

October 02, 2007

Dear Transportation Service Providers (TSPs):

This Request for Offers (RFO) transmits the Filing Instructions (FI) for the submission of non-alternating rate offers on behalf of the **National Industries for the Blind and Severely Handicapped (NIB/NISH)** for freight-all-kinds (FAK) traffic. Rate offers filed in response to this RFO and its FI 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 FI. Please note that in some instances this RFO and its FI 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 to be included under this RFO and its FI will be FAK shipments 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.

Please be aware that rate offers for these facilities will automatically expire on November 30, 2007; consequently, it is imperative that all firms submit new rate offers electronically in accordance with this RFO and its FI if a firm wants rates effective December 1, 2007.

All Transportation Service Providers (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 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 FI must be submitted to GSA in accordance with Sections 8, 9, & 10 - **NO PAPER RATE OFFERS WILL BE ACCEPTED.**

TSPs and RFSPs have the option of submitting rates per Section 9 and 10 or by utilizing the rate filing capabilities of GSA's Transportation Management Services Solution system (TMSS). TSPs and RFSPs are highly encouraged to file rates early in the filing period to assure sufficient time to correct unacceptable rate filings prior to the close date of November 5, 2007.

**Please note the following significant items:**

- TSPs required to remit 4 %: TSPs will be required to remit a 4% transaction fee (the transaction fee applies to the total net transportation charges including the fuel surcharge) for all transportation shipments invoiced under this RFO and its FI, directly to GSA each calendar. TMSS will generate quarterly reports for TSPs that list each transaction, total transportation charges, and the applicable transaction fee.**

2. **TSPs will realize savings:** TSPs will realize additional savings through reduction in administrative requirements to process invoices. TSPs that provide transportation services for NIB/NISH will benefit from TMSS electronic billing, electronic rate submission, automated prepayment audit, faster payments, online transaction tracking, automated reports, and complete audit history trails.

3. **TSPs to submit invoices via TMSS:** TSPs that provide transportation services under this RFO and its FI will be required to submit all invoices in TMSS either manually or via EDI.

4. **Monitoring 4% Transaction Fee:** GSA will continue to monitor the shipment volume to determine if the 4% fee needs future adjustments. GSA wants to ensure that the appropriate percentage is being applied.

5. **VENDOR Numbers Required for Payment:** All TSPs that submit acceptable rate offers for the traffic identified in this RFO and its FI will be required to access TMSS to verify that GSA's Finance Office has a valid Vendor Number on file. GSA's Finance Office will be unable to pay TSPs that do not have valid Vendor Numbers on file in TMSS. Delays on the part of TSPs in verifying/obtaining Vendor Numbers will delay payment.

6. **New Rate Files Submission Procedures:** If TSPs choose not to use the rate filing module within the TMSS system to file rate offers under this RFO and its FI, then TSPs must use the GSA supplied Java Upload Client (JUpload) function contained within TMSS. In the past, each TSP, either through their own submission, or via a service provider, has submitted rates through the FTP Server. However, in order to replace the FTP procedure, now a new File Upload module has been created within the TMSS web based system for the transmission of rate files. GSA **“WILL NOT”** accept or process rate offers submitted via FTP.

A. In order to access the new Rate File Upload module, your TMSS 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 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 the the “Rate File” toggle button is also checked.

B. 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 Freight Rates screen.

**Please Note:** If the TSP currently has NIB/NISH rate offers on file within TMSS, the user will 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 NIB/NISH.” 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 your rate files 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.

**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, you will be asked to input a User Name and Password. This User Name and Password is the same as you used for annual rate submissions. If you do not know your User Name and Password, please contact GSA as identified at the closing of this letter.
- E. 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.
- F. Please review Section 10 for additional information

**7. 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 a participating 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.

**8. NIB/NISH Traffic:** One new NIB/NISH work center has been added to Section 8 of this RFO and its FI: South Texas Lighthouse for the Blind in Victoria, TX (NTX11). In addition, several other changes to existing addresses, phone numbers and/or point of contacts have been made and are highlighted in red within Paragraph 8-1.B.

9. **Continuation of Existing Rate Offers** 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 December 1, 2007, TSPs must have access to the rate filing module within TMSS. (To obtain access to the rate filing module, please contact the PMO.) 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 December 1, 2007 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 November 30, 2007. However, TSPs have the option to modify existing rates or add rates.

10. **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.

11. **Electronic Rate Filing:** All rate offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. Any electronic transmissions that do not conform to the formatting requirements specified in this RFO and its FI in Sections 8, 9, and 10, will not be accepted.

12. **Electronic Rate Submission by JUpload:** Electronic rate offers must be submitted to GSA in accordance with the time frames identified in Section 1, Paragraph 1-2 of this RFO and its FI. Per Section 10, an automated process will search the rate files uploaded that day 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 TSPs or RFSPs 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 within TMSS to view and/or download any error files (see section 10 for additional instruction 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 November 5, 2007, these rate offers will be considered unacceptable and the firm will not be allowed to re-file. Rates offers created using TMSS Online Rate Filing module are validated in real time.

If you have any questions, please contact Jim Stroup at (816) 823-3646 or via e-mail at [jim.stroup@gsa.gov](mailto:jim.stroup@gsa.gov).

Sincerely,

*/s/ Robyn L. Bennett*

Robyn L. Bennett  
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Enclosure