

October 2, 2007

Dear Transportation Service Providers (TSPs):

This Request for Offers (RFO) transmits the Special Filing Instructions (SFI) for the submission of non-alternating rate offers on behalf of the United States Department of State (DOS) for freight-all-kinds (FAK) traffic and crated household goods personal effects, generally self contained in 87" high wooden liftvans. It is estimated that 80% of the traffic occurring under this RFO and its SFI will be crated household goods personal effects and 20% will be FAK. 100% of all shipments will be crated. Rate offers filed in response to this RFO and its SFI will be in accordance with the terms and conditions of the General Services Administration's (GSA's) Standard Tender of Service (STOS), this RFO and its SFI. Please note that in some instances this RFO and its SFI will deviate from and will supersede those published in the STOS, General Freight Tender of Service No. 1-F (GSA TOS No. 1-F), supplements and reissues thereto.

Traffic identified in this RFO and its SFI will be moving via closed van for all less than truckload (LTL) (0 pounds to 10,000 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments. Rates will be applicable only to interstate shipments moving in the Continental United States (CONUS) and the identified intrastate shipments within CONUS.

All TSPs who have met GSA's approval requirements per the STOS 1-F Section 2, Participation, may submit rate offers in accordance with this RFO and its SFI. Rate Filing Service Providers (RFSP) who have a valid Trading Partner Agreement on file with the Program Management Office (PMO) and have met all other approval requirements established by GSA may act as a RFSP on behalf of approved firms. Rate offers submitted in response to this RFO and its SFI must be submitted to GSA in accordance with Sections 9, 10 & 11 - **NO PAPER RATE OFFERS WILL BE ACCEPTED.**

As this is the first time GSA has requested these SROs on the behalf of the DOS, it is imperative that TSPs read ALL provisions of this RFO and its SFI, especially those contained in Sections 8 and 9.

Please note the following significant items:

1. **TSPs to submit invoices via Power Track:** TSPs that provide transportation services for the DOS in accordance with this RFO and its SFI will be required to submit **ALL** invoices via **Power Track**. Questions regarding Power Track usage/participation may be forwarded to the DOS at CoyneCM@state.gov.

2. **TSPs required to remit 4%:** TSPs are required to remit to GSA a **4% Transaction Fee** based on the total transportation charges billed, including the fuel surcharge, for all invoices submitted in accordance with rate offers accepted under this RFO and its SFI. The Transaction Fee will be remitted to GSA on the basis of shipments billed during the reported calendar quarter and is due to GSA no later than sixty (60) calendar days after the end of the calendar quarter. The checks must be made payable to the "General Services Administration" and reference on the check, "GSA-GL 474.2 TMSS (followed by the firm's name and Bill of Lading number(s))." When using regular USPS mail, send the check to the General Services Administration, Miscellaneous Receipts for Non-Federal Claims, P.O. Box 979009, St. Louis, MO 63197-9009. When using FedEx or another company for express delivery, send the check to US Bank, Attn. Government Lockbox 979009, Mail Code # SL - MOCIGL, 1005 Convention Plaza, St. Louis, MO 63101-9009. The first Transaction Fee payment will be due sixty (60) calendar days after December 31, 2007 and must equal 4% of the total transportation charges billed, including the fuel surcharge, during December 2007. Please see Section 8 for additional information on the due dates of the 4% Transaction Fee. Failure to remit the Transaction Fee could result in the immediate placement of the firm in temporary nonuse pending revocation of the firm's approval to participate in GSA's Freight Management Program.
3. **TSPs required to submit shipment reports:** As identified in Section 9-7. of this RFO and its SFI, TSPs are required to submit a Quarterly Freight Weight Variations shipment report to GSA and the DOS based on the number of shipments billed per calendar quarter. Shipments reported on the Quarterly Freight Weight Variations report will be compared to the Transaction Fee received from TSPs for each calendar quarter. The first Quarterly Freight Weight Variations shipment report will be due sixty (60) calendar days after December 31, 2007 and must identify all shipments billed during December 2007. Please see Section 9-7. for additional information on the due dates of the Quarterly Freight Weight Variations shipment reports and instructions for submission. Failure to remit the Quarterly Freight Weight Variations shipment report(s) could result in the immediate placement of the firm in temporary nonuse pending revocation of the firm's approval to participate in GSA's Freight Management Program.
4. **Shipment Tracking:** TSPs **MUST** have a secure Internet website that is accessible by the DOS. This website **MUST** allow for the tracking and status of all DOS shipments moved under this RFO and its SFI. Access to the website **MUST** be password controlled, available only to the DOS, and available 24 hours a day, seven days a week.
5. **Minimum Charge – Capacity Loads:** TSPs **MUST** include any charges for Item 700, Minimum Charge – Capacity Load of the 100-D, National Rules Tender, GSA Standard Tender of Service in their line-haul rate offer(s). At this time TMSS is not programmed to accept a zero (000) charge for an accessorial service; therefore, TSPs and RFSPs **MUST** enter 001 in the appropriate field when submitting rate offers either via TMSS or JUpload. Irregardless of the charge/percentage entered, TSPs **WILL NOT** be allowed to charge for Item 700 separately.

6. **Monitoring 4% Transaction Fee:** GSA will continue to monitor the shipment volume under this RFO and its SFI to determine if the 4% Transaction Fee needs future adjustments. GSA wants to ensure that the appropriate percentage is being applied. GSA will also compare the Transaction Fee received each calendar quarter to the Quarterly Freight Weight Variations shipment report information received, in addition to other information which may be provided by the DOS to GSA.

7. **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 requested under this RFO and its SFI, then TSPs must use the GSA supplied Java Upload Client (JUpload) function contained within TMSS. The JUpload function is different than 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 to upload rate offers created in accordance with Sections 9, 10 & 11 of this RFO and its SFI, a firm's 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 will need to select "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. If needed, they can add additional users on this screen.
- b. Once access has been granted and the rate filing window has opened, the specified user(s) can access the "Upload Rate File" link by first choosing the "Freight Rate Filing" link from the TMSS Main screen.

Please Note: If the firm currently has other freight rate offers on file within TMSS, the user may receive a pop-up window when they first access the "Freight Rate Filing" link stating "I would like to transfer the following rates in the current rate cycle to the next rate cycle: Agency Specific Rates for ____." The ____ will be filled in with a description of the types of rate offers that are about to expire. The user should select "Accept" if they want the identified rate offers copied over. If the user plans on re-filing the identified rate offers via the new JUpload function, the user should select "Reject." If "Accept" is selected, TMSS must process the request and notification will be sent once it is completed. The user will not be able to continue until processed. If "Reject" is selected, the user may continue with the JUpload process.

- c. When a firm's rate file(s) is ready for submission, the user will need to 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.

Please 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.

- d. 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 the firm's old FTP User Name and Password used for previous rate submissions. If the user does not know their firm's User Name and Password, please contact GSA as identified in Section 11 of this RFO and its SFI.
- e. 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.
- f. Please review Section 11 for additional information.

8. **Taxpayer ID Number (TIN) and E-Mail Address:** TSPs submitting rate offers under this RFO and its SFI must provide a valid TIN within the header record of the rate file. TSPs submitting rates via TMSS are also mandated to provide a TIN number on the appropriate TMSS screen. 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. TSPs must also submit an email address with each rate submitted and are encouraged to provide a fax number.

9. **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 this RFO and its SFI in Sections 9, 10, and 11 will not be accepted. If a firm intends to transmit its own rate offer via JUpload instead of using an RFSP or the TMSS on-line rate filing capabilities and it does not have a JUpload User Name and Password, they will need to contact the PMO as identified in Section 11 of this RFO and its SFI.

10. **Processing of Submitted Rate Files:**

- a. Per Section 11, 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 processed and the number of errors encountered. 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 (see Section 11 for additional instructions on viewing error files). TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the closing date of November 5, 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 November 5, 2007. These rate offers will be considered unacceptable and the firm will not be allowed to re-file. **(see Section 1, Paragraph 1-2.B. and Section 12 for further details).**

- b. Rate offers created using the TMSS On-Line Rate Filing module are validated in real time.

Questions regarding the identified DOS traffic should be directed to Shawn Griffin at 202-647-2919 or via e-mail at griffinsr@state.gov. Questions dealing with the submission of electronic rate offers should be directed to me at (816) 823-3646 or via e-mail at robyn.bennett@gsa.gov.

Sincerely,

/s/ Robyn L. Bennett

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

Enclosures