

## **3-4. Department of State (DOS) – International (DOSDC)**

### **3-4.1. General.**

TSPs submitting offers in accordance with RFO [Section 3-4](#), may file offers applicable between the points specified in RFO [Section 5-2 and 5-3](#) and identified as Agency Specific Codes in RFO [Section 5-1](#). 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.

#### **3-4.1.1. Shipment Tracking**

All TSPs offering rates for international DOS shipments must have a secure Internet website where travelers can track the status of their personal effects. Access must be password controlled and available only to traveler and/or it's agency.

#### **3-4.1.2. Shipment Reporting**

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: [TTMContracts@state.gov](mailto:TTMContracts@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. . Our agency reserves the right to discontinue tendering any services if the TSP does not reports under these provisions.

In addition to shipping detail reports on each individual shipment the TSP must provide a Status Tracking report weekly to [TTMContracts@state.gov](mailto:TTMContracts@state.gov). To obtain an electronic copy of this report please contact the DOS Tender Administrator.

#### **3-4.1.3. Weight Variance.**

In lieu of the weight variance of 115% as provided for in [Section 2-7.12](#) of this RFO, all [DOSDC](#) international shipments shall be subject to a 110% weight variance.

#### **3-4.1.4. Staffing Requirement**

All TSPs must use trained personnel qualified in their assigned duties in packing and handling of personal property. TSPs personnel must include at least one employee that is fluent in English at origin and destination services. TSP personnel must also be fluent in language of foreign country.

#### **3-4.1.5. Packed By Owner**

TSPs must ensure that packing lists do not include any items listed as “packed by owner (PBO)” or “contents unknown.” Such descriptions are an immediate flag for close attention by Customs and Transportation Security Agency Officials, who could place shipments on hold pending search, which will severely delay delivery. If company encounters a PBO they must open the

#### **3-4.1.6. Shipment of Boats/Kayaks/Canoes**

DOS will not authorize the shipment of boats/kayaks/canoes. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP must refuse the shipment of boats/kayaks/canoes. Acceptance of boats/kayaks/canoes renders the TSP solely responsible for all handling costs.

#### **3-4.1.7. Billing through Department of State**

##### **3-4.1.7.1. PowerTrack Participation**

TSPs submitting international offers under RFO [Section 3-4](#) must participate with PowerTrack. Questions regarding PowerTrack usage/participation may be forwarded to State Dept.

##### **3-4.1.7.2. Excess weight charges.**

DOS will issue a bill of lading and any other shipping document with all charges billed directly to the agency. The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200)

##### **3-4.1.7.3 Storage in Transit charges**

Where storage and warehouse handling charges apply based on location of warehouse where storage in transit service is provided SIT rates to use are those of the destination point shown again on the GBL rather than the actual point of storage.

### 3-4.2. Household Goods

The percentage (%) cited in the submitting TSP's offer for the surface HHG represents a single-factor rate based on the Base-Line Rates specified in Section 2-7.2.2.6 per 100 pounds net weight including full replacement value TSP liability as defined in HTOS, Section 10 and RFO Section 3-4.6. The application of rates from/to the international point for the surface HHG shipment shall be based on the net weight of the shipment in pounds. Minimum weight is 1,000 pounds.

#### 3-4.2.1. Services included in rate

1. Packing, including use of packing containers and materials from origin to destination, and unpacking. Shipping containers and packing materials furnished by the TSP will remain the property of the TSP. **All liftvans must be of new wood and in compliance with the ISPM#15 Standard.**
2. Servicing of appliances, except third party service.
3. All land, water, and air transportation, **EXCEPT:**  
Services that DOS will not authorize are listed below:
  - Additional land transportation charges for shipments picked up or delivered from or to storage-in-transit;
  - **UAB surcharges (excluding Fuel)**
  - Port congestion surcharges, and/or war risk surcharges (also known as security surcharges) for areas not affected by war.
  - War and security surcharges
4. Export and import documentation services involving customs clearances.
5. Removal and placement of each article in the residence/warehouse or other building.
6. **Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge** (except Item 5 in Section 3-4.2.2.)
7. Ferry, tunnel and bridge charges/tolls.
8. Bunker Fuel Charges

#### 3-4.2.2. Services excluded from rate

1. Storage, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable custom documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, Section 17 when performed by TSP. When such services are performed by a third party, billing will be at the actual cost charged to the TSP, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications.
2. Any Government or public authority ordered charges for inspection, disinfestation, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP.
3. Servicing of articles requiring services of third parties.
4. When an article cannot be picked up or delivered from a residence by the conventional method (doorways, stairs, elevator to floor) or the structural nature of the residence must be changed to accommodate a pickup or delivery (removal of windows, doors, etc), the TSP, upon approval by the RTO will be authorized third party service. This exception is directed at the pickups and deliveries from high rise apartment buildings and is not intended to be used for minor hoisting and lowering, such as 1<sup>st</sup> floor balconies in apartments and single family dwellings.
5. Shipments picked up or delivered to a mini warehouse, which involve a carry in excess of 100 feet between the TSP vehicle and the outside entrance door of the actual storage area, the RTO may authorize an excessive distance carry charge as defined in the HTOS, Section 17.

**3-4.3. Transit Times on International Shipments.**

In lieu of the transit times identified in Section 12 of the HTOS, the following criteria shall be used for determining international required delivery dates (RDD) on DOS shipments to and from the United States and foreign countries:

Country	RDD	Country	RDD	Country	RDD
AFGHANISTAN	60	GAMBIA	60	NIGER	60
ALBANIA	56	GEORGIA	56	NIGERIA	51
ALGERIA	50	GERMANY	49	NORWAY	55
AMERICAN SAMOA	50	GHANA	51	OMAN	52
ANGOLA	51	GREECE	56	PAKISTAN	64
ANTIGUA AND BARBUDA	45	GRENADA	56	PALAU	60
ARGENTINA	52	GUAM	56	PANAMA	48
ARMENIA	51	GUATEMALA	48	PAPUA NEW GUINEA	63
AUSTRALIA	65	GUINEA	51	PARAGUAY	52
AUSTRIA	49	GUYANA	51	PERU	51
AZERBAIJAN	56	HAITI	45	PHILIPPINES	67
BAHAMAS	45	HONDURAS	48	POLAND	49
BAHRAIN	49	HONG KONG	54	PORTUGAL	50
BANGLADESH	67	HUNGARY	46	QATAR	49
BARBADOS	45	ICELAND	52	ROMANIA	56
BELGIUM	46	INDIA	64	RUSSIAN FEDERATION	49
BELIZE	58	INDONESIA	63	RWANDA	60
BENIN	60	IRAN	60	SAO TOME AND PRINCIPE	60
BERMUDA	45	IRAQ	60	SAUDI ARABIA	51
BOLIVIA	54	IRELAND	57	SENEGAL	51
BOSNIA AND HERZEGOVINA	54	ISRAEL	51	SERBIA AND MONTENEGRO	60
BOTSWANA	51	ITALY	46	SEYCHELLES	60
BRAZIL	50	JAMAICA	45	SIERRA LEONE	51
BRUNEI DARUSSALAM	67	JAPAN	53	SINGAPORE	61
BULGARIA	56	JORDAN	51	SLOVENIA	49

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BURKINA FASO	51	KAZAKHSTAN	66	SOLOMON ISLANDS	60
BURMA	67	KENYA	51	SOMALIA	60
BURUNDI	51	KIRIBATI	65	SOUTH AFRICA	51
CAMBODIA	63	KOREA	57	SPAIN	49
CAMEROON	51	KUWAIT	49	SRI LANKA	64
CAPE VERDE	60	KYRGYZSTAN	60	SUDAN	50
CENTRAL AFRICAN REPUBLIC	51	LAO PEOPLE'S DEMOCRATIC REP	63	SURINAME	51
CHAD	50	LATVIA	56	SWAZILAND	60
CHILE	52	LEBANON	51	SWEDEN	55
CHINA	67	LESOTHO	60	SWITZERLAND	52
COLOMBIA	70	LIBERIA	60	SYRIAN ARAB REPUBLIC	51
COMOROS	60	LIBYA	60	TAIWAN	54
CONGO	60	LITHUANIA	66	TAJIKISTAN	60
COOK ISLANDS	60	LUXEMBOURG	46	TANZANIA	51
COSTA RICA	46	MACEDONIA	60	THAILAND	63
COTE D'IVOIRE	60	MADAGASCAR	60	TOGO	60
CROATIA	46	MALAWI	51	TRINIDAD AND TOBAGO	51
CUBA	45	MALAYSIA	61	TUNISIA	46
CYPRUS	66	MALI	51	TURKEY	66
CZECH REPUBLIC	59	MALTA	46	TURKMENISTAN	60
DENMARK	55	MARTINIQUE	60	UGANDA	50
DJIBOUTI	51	MAURITANIA	51	UKRAINE	66
DOMINICAN REPUBLIC	45	MAURITIUS	60	UNITED ARAB EMIRATES	52
EAST TIMOR	60	MEXICO	48	UNITED KINGDOM	57
ECUADOR	51	MICRONESIA	46	URUGUAY	53
EGYPT	50	MOLDOVA, REPUBLIC OF	60	UZBEKISTAN	60
EL SALVADOR	48	MONGOLIA	60	VANUATU	60

EQUATORIAL GUINEA	60	MOZAMBIQUE	60	VENEZUELA	51
ERITREA	60	MOROCCO	49	VIET NAM	63
ESTONIA	55	MYANMAR	67	YEMEN	51
ETHIOPIA	51	NAMIBIA	51	YUGOSLAVIA	60
FIJI	63	NEPAL	67	ZAIRE	51
FINLAND	55	NETHERLANDS	46	ZAMBIA	51
FRANCE	46	NEW ZEALAND	64	ZIMBABWE	51
GABON	51	NICARAGUA	46		

Required delivery dates for shipments going between international locations are limited to 60 days. This RDD will be adjusted as historical data becomes available to validate and adjustment.

#### 3-4.3.1 Calculating Transit Times

Transit times will be calculated from the last day of pick up until the shipment is available for deliver. Transit time will not include the time between the request for permission from post to forward shipment and the response to send shipment. Request to forward shipment to post must be made within three business days after pack out is completed.

Shipments that are going to miss the RDD must have a Missed RDD form sent into the GBL Issuing office and [TTMContracts@state.gov](mailto:TTMContracts@state.gov). Contact the DOS Tender Administrator for a copy of the Missed RDD Form.

#### 3-4.4. Application of International Rates for Specific Cities within China

TSPs submitting offers in accordance with [RFO Section 3-4](#), may file offers applicable to and from specific points within the country of China, as identified below. City codes are identified in [RFO Section 5-3](#).

Beijing	Chengdu	Guangzhou
Shanghai	Shenyang	

#### 3-4.5. Released Valuation –International.

##### 3-4.5.1. Transportation.

In lieu of the TSP liability at \$5.00 as provided for in the [RFO Sections 2-7.5.2 and 2-7.5.3](#), the TSP must offer surface shipments being released at a base value of **\$8.50** times the net weight of the shipment in pounds. All other provisions of Section 10 of the HTOS and this RFO will apply. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

##### 3-4.6. Excess Released Value.

##### 3-4.6.1. Transportation.

In the event the employee declares a value greater than the base valuation of **\$8.50** times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of **\$8.50** times the weight.

##### 3-4.6.2. Storage-in-Transit.

In the event that the employee declares a value greater than **\$8.50** times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation in excess of **\$8.50** per pound released.

### **3-4.7. Claims Report**

At the end of each tender cycle the TSP is required to submit a Claims report showing all claims paid during that tender period on all DOS shipments. Contact the DOS Tender Administrator to receive an electronic copy of this report.

### **3-4.8. International Volume.**

The DOS is estimating that the volume of shipments under this RFO is 3,000 shipments.

### **3-4.9 Application of Rate Offers.**

- I The first 30 Days of SIT are inclusive of the filed rates.
- II All rate offers solicited for the DOS must incorporate the following accessorial services:
  - ATC Charges
  - All long carry charges at origin
  - All long carry charges at destination
  - All stair carries
  - One-time elevator charge
  - All charges associated with heavy or bulky items, to include piano/organ.
  - All charges for shuttle service
  - Crating up to \$250 (any amount above this must be approved by DOS)
  - All uncrating
  - Extra labor and all charges associated with Mini-storage.

## **3-5. Department of State (DOS) – Domestic (DOSDD)**

### **3-5.1. General.**

TSPs submitting offers in accordance with RFO Section 3-4, may file offers applicable between the points specified in RFO Section 5-2 and identified as Agency Specific Codes in RFO Section 5-1.

### **3-5.2. Released Valuation – Domestic.**

In lieu of the TSP liability at \$5.00 as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, the TSP must offer shipments being released at a base value of \$6.50 times the net weight of the shipment in pounds. All other provisions of Section 10 of the HTOS and this RFO will apply. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

### **3-5.3. Excess Released Value.**

#### **3-5.3.1. Transportation.**

In the event the employee declares a value greater than the base valuation of \$6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$6.50 times the weight.

#### **3-5.3.2. Storage-in-Transit.**

In the event that the employee declares a value greater than \$6.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation in excess of \$6.50 per pound released.

### **3-5.4 Application of Rate Offers.**

All domestic rate offers solicited for the DOS must incorporate the following accessorial services:

- ATC Charges
- All long carry charges at origin
- All long carry charges at destination
- All stair carries
- One-time elevator charge
- All charges associated with heavy or bulky items, to include piano/organ.
- All charges for shuttle service
- Crating up to \$250 (any amount above this must be approved by DOS)
- All uncrating

- Extra labor and all charges associated with Mini-storage.
- All Surcharges or Security fees associated with ocean portion of Alaska Moves

### **3-5.5. Shipment of Boats/Kayaks/Canoes – Domestic**

DOS will not authorize the shipment of boats/kayaks/canoes. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP must refuse the shipment of boats/kayaks/canoes. Acceptance of boats/kayaks/canoes renders the TSP solely responsible for all handling costs.

### **3-5.6. Billing through Department of State**

#### **3-5.6.1 PowerTrack Participation**

TSPs submitting offers under RFO Section 3-5 must participate with PowerTrack. Questions regarding PowerTrack usage/participation may be forwarded to State Dept.

#### **3-5.6.2 Excess weight charges.**

DOS will issue a bill of lading and any other shipping document with all charges billed directly to the agency. The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200)

### **3-5.7. Domestic Volume.**

The DOS is estimating that the volume of shipments under this RFO is 1,000 shipments.

### **3-5.8. Storage In Transit (SIT)**

Service providers are required by the DOS to bill all SIT charges based on the destination listed on the GBL, not the actual SIT location. DOS is instructing the carrier that any shipment placed in SIT outside the 50-mile radius will be considered SIT at carriers convenience (HTOS 7-4.4.2). Under the HTOS, carriers are required to place shipments within a 50-mile radius of the destination unless the issuing office authorized in writing SIT over 50-miles from the destination shown on the GBL.

### **3-5.9 Weight Variance**

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all DOSDD international shipments shall be subject to a 110% weight variance.

## **3-6. Department of State (DOS) – International (DOSBG)**

### **3-6.1. General.**

The Dept of State is soliciting warehouse to door rates through the ITGBL program for household goods and privately owned vehicles. UAB is excluded. TSPs submitting offers in accordance with RFO Section 3-6, may file offers applicable between the origin location of the ELSO warehouse, located in Antwerp, Belgium (DOSBG) and applicable CONUS locations specified in this RFO Section 5-2, and identified as Agency Specific Codes in RFO Section 5-1. TSPs filing rates for international country to CONUS moves must be an approved TSP in CHAMP-I and must have received approval through GSA for the countries as part of the TSPs approved scope of operations. 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.

#### **3-6.1.1. Shipment Tracking**

Reserved for future use.

#### **3-6.1.2. Shipment Reporting**

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: [despatch\\_agency\\_elso@state.gov](mailto:despatch_agency_elso@state.gov), [ALMArchive@state.gov](mailto:ALMArchive@state.gov) and [ttncontracts@state.gov](mailto:ttncontracts@state.gov).

In addition to shipping detail reports on each individual shipment the TSP must provide a Status Tracking report weekly to: [ttncontracts@state.gov](mailto:ttncontracts@state.gov). To obtain an electronic copy of this report please contact the DOS Tender Administrator. Our agency reserves the right to discontinue tendering any services if the TSP does not reports under these provisions.

#### **3-6.1.3. Staffing Requirement**

All TSPs must use trained personnel qualified in unpacking of personal property. TSPs personnel must include at least one employee that is fluent in English at destination services.

#### **3-6.1.4. Packing/Unpacking Requirements**

Shipments originating from the warehouse in Antwerp, Belgium location have been previously packed, crated and inventoried. Therefore, no additional packing requirements are required for TSPs. If an item requires repacking or recrating, the TSP must contact the Dept. of State representative to obtain approval. Justification and requests must be made in writing to the Dept of State. It will be at the agency's discretion to allow repacking or recrating.

#### **3-6.1.5. Packing List / Inventory**

The warehouse in Antwerp, Belgium will provide a packing list identifying the shipment contents to the TSP. If a shipment does not contain a packing list, the TSP should contact the Dept. of State representative to obtain proper paperwork to clear customs.

#### **3-6.1.6. Loading Requirements**

TSPs will be responsible for the through movement of the shipment from its origin warehouse location to destination.

#### **3-6.1.7. Billing through Department of State**

All billing for these services must be submitted to the Dispatch Agency ELSO in accordance with the billing address listed on the GBL. Questions and inquiries concerning billing may be addressed to [despatch\\_agency\\_elso@state.gov](mailto:despatch_agency_elso@state.gov).

### **3-6.2. Household Goods**

The percentage (%) cited in the submitting TSP's offer for the surface HHG represents a single-factor rate based on the Base-Line Rates specified in Section 2-7.2.2.6 per 100 pounds net weight. The application of rates from/to the international point for the surface HHG shipment shall be based on the net weight of the shipment in pounds. Minimum weight is 1,000 pounds.

#### **3-6.2.1. Services included in rate**

1. Unpacking. Shipping containers, crates, and packing materials furnished by the warehouse will remain the property of the TSP. All liftvans must be in compliance with the ISPM#15 Standard.

2. All land, water, and air transportation, **EXCEPT:**

Services that DOS will not authorize are listed below:

- Additional land transportation charges;
- Port congestion surcharges, and/or war risk surcharges (also known as security surcharges) for areas not affected by war.
- War and security surcharges

3. Export and import documentation services involving customs clearances.

4. Removal and placement of each article in the residence/warehouse or other building.

5. Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge (except Item 5 in Section 3-4.2.2.)

6. Ferry, tunnel and bridge charges/tolls.

7. Bunker Fuel Charges

**3-6.3 Application of Rate Offers.**

All rate offers solicited for the DOS must incorporate the following accessorial services:

- All long carry charges at destination
- All stair carries
- One-time elevator charge
- All charges associated with heavy or bulky items, to include piano/organ.
- All charges for shuttle service
- All uncrating
- Extra labor
- All charges associated with Mini-storage. (except Item 5 in Section 3-4.2.2.)

**3-6.3.1. Services excluded from rate**

1. Storage, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable custom documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, Section 17 when performed by TSP. When such services are performed by a third party, billing will be at the actual cost charged to the TSP, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications.
2. Any Government or public authority ordered charges for inspection, disinfestation, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP.
3. Servicing of articles requiring services of third parties.
4. When an article cannot be delivered to a residence by the conventional method (doorways, stairs, elevator to floor) or the structural nature of the residence must be changed to accommodate a delivery (removal of windows, doors, etc), the TSP, upon approval by the RTO will be authorized third party service. This exception is directed at the deliveries from high rise apartment buildings and is not intended to be used for minor hoisting and lowering, such as 1<sup>st</sup> floor balconies in apartments and single family dwellings.
5. Shipments delivered to a mini warehouse, which involve a carry in excess of 100 feet between the TSP vehicle and the outside entrance door of the actual storage area, the RTO may authorize an excessive distance carry charge as defined in the HTOS, Section 17.

#### **3-6.4. Transit Times.**

In lieu of the transit times identified in Section 12 of the HTOS, shipments handled under this RFO Section 3-6 shall adhere to the transit times of 45 days between the warehouse in Antwerp, Belgium and CONUS destinations. Dept. of State may waive the transit time and penalty at their discretion.

Shipments that are going to miss the RDD must have a Missed RDD form sent into the GBL Issuing office and [tmcontracts@state.gov](mailto:tmcontracts@state.gov). Contact the DOS Tender Administrator for a copy of the Missed RDD Form.

#### **3-6.5. Released Valuation.**

##### **3-6.5.1. Transportation.**

In lieu of the TSP liability as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, the TSP must offer surface shipments being released at a maximum value of \$500. Under the provisions of this tender of service, the TSP is to settle any small claims related to the Household Goods or POV shipment in the amount of \$500.00 US dollars or less. Any claims exceeding that amount can be referred to DOS for processing under the Military and Civilian Claim Act of 1964 as amended. All other provisions of Section 10 of the HTOS and this RFO will apply.

##### **3-6.5.2. Missing Items.**

Missing items will be handled in accordance with the provisions of HTOS Section 10, with the direction of the Dept. of State.

#### **3-6.6. Claims Report**

At the end of each tender cycle the TSP is required to submit a Claims report showing all claims paid during that tender period on all DOS shipments. Contact the DOS Tender Administrator to receive an electronic copy of this report.

#### **3-6.7. International Volume.**

The DOS is estimating that the volume of shipments under this RFO is 2,000 shipments.

## SECTION 4 EVALUATION AND ACCEPTANCE

### 4-1. Evaluation.

#### 4-1.1. General.

Evaluation of a TSP's offer for transportation services will be based on the combination of the TSP's service performance and its offered charges. That combination will take the form of a Value Index (VI) as explained below.

#### 4-1.2. Performance Evaluation.

**4-1.2.1. DOMESTIC.** For the **2007-2008 Filing Cycle**, evaluation of the TSP's service performance will be based on data collected from Traffic Managers for a twelve (12) month period and a Customer Satisfaction Index (CSI) measuring each individual TSP's performance against the average level of performance will be assigned. In those instances when there was no data furnished, the TSP will be considered "Unindexed" and its performance will not be a factor in the evaluation.

**4-1.2.2. INTERNATIONAL.** For the **2007-2008 Filing Cycle**, evaluation of the TSP's service performance will be based on data collected from Traffic Managers for a twelve (12) month period and a Customer Satisfaction Index (CSI) measuring each individual TSP's performance against the average level of performance will be assigned. In those instances when there was no data furnished, the TSP will be considered "Unindexed" and its performance will not be a factor in the evaluation.

#### 4-1.3. Value Index (VI).

**4-1.3.1. Computation.** A TSP's VI is computed at the time **each** cost comparison is run. The computation uses the following steps:

- (1) A base total charges is computed for the cost comparison by adding together
  - Total Transportation Charges (line-haul, packing, and accessorial);
  - SIT Charges for 30 days (pickup/delivery & storage);
  - The greatest vehicle price offered by all TSPs for that cost comparison, if applicable; and
  - The UAB Charge, if applicable (average of the weight breaks found in the base-line rate table in RFO **Section 2-7**).

This base total is absent any discounts or percentages.

- (2) The average charge by all TSPs on that route is calculated.
- (3) The average discount is calculated by subtracting the average charge from the base total charges (#1 and #2 above)
- (4) The charge for each individual TSP is calculated based on its offered discounts/percentages/rates.
- (5) Each individual TSP's discount is calculated by using the absolute value (abs) of the amount determined by subtracting the TSP's charge from the base total charges (abs (#1 and #4 above))
- (6) The Discount Index (DI) for each TSP is computed by dividing each TSP's discount by the average discount and multiplying the result by 100 (#5/#2, above)\*100).
- (7) The VI for each TSP is finally computed by summing 70% of the TSP's Customer Satisfaction Index (CSI) with 30% of the DI ((.7\*CSI)+(.3\*#6, above)).

*Example 1.* If a TSP's CSI is 105.37 and its DI is 91.55, its VI = 101.22

$$((105.37*.70) + (91.55*.30)).$$

*Example 2.* If a TSP has no CSI and its DI is 137.96, its VI = 41.39

$$((0*.70) + (137.96 * .30)).$$

## **4-2. Acceptance.**

### **4-2.1. Domestic.**

Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use based on the VI as computed in RFO [Section 4-1.3](#), and in accordance with provisions of RFO Section 4-3.

### **4-2.2. Agency Specific.**

Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use based on the VI, and in accordance with provisions of RFO Section 4-3.

### **4-2.3. International.**

Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use based on the VI as computed in RFO [Section 4-1.3](#), and in accordance with the provisions of RFO [Section 4-3](#).

## **4-3. Cost Comparison Listing.**

### **4-3.1. Definitions.**

**4-3.1.1. New TSP.** New TSP as used in this provision means a TSP approved to participate in the GSA's CHAMP after [February 1, 2007](#).

**4-3.1.2. Indexed TSP.** Indexed TSP as used in this provision means any TSP, except a new TSP, for which GSA can calculate a CSI.

**4-3.1.3. Unindexed TSP.** Unindexed TSP as used in this provision means any TSP, except a new TSP, for which GSA cannot calculate a CSI for this Filing Cycle.

**4-3.1.4. Filing Cycle.** Filing Cycle as used in this provision means the [period January 1, 2008 through October 31, 2008](#), unless such period is changed by the PMO in [Kansas City, Missouri](#).

### **4-3.2. TSP Categories.**

**4-3.2.1. Category 1.** All new TSPs will be listed on the cost comparison in cost ascending order.

**4-3.2.2. Category 2.** Category 2 TSPs are those with VI of 100.0 or greater. All TSPs with a VI equal to or greater than 100.0 as computed in accordance with RFO [Section 4-1.3](#) will be listed in VI descending order. TSPs with a VI less than 100.0 will be listed in no order and be identified as Category 3 TSPs.

**4-3.2.2.1. Category 3.** Category 3 are all TSPs with a VI of 99.99 or less and all unindexed TSPs. These TSPs will be randomly selected and randomly sorted on each cost comparison requested by a Federal Agency.

**SECTION 5  
 FILING CODES AND ABBREVIATIONS**

**5-1. Agency Specific Codes.**

Listed below are the Federal civilian agencies/locations for which GSA is requesting offers for agency specific. The following codes will be used when completing electronic rate transmission record requirements that apply to a specific agency as specified in RFO [Section 6](#).

<b>Federal Agency Name</b>	<b>Location</b>	<b>Code</b>	<b>Application</b>	<b>Type</b>
Federal Bureau of Prisons Relocation Service	Washington, DC	FBPDC	Domestic & International	Alternating
Federal Aviation Agency	Washington, DC	FAAIN	International <b>(Excluding</b> off-shore points of Hawaii, Puerto Rico, Guam, & Virgin Islands)	Alternating
Federal Aviation Agency	Oklahoma City, OK	FAADC	Domestic <b>(Including</b> off- shore points of Hawaii, Puerto Rico, Guam, & Virgin Islands)	Alternating
Drug Enforcement Agency	Washington, DC	DEADC	Domestic & International	Alternating
Department of State - (refer to <a href="#">Section 3-4</a> )	Washington, DC	DOSDC	International	Non- Alternating
Department of State - (refer to <a href="#">Section 3-5</a> )	Washington, DC	DOSDD	Domestic	Non- Alternating
Department of Veterans Affairs - (refer to <a href="#">Section 3-2</a> )	Washington, DC	DVADC	Domestic & International	Non- Alternating
Department of State (refer to <a href="#">Section 3-6</a> )	Washington, DC	DOSBG	International, originating out of State Department warehouse in Antwerp Belgium	Non Alternating

## 5-2. Domestic Service Areas.

The following codes will be used when completing electronic rate transmission record requirements as defined in RFO [Section 6](#).

### 5-2.1. Interstate Identification Codes.

Service Area Pair Definitions	Service Area
Points in the State of California	0100
Points in the States of Washington and Oregon	0200
Points in the States of Nevada and Utah	0300
Points in the States of Idaho, Montana, North Dakota, South Dakota, and Wyoming	0400
Points in the State of Colorado	0500
Points in the States of Arizona and New Mexico	0600
Points in the States of Oklahoma and Texas	0700
Points in the States of Iowa, Kansas, Missouri, and Nebraska	0800
Points in the States of Michigan, Minnesota, and Wisconsin	0900
Points in the States of Illinois, Indiana, Kentucky, and Ohio	1000
Points in the States of Arkansas, Alabama, Louisiana Mississippi, and Tennessee	1100
Points in the State of Florida	1200
Points in the States of Georgia, North Carolina, and South Carolina	1300
Points in the States of Delaware, District of Columbia, Maryland, Virginia, and West Virginia	1400
Points in the States of Connecticut, Rhode Island, Massachusetts, New Jersey, New York, and Pennsylvania	1500
Points in the States of Maine, New Hampshire, and Vermont.	1600

Points in Alaska:	
- Anchorage, Alaska	2200
- Cordova, Alaska	2201
- Fairbanks, Alaska	2202
- Juneau, Alaska	2203
- Ketchikan, Alaska	2204
- Kodiak, Alaska	2205
- Petersburg, Alaska	2206
- Sitka, Alaska	2207
- Wrangell, Alaska	2208
Points in Canada:	
- Alberta, Canada	2300
- British Columbia, Canada	2301
- Labrador, Canada	2302
- Manitoba, Canada	2303
- New Brunswick, Canada	2304
- Newfoundland, Canada	2305
- Nova Scotia, Canada	2306
- Ontario, Canada	2307
- Prince Edward Isle, Canada	2308
- Quebec, Canada	2309
- Saskatchewan, Canada	2310
- Northwest Territory, Canada	2311
- Yukon, Canada	2312

**Note: If submitting a rate offer for an intra Alaska shipment, please use the service area pairs (2200-2208) listed above, in lieu of the intrastate identification codes in [Section 5-2.2](#).**

**5-2.2. Intrastate Identification Codes.**

State	Code
Points in Alaska:	
- Anchorage, Alaska	AN00
- Cordova, Alaska	CV00
- Fairbanks, Alaska	FB00
- Juneau, Alaska	JN00
- Ketchikan, Alaska	KN00
- Kodiak, Alaska	KD00
- Petersburg, Alaska	PB00
- Sitka, Alaska	SA00
- Wrangell, Alaska	WG00
Alabama	AL00
Arizona	AZ00
Arkansas	AR00
California	CA00
Canadian Provinces:	
- Alberta	AB00
- British Columbia	BC00
- Labrador	LB00
- Manitoba	MB00
- New Brunswick	NB00
- Newfoundland	NF00
- Northwest Territories	NT00
- Nova Scotia	NS00
- Ontario	ON00
- Prince Edward Island	PE00
- Quebec	PQ00
- Saskatchewan	SK00
- Yukon	YT00
Colorado	CO00
Connecticut	CT00
Delaware	DE00
District of Columbia	DC00
Florida	FL00
Georgia	GA00
Idaho	ID00
Illinois	IL00
Indiana	IN00
Iowa	IA00
Kansas	KS00
Kentucky	KY00
Louisiana	LA00
Maine	ME00
Maryland	MD00
Massachusetts	MA00
Michigan	MI00
Minnesota	MN00
Mississippi	MS00
Missouri	MO00

Montana	MT00
Nebraska	NE00
Nevada	NV00
New Hampshire	NH00
New Jersey	NJ00
New Mexico	NM00
New York	NY00
North Carolina	NC00
North Dakota	ND00
Ohio	OH00
Oklahoma	OK00
Oregon	OR00
Pennsylvania	PA00
Rhode Island	RI00
South Carolina	SC00
South Dakota	SD00
Tennessee	TN00
Texas	TX00
Utah	UT00
Vermont	VT00
Virginia	VA00
Washington	WA00
West Virginia	WV00
Wisconsin	WI00
Wyoming	WY00

### 5-3. International Service Areas.

#### 5-3.1. International Identification Codes.

The following codes will be used when completing electronic rate transmission record requirements as defined in RFO [Section 6](#).

##### 5-3.1.1. International Country Codes.

Country	Code
Afghanistan	111A
Albania	120A
Algeria	1250
American Samoa	060A
Angola	1410
Antigua	1490
Argentina	150A
Armenia	101A
Australia	160A
Austria	1650
Azerbaijan	112A
Azores	735A
Bahamas	1800
Bahrain	1810
Bangladesh	1820
Barbados	1840

Belarus	102B
Belgium	1900
Belize	2270
Benin	103B
Bermuda	1950
Bolivia	2050
Bosnia-Herzegovina	104B
Botswana	2100
Brazil	220A
Brunei	2320
Bulgaria	2450
Burkina Faso	9270
Burma	2500
Burundi	2520
Cambodia	2550
Cameroon	2570
Canary Islands	830C
Cape Verde	113C
Cayman Islands	2680
Central African Republic	2690
Chad	2730
Chile	2750
China (all other points)	2800
- Beijing	28BG
- Chengdu	28CU
- Guangzhou	28GU
- Shanghai	28SI
- Shenyang	28SG
Colombia	2850
The Republic of Congo	105C
Costa Rica	2950
Cote D'ivoire	106C
Croatia	4400
Cuba	3000
Cyprus	3050
Czech Republic	3100
Denmark	3150
East Timor	107D
Djibouti	3170
Dominican Republic	3200
Ecuador	3250
Egypt	9220
El Salvador	3300
England	925E
Equatorial Guinea	114E
Eritrea	108E
Estonia	115E
Ethiopia	3350
Fiji	3380
Finland	3400
France	3500
Gabon	3880

Gambia	116G
Georgia	109G
Germany	3940
Ghana	3960
Greece	4000
Grenada	117G
Guadeloupe	4070
Guam	170G
Guatemala	4150
Guinea	4170
Guinea-Bissau	119G
Guyana	4180
Haiti	4200
Hawaiian Islands of Hawaii, Kauai, Maui,. Oahu	210H
Holy See	120H
Honduras	4300
Hong Kong	4350
Hungary	4450
Iceland	4500
India	4550
Indonesia	4580
*Iraq	110I
Ireland	4700
Israel	4750
Italy	4800
Jamaica	4870
Japan	490J
Jerusalem (added as a city under Israel)	111J
Jordan	5000
Kazakhstan	5250
Kenya	5050
Korea (South)	5150
Kuwait	5200
Kyrgyzstan	121K
Laos	5300
Latvia	122L
Lebanon	5400
Lesotho	123L
Liberia	124L
Libya	112L
Lithuania	5420
Luxembourg	5700
Macedonia	125M
Madagascar	5750
Malawi	5770
Malaysia	5800
Mali	5850
Malta	5900
Marinas Island	591M
Marshall Islands	127M

Mauritania	5920
Mauritius	5930
Mexico	5950
- Ciudad Juarez, Chihuahua	59CJ
- Guadalajara, Jalisco	59GD
- Hermosillo, Sonora	59HM
- Matamoros, Tamaulipas	59MM
- Merida, Yucatan	59MR
- Mexico City, DF	59MC
- Monterrey, Nuevo Leon	59MT
- Nogales, Sonora	59NG
- Nuevo Laredo, Tamaulipas	59NL
- Tijuana, Baja California	59TJ
Micronesia	0630
Moldova	128M
Monaco	6070
Mongolia	129M
Morocco	6100
Mozambique	6150
Namibia	8210
Nepal	6250
Netherlands	6300
Netherlands Antilles	6400
New Zealand	6600
Nicaragua	6650
Niger	130N
Nigeria	6700
Northern Ireland	925I
Northern Mariana Islands	0690
Norway	6850
Okinawa	490K
Oman	6160
Pakistan	7000
Palau	131P
Panama	7100
Papua New Guinea	7120
Paraguay	7150
Peru	7200
Philippines	7250
Poland	7300
Portugal	7350
Puerto Rico (main island only)	180P
Qatar	7470
Romania	7550
Russia	8250
Rwanda	132R
Saint Lucia	7700
Saipan	069S
Sao Tome/Principe	133S
Saudi Arabia	7850
Scotland	925S
Senegal	7870

Serbia and Montenegro	113S
Sierra Leone	7900
Singapore	7950
Slovak Republic	114S
Slovenia	7890
Solomon Islands	789S
South Africa	8010
Spain	8300
Sri Lanka	2720
Sudan	8350
Suriname	8400
Swaziland	135S
Sweden	8500
Switzerland	8550
Syria	8580
Tahiti	350T
Taiwan	2810
Tajikistan	136T
Tanzania	8650
Thailand	8750
Togo	115T
Trinidad	205T
Tunisia	8900
Turkemenistan	116T
Turkey	9050
Uganda	9100
Ukraine	9280
United Arab Emirate	8880
Uruguay	9300
Uzbekistan	117U
Venezuela	9400
Vietnam	9450
Virgin Islands of St. Thomas and St. Croix	190V
Virgin Islands of St. John	200V
Western Samoa	9630
Yemen	9650
Yugoslavia	9700
Zaire	2910
Zambia	9900
Zimbabwe	8180

\*Shipments to Iraq will be considered door-to-door but actually delivered to a military location within the Green Zone.

#### **5-4. Taxpayer Identification Number (TIN).**

Under the Debt Collection Improvement Act of 1996, all TSPs are required to furnish its TIN as part of its rate offer. A TIN is defined as a business entity's Employer Identification Number (EIN). **Rate offers will not be accepted without a valid TIN on file.**

## SECTION 6 FORMAT REQUIREMENTS

### 6-1. Format Requirements.

TSPs or Rate Filing Service Providers submitting rate offers in response to this RFO, MUST submit their rate offers electronically either via the File Upload Module instructions located in Section 7 or via the filing capabilities of GSA's Transportation Management Services Solution (TMSS) system. TSPs or Rate Filing Service Providers submitting rate offers via File Upload must adhere to the following format requirements set out in RFO [Section 6-2](#) below. TSPs filing rate offers using TMSS must contact their Group Administrator for access to the rate filing module if they do not already have access within TMSS. TSPs may use the TMSS help screens for additional assistance with rate filing. TSPs have the option to modify rates globally or per traffic lane. Submissions received from TSPs or Rate Filing Service Providers not conforming to JUpload or TMSS record requirements will not be accepted by TMSS and the TSP will be notified as set out in [RFO Section 1-1.6](#).

#### Important Notes on Changes in Rate Filing Process:

1. All TSPs must obtain access to TMSS in order to keep their contact information current by updating such information online in TMSS.
2. The following record header types that were used in preceding rate filings are discontinued.
  - a. H2- TSP's Authorized Official
  - b. H3- TSP's Authorized Official Title
  - c. H4- TSP's Street Address
  - d. H5- TSP's City/State/Zip Code
  - e. H6- TSP's Telephone Number/Facsimile Number.
  - f. H7- TSP's Internet Address.
3. The fields in record types 'H2' to 'H7' are now available online in TMSS and should be updated by logging into the TMSS system to keep the information current.
4. Record type 'H1' is mandatory and all TSPs must file this record. This record now contains an additional field 'TSP's Government Representative' which was in record type 'H2' in preceding rate filings.
5. A new record replaces the earlier record type 'H2'. This is an **optional** record and should be filed only by a Rate Filing Service Provider [RFSP]. The information provided in this record will be used by TMSS for notifying any file processing related issues to the RFSP. The TSP will not receive any notifications if the rates are being filed by an RFSP.
6. **The rate record has two additional fields a) Facsimile Number and b) Email Address. The email field is mandatory and all TSPs must file this record. Fax numbers are optional, but preferred. The email address provided in the rate record will be used subsequently by TMSS for booking notification. The email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email Id should be provided in this record.**
7. For booking notifications to be sent by TMSS to the TSPs, the government will consider offering a system-to-system level information exchange between TMSS and the TSP's system, in lieu of sending a booking request via e-mail. In such cases, the communication via e-mail addresses will be optional. TSPs interested in this approach are required to contact GSA's program office ([FBL](#)) at [\(703\) 605-5618](#) and the Government will evaluate such requests for implementation.
8. When the rate file preparation is complete, it MUST be saved as an unformatted ASCII (Text Only) flat file (e.g. no tab characters, etc.) before attempting to transfer the file.

## 6-2. Header Records.

### 6-2.1. Header Record.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H1
SCAC	4	3-6	4 Digit Standard Carrier Alpha Code
Separator	1	7-7	\ [backslash]
TSP Name	45	8-52	Name of the carrier
Separator	1	53-53	\ [backslash]
Effective Date-- YYYYMMDD	8	54-61	<b>Initial Filing, New Filings:</b> must be 20080101 <b>Late Filings, Supplemental Filings:</b> 20080501
Separator	1	62-62	\ [backslash]
Taxpayer Identification Number	9	63-71	TIN/EIN assigned by the IRS to the TSP. (no dashes)
Separator	1	72-72	\ [backslash]
DUNS Number	9	73-81	Data Universal Numbering system, assigned by Dun & Bradstreet to the TSP. Do not use hyphen. Example: 123456789 If not entering a DUNS, use 9 spaces (space bar)
Separator	1	82	\ [backslash]
DUNS Extension	4	83-86	Do not use hyphen. DUNS extension cannot be completed if DUNS was not entered. Example: 1234 If not entering a DUNS extension, use 4 spaces (space bar)
Separator	1	87	\ [backslash]
TSP's Government Representative	45	88-132	Name of TSP's authorized official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

### 6-2.2. Header Information of Rate Filing Service Provider (RFSP): Optional Record, required only when RFSP is filing rates on behalf of TSP.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H2
RFSP Code	4	3-6	4 Digit Code Assigned by GSA
Separator	1	7-7	\ [backslash]
RFSP's Name	45	8-52	Name of RFSP filing on behalf of the TSP
Separator	1	53-53	\ [backslash]
RFSP's Phone Number	12	54-65	Phone number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues
Separator	1	66-66	\ [backslash]
RFSP's Fax Number	12	67-78	Fax number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues
Separator	1	79-79	\ [backslash]
RFSP's Email Address	45	80-124	Email address of Rate Filing Service Provider. This email address will be used to send the JUpload file transmission and confirmation

**6-2.3. Example.**

H1ABCD\YOUNG MOVING AND STORAGE            \20080101\132145678\12345DUNS\1234\KAnderson  
H2HHGB\RATE FILING SERVICES, INC            \888-555-1234\888-555-6789\JohnDoe@RFSI.COM

**Note:** If all positions are not utilized, spaces (use space bar) are required in the header record(s) identified in RFO Sections 6-2.1. and 6-2.2. If an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

**6-3. Rate Record**

Record Field	Maximum Positions	Positions	Contents
Tender Identifier	2	1-2	Enter "01" for <b>GDTS</b> , General Domestic Transportation Services; Enter "02" for <b>ADTS</b> , Agency Specific Domestic Transportation Services; Enter "03" for <b>GDMS</b> General Domestic Move Management Services; Enter "04" for <b>ADMS</b> Agency Specific Domestic Move Management Services; Enter "05" for <b>GITS</b> , General International Transportation Services; Enter "06" for <b>AITs</b> , Agency Specific International Transportation Services: (Use this code for off-shore shipments to/from CONUS & between off-shore points with FAADC) Enter "07" for <b>GIMS</b> , General International Move Management Services; Enter "08" for <b>AIMS</b> , Agency Specific International Move Management Services; (Use this code for off-shore shipments to/from CONUS & between off-shore points with FAADC)
Separator	1	3	Use a comma ( , )
TSP Tender Number <b>NOTE:</b> A separate Tender Number should be assigned to identify each type of Tender Identifier, above.	4	4-7	TSP assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (USE SPACE BAR).
Separator	1	8	Use a comma ( , )
Agency ID	5	9-13	<b>Domestic:</b> For Tender Identifier 01,03 - ZERO FILL. For Tender Identifier 02,04 use AGENCY CODE IN <b>SECTION 5.1</b> . <b>International:</b> For Tender Identifier 05,07 – ZERO FILL. For Tender Identifiers 06,08 use AGENCY CODE IN <b>SECTION 5.1</b> .
Separator	1	14	Use a comma ( , )
Origin	4	15-18	<b>Domestic: Interstate-</b> For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN <b>SECTION 5.2.1</b> ; <b>Intrastate-</b> For Tender Identifiers 01,02,03,04: Use SERVICE AREA

Record Field	Maximum Positions	Positions	Contents
			CODE IN <b>SECTION 5.2.2</b> (For intrastate Alaska, use SERVICE AREA CODE IN <b>SECTION 5.2.1</b> ) <b>International:</b> For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN <b>SECTION 5-2.2 and 5.3</b>
Separator	1	19	Use a comma ( , )
Destination	4	20-23	<b>Domestic:</b> <i>Interstate</i> -For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN <b>SECTION 5.2.1</b> ; <i>Intrastate</i> -For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN <b>SECTION 5.2.2</b> (For intrastate Alaska, use SERVICE AREA CODE IN <b>SECTION 5.2.1</b> ) <b>International:</b> For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN <b>SECTION 5-2.2 and 5.3</b>
Separator	1	24	Use a comma ( , )
Transportation Percentage	4	25-28	<b>Domestic including Alaska and Canada :</b> For Tender Identifiers 01,02,03,04 - Bottom Line Discount: Enter the Bottom-Line Discount being offered; for example: 0045 (45%) <b>International:</b> For Tender Identifiers 05,06,07,08- Single-Factor Rate: Enter the Single Factor Rate being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	29	Use a comma ( , )
Category 1 Vehicle	6	30-35	<b>Domestic (except Alaska):</b> price per mile; example 000050 (\$.50). <b>International (including Alaska):</b> Flat price per vehicle less than 300 cubic feet; example: 000975 (\$975); 003900 (\$3900).
Separator	1	36	Use a comma ( , )
Category 2 Vehicle	6	37-42	<b>Domestic (except Alaska):</b> price per mile; example 000050 (\$.50). <b>International (including Alaska):</b> Flat price per vehicle between 300–800 cubic feet; example: 000975 (\$975); 003900 (\$3900).
Separator	1	43	Use a comma ( , )
Category 3 Vehicle	6	44-49	<b>Domestic (except Alaska):</b> price per mile; example 000050 (\$.50). <b>International (including Alaska):</b> Flat price per vehicle over 800 cubic feet; example: 000975 (\$975); 003900 (\$3900)
Separator	1	50	Use a comma ( , )
Storage-in-Transit (SIT) Percentage	4	51-54	<b>Domestic including Alaska and Canada:</b> For Tender Identifiers 01,02,03,04 - SIT Discount: Enter the SIT discount being offered; for example: 0045 (45%) <b>International:</b> For Tender Identifiers 05,06,07,08- SIT Percentage: Enter the SIT percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	55	Use a comma ( , )

Record Field	Maximum Positions	Positions	Contents
Accessorial	4	56-59	<b>Domestic including Alaska and Canada :</b> For Tender 01,02,03,04 - Accessorial Discount: ZERO FILL; example: 0000 <b>International:</b> For Tender Identifiers 05,06,07,08: Enter the Accessorial Services percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	60	Use a comma ( , )
Unaccompanied Air Baggage (UAB)	4	61-64	<b>Domestic:</b> For Tender Identifiers 01,02,03,04 - <b>Applies to Alaska shipments only:</b> Enter the UAB percentage being offered; for example: 0045 (45%). For all points <b>except Alaska</b> ZERO FILL; example: 0000 <b>International:</b> For Tender Identifiers 05,06,07,08: Enter the UAB percentage being offered; for example: 0145 (145%); 0085 (85%). <b>FOR DOSBG: ZERO FILL: Example: 0000</b>
Separator	1	65-65	Use a comma ( , )
Phone Number <b>NOTE:</b> When using an "800" number, remember that in some areas the number is not accessible in certain locations.	12	66-77	<b>General Transportation:</b> Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application. The phrase LOCAL AGENT may be used. <b>MMS Provider:</b> Phone number <b>must be</b> a toll free number used to book shipments.
Separator	1	78-78	Use a comma ( , )
Facsimile Number	12	79-90	<b>Facsimile Number that requesting customer agency may utilize to contact TSP.</b>
Separator	1	91-91	Use a comma ( , )
Email Address	45	92-136	<b>Email address that requesting customer agency must utilize in order to book the shipment for this particular from/to rate application. This email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email Id must be provided in this record. Booking notifications will be sent to this email address.</b>

### 6-3.1. Examples.

01,1234,00000,0100,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
02,1236,DEADC,0700,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
03,1300,00000,0100,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
04,1301,FBPDC,1400,0100,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
05,1237,00000,210H,1410,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
06,1238,DOSDC,210H,925E,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
06,1238,FAADC,210H,180P,0000,000000,000000,000000,000000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
07,1302,00000,3940,210H,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
08,1303,FAAIN,210H,5150,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM  
08,1303,FAADC,210H,CA00,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM

#### TIPS:

**1. Rate Edit Criteria:** The following is a list of the rate edit criteria that GSA uses during the review and validation of carrier rate submissions to insure that the requirements as provided in this request are met.

Missing Header Record, Must provide record type H1  
Invalid record type, Must be H1  
Valid TSP's Government Representative must be provided  
Invalid Taxpayer Identification Number  
Invalid record type, Must be H2  
RFSP's Name must be provided  
Valid RFSP's Email Address must be provided  
Invalid RFSP's SCAC number  
Invalid SCAC number  
Invalid Phone Number  
Invalid Fax Number  
**Email ID is required**  
Invalid Move Management Phone Number  
Invalid Domestic Origin  
Invalid International Origin  
Invalid International Origin for FAADC  
Invalid Domestic Destination  
Invalid International Destination  
Invalid International Destination for FAADC  
Invalid International Route  
Invalid Domestic Service Pair Combination  
Invalid Agency Code  
Type 1,2,3,4 Records Rejected, No Domestic Transportation TPA on File  
Type 1,2 Records Rejected, Carrier Not Authorized For General Domestic Transportation  
Type 5,6,7,8 records Rejected. No International Bond on file.  
Type 5,6,7,8 Records Rejected, No International TPA on File  
Type 5,6,7,8 Records Rejected, Carrier Not Authorized for International Transportation  
Domestic Records that contain rates over 100%  
(40% offered discount means 60% of the rates/charges in the GRT; 100% offered discount means zero (0)% of the rates/charges in the GRT or no charge for the service)  
Records that don't contain valid rates for Domestic Non-Alaskan Routes  
Records that don't contain valid rates for Domestic; Alaskan Routes  
Records that don't contain valid rates for International  
Suspect Alaskan records with auto rates > \$20,000  
Suspect Alaskan records with auto rates < \$5.00 (AK should be flat rate vs. cents per mile)  
Suspect records auto rates < \$0.30  
Not within the TSP's Approved Scope of Operation  
Suspect records – Domestic Rates Discounted over 60%

2. International Discounts:

- (a) 40% offered discount means 40% of the baseline rate;
- (b) 100% offered discount means 100% of the baseline rate;
- (c) 115% offered discount means 115% of the baseline rate or 15% more than the base line rate.

3. If you submit a percentage of all zeros, this will be considered a rate related deficiency ([Section 1.1.7](#)).

4. If you submit an offer for the household goods shipment, either domestic and/or international, you MUST submit an offer for the UAB, POV, and accessorial. All rate offers for SRO DOSBG, the UAB field must be zero filled([Section 2-7.3](#)):

- (a) All vehicle rates must be non-zero
- (b) UAB: Domestic, including Canada, is zero (0);International, and Alaska, must be non-zero, except for UAB is zero filled for SRO DOSBG.
- (c) All SIT must be non-zero
- (d) Accessorial; Domestic, including Alaska and Canada, is zero (0); International must be non-zero

## SECTION 7 ELECTRONIC SUBMISSION

**7-1. Rate Tender Transmission.** The below information applies only to rate submissions using the Rate File Upload module within the TMSS HHG Rate Filing Module.

**7-1.1. ELECTRONIC TRANSMISSION.**

All electronic rate transmissions submitted in accordance with this request **MUST** be accomplished via the Internet utilizing the JUpload function within the TMSS HHG Rate Filing module or via the rate filing capabilities of TMSS as defined in RFO [Section 1-1.5](#).

**7-1.2. FORMAT REQUIREMENTS.**

Format requirements, as set out in this RFO [Section 6](#) must be strictly adhered to. Submissions received from TSPs or TSPs Rate Filing Service Providers not conforming to format requirements will be found unacceptable.

**7-1.3. FILE PREPARATION.**

In order to transfer the file via the JUpload, the file must be saved and transmitted as an unformatted ASCII (TEXT ONLY) flat file (i.e. no tab characters, etc.). The file must not have a top, bottom, right, or left margin.

Note: The type of software you will be utilizing will determine what must be done to prepare the file for transmission.

**7-1.3.1. File Naming Convention.**

Implementation of the Transportation Management Services Solution (TMSS) has created the need for the development of a File Naming Convention. This File Naming Convention applies to any initial, new, late, or supplemental rate offer(s) transmitted in accordance with the RFO.

FILE NAME	MAXIMUM POSITIONS	POSTIONS	CONTENTS
Prefix	3	1-3	Must be HHG
TSP's SCAC	4	1-4	<b>RFSP:</b> If transmitting rates on behalf of a TSP, enter <b>TSP's</b> SCAC. Do not append any characters if the SCAC assigned to you is less than four (4) positions.
Rate File Number	3	5-8	A running serial number starting with 001
Extension			File Extensions will NOT be supported.

Example of filenames:

File name where assigned SCAC has four positions:     HHG**ABCD**001 where 'ABCD' is the SCAC

The TSP can send one or more files for rate filing. The TSP can send one or more rate types in a single file. It is strongly recommended that the number of files be kept to a minimum by combining multiple rate types. Irrespective of the number of files transmitted a 3-digit file number is required.

Examples of multiple filenames for a SCAC:

TSP transmitting only one file: File Name: HHG**ABCD**001

TSP transmitting two files:     First File Name: HHG**ABCD**001, Second File Name: HHG**ABCD**002

TSP transmitting three files: First File Name: HHG**ABCD**001, Second File Name: HHG**ABCD**002, Third File Name: HHG**ABCD**003.

If as a TSP or Rate Filing Service Provider, you are unsure as to your firm's SCAC or code in GSA's CHAMP, contact Brian Kellhofer as identified in RFO [Section 1-6](#).

**The File Naming Convention identified above MUST be strictly adhered to. If your firm submits multiple rate files on the same day, files named the same will be overwritten; therefore, it is extremely important that files submitted on the same day have different names. Failure to do so will result in the rate offer(s) not being picked up from the TSPs or TSPs Rate Filing Service**

**Provider Upload directory and/or automatic rejection of the rate offer(s). TSPs will not receive Email or Fax notifications for transmitting files with non-standard file names.**

**7-1.4. ACCESSING JUpload Module.**

In order to access the JUpload Module, your TMSS Group Administrator must first designate who will have access to this module and grant them access via TMSS. The administrator can do this by selecting the Account Information link from the main screen. This takes them to the Account Info-Update Profile screen, where they can select the User List. They will then be able to select the applicable user(s) and check the "Allow Upload" toggle button from the available menu. They will also need to ensure that the "Rate File" toggle button is also checked. Once access has been granted and the rate filing window has been opened, the specified user(s) will have the UpLoad Rate File Link available from the Review/Edit HHG Rates screen within the HHG Rate Filing Module.

- A. When your rates are ready for submission, the User will click on the Upload Rate File Link. At that point, the module will load and bring you to a login screen to authenticate to the server. Java is required to allow for proper loading of the module. If Java is not currently installed on the system, the user will be given a link that will take them to a site for a free download.
- B. At the login screen, you will be asked to input a User Name & Password. This User Name and Password is the same as you used for annual rate submissions via FTP. This is not the same User Name and Password you use to log into TMSS. If you do not know your User Name and Password, please contact the PMO in Kansas City.
- C. Once you have logged in, the easiest way to get acclimated with the module is to view the Help File. This will walk you through the complete file upload process.

**7-1.4.1. UPLOAD DIRECTORY ACCESS.**

Once you have uploaded the file using the File Upload Module, you may verify that your firm's file was successfully transmitted. If the file doesn't appear in your firm's directory, you will need to "Upload" the file again. This will only assist you in verifying that your firm's rate offer file was transferred successfully and WILL NOT verify that the contents of your firm's rate offer file have been formatted correctly.

- A. To access your JUpload directory, click on the File Download link from the main menu. A pop up window will appear requesting a User Name and Password. Enter the same User Name and Password that you used to access the File Upload Module. You will then be taken to a directory tree. Scroll down to find your firm's folder, which will be identified by its Standard Carrier Alpha Code (SCAC). You will then be able access your folder and verify that the file(s) are present. NOTE: This will only allow you to verify that your file is present in the directory. You will need to follow the provisions of 7-1.5 below to check for error reports and acceptance of rate records in TMSS.

**7-1.5. Confirming Rate Transmission.**

Everyday during the rate filing window at 10:00am, 2:00pm, 6:00pm, and 10:00pm CST, an automated process will search the rate files uploaded that day by TPs and RFSPs and process them. An e-mail confirmation acknowledging the receipt and processing of the file will be sent to the TSP's e-mail address OR the RFSP's email address if an RFSP has filed on behalf of the TSP. The e-mail will contain the number of records processed and the number of errors encountered. In order to receive timely notifications on the outcome of file processing it is essential that a correct e-mail address be kept on file. Error files will be generated and placed in the firm's directory and will be named as HHGSCAC999ERR where SCAC is the SCAC of the TSP (Not the RFSP), 999 is the original file number assigned by the TSP or RFSP. TSPs and RFSPs will not have an opportunity to correct any errors detected in a file submitted during the 10:00pm CST validation on the closing date of December 14, 2008 or March 28, 2008. You need to connect to your directory via the File Download Module, using the instructions referenced in 7-1.4.1 (A) to download the error file(s) if any. TSPs and RFSPs will receive notification of rate filing deficiencies in accordance with RFO [Section 1-1.7](#).



## SECTION 8 TRAFFIC VOLUME

### 8-1. Historical Traffic Volume.

Identifies on the following pages is historical traffic volume for fiscal year 2006. The data provided should not be interpreted as a guarantee to the TSP that future traffic will amount to these quantities. The Government makes no guarantee that these quantities or any quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments.

#### 8-1.1. Domestic

The data referenced below is derived from properly formatted shipment reports submitted by approved participants in CHAMP during Calendar Year 2006. These totals do not reflect the actual number of shipments in CHAMP for 2006 due to possible errors in reporting.

State/Territory	Outbound	Inbound	Intrastate
Alabama	166	164	18
Alaska	181	142	34
Alberta	-	-	-
Arizona	425	542	115
Arkansas	111	136	19
British Columbia	-	3	-
California	862	699	264
Colorado	380	444	65
Connecticut	56	47	1
Delaware	34	11	-
District of Columbia	62	336	-
Florida	570	556	84
Georgia	400	420	36
Idaho	194	189	59
Illinois	306	224	46
Indiana	147	91	15
Iowa	89	49	23
Kansas	104	68	37
Kentucky	150	106	14
Labrador	-	-	-
Louisiana	383	103	28
Maine	37	24	2
Manitoba	-	-	-
Maryland	703	972	5
Massachusetts	159	95	4
Michigan	214	146	31
Minnesota	178	158	52
Mississippi	161	142	15
Missouri	172	151	16
Montana	184	200	82
Nebraska	81	78	26
Nevada	169	193	11
New Brunswick	1	-	-
New Hampshire	41	30	3

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New Jersey	197	150	4
New Mexico	271	497	71
New York	327	214	11
Newfoundland	-	-	-
North Carolina	233	299	58
North Dakota	65	59	47
Northwest Territories	-	-	-
Nova Scotia	-	-	-
Ohio	238	163	16
Oklahoma	141	116	38
Ontario	6	12	-
Oregon	313	311	106
Pennsylvania	281	215	31
Prince Edward Island	-	-	-
Quebec	4	3	-
Rhode Island	26	10	-
Saskatchewan	-	-	-
South Carolina	165	153	18
South Dakota	117	147	41
Tennessee	175	192	13
Texas	624	765	254
Utah	270	192	43
Vermont	23	29	1
Virginia	922	1086	65
Washington	319	251	23
West Virginia	111	168	14
Wisconsin	146	127	25
Wyoming	161	177	29
Yukon	-	-	-

### 8-1.2. International

International shipment data is currently not available for posting for Calendar Year 2006.

**U.S. DEPARTMENT OF STATE  
INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION**

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