



September 9, 2008 (Amended September 12, 2008)

Dear Transportation Service Providers (TSPs):

This Request for Offers (RFO) transmits the Filing Instructions (FI) for the submission of Emergency Response rate offers on behalf of the Federal Emergency Management Agency (FEMA) and other Federal civilian agencies that require transportation services for Federal disasters and emergencies. Rate offers filed in response to this RFO and its FI will be in accordance with the terms and conditions of the GSA Standard Tender of Service (STOS) and this RFO and its FI. Please note in some instances this RFO and its FI will deviate from and will supersede certain provisions and requirements published in the STOS. Rate offers accepted in response to this RFO and its FI are due by **10:00 AM Central Standard Time (CST), September 23, 2008**. Rate offers submitted and accepted for the traffic identified in Section 9 will be for the time period October 1, 2008 through October 31, 2009. Rate offers submitted and accepted and for the traffic identified in Section 10 will be for the period October 1, 2008 through October 31, 2009 with the Government's option to extend from November 1, 2009 through October 31, 2010.

Traffic to be included under this RFO and its FI will be freight-all-kinds (FAK) shipments moving via closed van for less than truckload and truckload, and for flatbed, single/double drop, lowboy and power only units. The transport of travel trailers and mobile homes is also included under Section 9 only.

To assist TSPs with questions relating to this RFO and its FI, GSA will host two conference calls. The first call is scheduled for **12:00 PM CST, September 11, 2008** and the second for **12:00 PM EST, September 12, 2008**. Each call is scheduled for one hour. Interested parties can call 866-812-7053 and enter Passcode 6703665 followed by the # sign. As the number of lines is limited to 50, we encourage each TSP to call in via one telephone line.

Rates are being requested from TSPs for two separate service offerings:

1. **Rates for Emergency Response During Normal Business Hours, Section 9.** Rate offers for Emergency response on behalf of FEMA and other Federal civilian agencies for Federal disaster and emergency transportation support during normal business hours (8:00 AM to 8:00 PM Eastern Standard Time (EST), Monday through Friday excluding holidays).
2. **Rates for Emergency Response After Hours, Section 10.** Rate offers for Emergency response on behalf of FEMA and other Federal civilian agencies for Federal disaster and emergency transportation support for after hours (8:00 PM to 8:00 AM (EST)) and surge support as needed, 365 days per year including 24 hours each day during weekends and holidays. A single source provider and a backup will be selected to provide the after hours emergency transportation support. GSA will select a single source and a backup to provide the **after hour emergency response** for ordering/acquiring necessary transportation and related services for Federal disasters and emergencies. All services listed under Section 10 are required. Rates Must Be provided for all locations and transportation services/modes. A best value selection will be made based upon meeting the requirements listed under Section 10 and on the price of rates filed. By submission of a rate offer in accordance with this RFO

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 FI. Rate Filing Service Providers (RFSP) who

have a valid Trading Partner Agreement on file 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 FI must be submitted to GSA in accordance with Sections 9, 10, 11 & 12 - **NO PAPER RATE OFFERS WILL BE ACCEPTED.**

**As this is the first time GSA has requested these rate offers ELECTRONICALLY on the behalf of FEMA and other Federal civilian agencies requiring transportation services for Federal disasters and emergencies, it is imperative that TSPs read ALL provisions of this RFO and its FI, especially those contained in Sections 9, 10, 11 & 12.**

Please note the following significant items:

1. **Due Date:** Rate offers must be submitted in accordance with this RFO and its FI by **10:00 AM CST, September 23, 2008**. Rate offers received after this date and/or not submitted in accordance with this RFO and its FI will not be accepted.
2. **TSPs required to remit 4%:** TSPs are required to remit a 4% Transaction Fee based on the total transportation charges paid, including the fuel surcharge, to GSA for all shipments subject to these rate offers identified in this RFO and its FI, no later than sixty (60) calendar days after the end of the calendar quarter. The TSP will remit the Transaction Fee to GSA based on the number of shipments paid per calendar quarter. This Transaction Fee to GSA will be based on the quarterly report submitted by the TSP within 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 FEMA (followed by your company 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 631 01-9009. 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:** TSPs are required to submit a quarterly report to GSA based on the number of shipments paid per calendar quarter along with their 4% Transaction Fee. Report must include the following information: Agency bill to address, BL/invoice number, Tender Id, weight, mileage, total line haul charge, accessorial type(s)/charge(s), and 4 % Transaction Fee. Reports must be submitted within sixty (60) calendar days after the end of the calendar quarter. This report should be sent to [transportation.programs@gsa.gov](mailto:transportation.programs@gsa.gov) on EXCEL spreadsheet with a Subject line of "SCAC code and FEMA 4% Transaction Fee. If you have any questions, please contact 703-605-5618 or [transportation.programs@gsa.gov](mailto:transportation.programs@gsa.gov). Failure to remit the Shipment Reports 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. **Monitoring 4% Transaction Fee:** GSA may adjust the 4% Transaction Fee during the effective period of this RFO and its FI. If an adjustment is required, GSA will provide notification to TSPs with acceptable rate offers on file and will allow them the opportunity to make any necessary rate modifications prior to the effective date of the Transaction Fee adjustment.
5. **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 FI, then TSPs must use the GSA supplied Java Upload Client (JUUpload) 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 & 12 of this RFO and its FI, 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 703-605-5618 or [transportation.programs@gsa.gov](mailto:transportation.programs@gsa.gov).
- 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 12 for additional information.

6. **Taxpayer ID Number (TIN) and E-Mail Address:** TSPs submitting rate offers under this RFO and its FI 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.

7. **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, 11 & 12 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 703-605-5618 or [transportation.programs@gsa.gov](mailto:transportation.programs@gsa.gov).

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

- a. Per Section 12, 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 12 for additional instructions on viewing error files). TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the closing deadline of 10:00 AM CST, September 23, 2008. TSPs and RFSPs will not have an opportunity to correct any errors detected in a file submitted during the 10:00 AM CST validation on the closing date of September 23, 2008. These rate offers will be considered unacceptable and the firm will not be allowed to re-file
- b. Rate offers created using the TMSS On-Line Rate Filing module are validated in real time.

9. **TMSS On-Line Booking Requests:** TSPs participating in this RFO and its FI are required to respond electronically via TMSS to all on-line booking requests generated by TMSS and sent by the requesting agency. As a result, by the submission of a rate offer(s) in accordance with this RFO and its FI, the submitting TSP certifies that it possesses the ability to respond electronically via TMSS to all shipments booked on-line.

Questions should be directed to 703-605-5618 or [transportation.programs@gsa.gov](mailto:transportation.programs@gsa.gov)

Sincerely,

/s/ Tauna T. Delmonico

Tauna T. Delmonico  
Director  
Center for Transportation Management (QMCC)

Enclosure