

March 12, 2009

Dear Transportation Service Providers (TSPs):

This letter serves as notice that the General Services Administration (GSA) is amending the United States Department of State (DOS) Request for Offers (RFO) and its Filing Instructions (FI) dated September 10, 2008. All previous requirements of the original RFO and its FI dated September 10, 2008 will remain in effect except as noted in this letter and the amended RFO and its FI.

Please note the following changes:

1. Transaction Fee Increased from 4% to 6%: In accordance with Section 8 of the RFO and its FI, effective May 1, 2009, GSA is increasing the Transaction Fee from 4% to 6%.
2. Application of 6% Transaction Fee: The 6% Transaction Fee will be based on total transportation charges paid, EXCLUDING the applicable fuel surcharge.
3. Supplemental Filing Window: As this amendment increases the current Transaction Fee and also eliminates its application to the fuel surcharge, GSA is establishing a Supplemental Filing Window of March 12, 2009 through April 13, 2009 for a rate effective date of May 1, 2009.

A. TSPs with existing rate offers on file for the identified DOS traffic may, but are not required to, modify their rate offers during the Supplemental Filing Window. If based on these amendments a TSP with existing rate offers on file does not wish to modify and/or submit new rate offers during the Supplemental Filing Window, then no action is necessary. If no modifications/additions are made to currently accepted rate offers, those rate offers will remain in effect until the original expiration date of October 31, 2009. However, TSPs may make modifications to existing rate offers and/or submit new rate offers during the Supplemental Filing Window. Modified and/or new rate offers accepted during the Supplemental Filing Window will also expire October 31, 2009.

B. TSPs who did not submit rates offers for the identified DOS traffic by the original due date of October 6, 2008, may submit rate offers during the Supplemental Filing Window. Rate offers accepted during the Supplemental Filing Window will expire October 31, 2009.

If you have any questions with regards to this amendment or the original DOS RFO and its FI, please contact me at [robyn.bennett@gsa.gov](mailto:robyn.bennett@gsa.gov) or 816-823-3646.

Sincerely,

/s/ Robyn L. Bennett

Robyn L. Bennett  
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Enclosure