

August 21, 2006

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

This Request for Offers (RFO) transmits the issuance of the **2006-2007** Filing Cycle Special Instructions for the filing of rates in the General Service Administration's (GSA's) Centralized Household Goods Traffic Management Program (CHAMP) specific to the Filing Cycle for the period **November 1, 2006, through October 31, 2007**. 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.

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 term used. See **RFO Section 2-4.6** for a complete definition.
2. Electronic Rate Filing: All rate offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. Further, electronic transmissions that do not conform to formatting requirements specified in **RFO Section 6** will not be accepted. NOTE: If your firm intends to transmit its own rate offer via the FTP instead of using a Rate Filing Service Provider (RFSP) or the Transportation Management Services Solution (TMSS) system, you must contact the Program Management Office (PMO) in Kansas City, Missouri in writing on company letterhead to obtain an FTP User ID and Password (**RFO Sections 1-1.5 and 1-6**). Submissions may be received via fax. Requests may take several days to receive and process.
3. Submission of Rates: TSPs will have the option of submitting rate offers: online using the TMSS system, via a RFSP, or by creating their own file and submitting it via FTP via the format requirements identified in **Sections 6 and 7**.
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 FTP: Once a rate file is submitted, it will be processed for errors that evening and an error report will be submitted back to the RFSP or TSP FTP directory immediately following validation. An e-mail will also be sent to the TSP or RFSP identifying the number of records added,

rejected, and identified as suspect. TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the closing date. Rate files and error corrections submitted on the closing date will be accepted into the system, pending any errors. A TSP will not have an opportunity to correct any errors detected in a file submitted on the closing date after final validation. Final validation of rate files will take place at 4:30 pm Central Time (CST) on the closing date identified in [RFO Section 1-1.6.](#), unless waived by the PMO. ([RFO Section 1-1.7.2](#))

- Rates submitted during each day of the rate filing window will be validated at 10 PM CST.
- **Exception:** On the last open day of the filing window, rate files will be validated at 10 AM, 2 PM, and 4:30 PM CST.

B. Submission Via TMSS: Rate offers that are submitted via TMSS 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 October 31, 2006. 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 November 1, 2006, TSPs must have access to the rate filing module within TMSS. (To obtain access to the rate filing module, please contact the Program Management Office.) 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 November 1, 2006 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 October 31, 2006. Rate offers effective during the supplemental filing of May 1, 2007 do not require a change. However, TSPs have the option to modify existing rates or add rates.
5. TSPs submitting rate offers under this RFO may provide a valid DUNS number (optional field) within the header record of the rate file. See RFO Section 6-2.1. for header record format. TSPs submitting rates via TMSS may also provide a DUNS number on the appropriate TMSS screen. A DUNS Number is defined as a Data Universal Number System.
- Obtaining a DUNS Number
Assignment of a DUNS number is absolutely FREE for all entities required to register with the federal government by a regulatory agency. For on-the-spot DUNS number assignment the requestor should call the government dedicated DUNS Number self-request line at: 1-(866)-705-5711. Web registration is: <https://eupdate.dnb.com/requestoptions/government/ccrreg/> and the requestor is contacted within 48 hours via electronic mail with the DUNS number.
6. Effective with this RFO, GSA has expanded the international coverage in CHAMP-I to include 23 additional country locations. TSPs filing rates for international countries must be an approved TSP in CHAMP-I and must have received approval through GSA for the additional new countries to the TSPs scope of operations. TSPs may file general, alternating, or non-alternating rate offers to these additional countries and locations listed below. Rate filing codes for these new areas are located in RFO Section 5-3.

Additional Country Locations Added to CHAMP-I

Afghanistan
Azerbaijan
Cape Verde
Equatorial Guinea
Estonia
Gambia
Grenada
Guinea-Bissau
Holy See
Kyrgyzstan
Latvia
Lesotho
Liberia
Macedonia
Marshall Islands

Moldova
Mongolia
Niger
Palau
Rwanda
Sao Tome/Principe
Swaziland
Tajikistan

7. Fuel Surcharge: The fuel surcharge table as identified in Item 16 of the 415-G tariff, published by the American Moving & Storage Association, has been modified and will be effective for shipments under this RFO, beginning 11/1/06.
8. Increase to Tables:
 - A. Domestic: Effective with this RFO, domestic rates and charges contained in the 415-G tariff will be increased by 3.5%.
 - B. International: Effective with this RFO, international base line rate tables identified in RFO Section 2-7.2.2.6.1.1. are increased by 2%.
9. Item 225 Warehouse Handling Charges for Storage-in-Transit (SIT) Shipments: Effective with this RFO, 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 415-G tariff. 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.
10. 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.
11. 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.)

- o 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.

12. **Motorized Vehicle Shipments:** All motorized vehicles shipped pursuant to this RFO are hereby certified to be exempt from applicable HAZMAT requirements (49 CFR 176.905) unless stated otherwise on the bill of lading, and therefore no charges will be permitted for HAZMAT 'shipping requirements' or 'surveys' under this RFO pursuant to these cited regulatory requirements. (RFO Section 2-7.2.2.5.2)

13. **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.

Non-Alternating – Veterans Affairs

- Department of Veterans Affairs requests domestic rate offers based on a released value of \$6.50 per pound, capped at a liability of \$117,000;
- Department of Veterans Affairs requests international rate offers based on a released value of \$8.50 per pound, capped at a liability of \$153,000.

Non-Alternating – Dept. of State, Domestic

- TSPs submitting domestic rate offers for Department of State (DOS) under this RFO must participate with Powertrack. (RFO Section 3-5.6.)
- DOS requests domestic rate offers based on a released value of \$6.50 per pound.
- Domestic offers are also inclusive of various accessorial services. Only those rates submitted and accepted for DOS domestic shipments will not incur additional accessorial charges except as those listed in Section 3. (RFO Section 3-5)

- DOS will not authorize the shipment of boats, kayaks, or canoes. These items are defined as an open craft of a size that can accommodate an individual to sit in it. The TSP must refuse the shipment of boats, kayaks, and canoes. Acceptance of boats/kayaks/canoes renders the TSP solely responsible for all handling costs. (RFO Section 3-5.5.)

Non-Alternating – Dept. of State, International

- TSPs submitting international rate offers for DOS under this RFO must participate with Powertrack. (RFO Section 3-4.1.7)
- DOS requests rate offers based on a released value of \$8.50 per pound on international shipments only and has modified transit times for international shipments between the United States and foreign countries. (RFO Section 3-4.6)
- TSPs submitting international rate offers during this RFO may submit rate offers to and from additional countries as identified in RFO Section 5-3.
- 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. (RFO Section 3-4.1.4)
- TSPs must ensure that packing lists do not include any items listed as “packed by owner (PBO)” or “contents unknown.” (RFO Section 3-4.1.5)
- All liftvans must be of new wood and in compliance with the ISP #15 Standard.
- TSPs submitting international rate offers during this RFO should be aware of the services included and excluded from the single factor rate filed. (RFO Section 3-4.2.1) 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;
 - Port congestion surcharges, and/or war risk surcharges (also known as security surcharges) for areas not affected by war.

Services that DOS may authorize, at the discretion of the agency, include the items listed below:

- War and security surcharges for areas affected by war, at the discretion of the agency;
- Bunker fuel surcharges. Charges must be separately stated on the GBL/CBL and supported by prorated paid ocean TSP invoices of the actual amount.
- DOS will not authorize the shipment of boats, kayaks, or canoes. The TSP must refuse the shipment of boats, kayaks, and canoes. Acceptance of boats, kayaks, or canoes renders the TSP solely responsible for all handling costs. (RFO Section 3-4.1.6.)
- DOS is requesting offers for country to country shipments. TSPs filing rates for international country to country 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. Transit times will be 60 days for those routes. (RFO Section 3-4.3)

14. 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.)

15. 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.

16. 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.

17. 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 on the first Monday of each calendar month and be based on the national U.S. average price per gallon of diesel fuel as published by the Dept. of Energy. Information on the current average price of diesel fuel can be obtained at (202) 586-6966 or www.eia.doe.gov.

18. 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.
19. International Performance Bond: All TSPs approved to provide International General Transportation and Move Management Services are required as part of its filing to furnish a performance bond, in accordance with the HTOS (Section 2-4.7) and subject to the provisions of **RFO Section 1-4**. The performance bond **MUST** clearly identify that the bond is in force for the period **November 1, 2006, through October 31, 2007**, 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**.
20. 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 **20** (coincides with PC*Miler **20**). 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.
21. 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."

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

Any questions or comments may be directed to Kim Chancellor at (816) 823-3646 or via e-mail at Kim.Chancellor@gsa.gov

Sincerely,

/s/ Ed Hodges

Ed Hodges. Director
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Enclosure