

March 15, 2010

Dear Transportation Service Providers (TSPs):

This Request for Offers (RFO) transmits the Filing Instructions (FI) for the submission of rate offers for the General Services Administration (GSA) Standard Tender of Service (STOS), General Freight Traffic Management Program traffic. Rate offers filed in response to this RFO will be in accordance with the terms and conditions of the GSA STOS and 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. Rate offers accepted in response to this RFO and its FI will be for the filing period of **May 01, 2010 through April 30, 2011**.

Traffic to be included under this RFO and its FI will be freight-all-kinds (FAK) shipments moving via closed van for all less than truckload (LTL) (0 pounds to 19,999 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments which fall into one or more of the three categories identified in Section 1 of this RFO and its FI. Rate offers are being requested for the following types of traffic:

- General Freight rate offers (Section 8);
- Intrastate Alaska rate offers (Section 8);
- U.S. Department of Agriculture/Farm Service Agency rate offers (Section 9);
- Fire Suppression Support Service rate offers (Section 10);
- US Mint rate offers (Section 11)
- Federal Aviation Administration, Oklahoma City, OK, rate offers (Section 12);
- Identification of Non-Alternating rate offers for Specialized Equipment (Section 13);
- Non-Alternating rate for National Archives Records Admin. (Section 14);
- Agency Specific Non-Alternating rate offers (Section 15).
- Agency Specific Alternating rate offers (Section 16).

Please be aware that electronic rate offers previously accepted will automatically expire on April 30, 2010; **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 May 1, 2010.**

All rate offers submitted in response to this RFO and its FI must be submitted to GSA in accordance with Sections 15 and 16- **NO PAPER RATE OFFERS** will be accepted. TSPs and Rate Filing Service Providers (RFSPs) have the option of submitting rates per Section 17 and 18 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 April 12, 2010.

Only those TSPs and RFSPs who have met the established approval requirements, per GSA's TOS No.1-F Section 2 Participation, may submit rate offers in accordance with this RFO and its FI.

**Please note the following significant items:**

**1. TSPs required to remit 6%:** TSPs will be required to remit directly to GSA a 6% Transaction Fee based on the total transportation charges paid, **(excluding the fuel surcharge)** to GSA for all shipments subject to these rate offers identified in this RFO and its FI, **no later than thirty (30) calendar days upon receipt of payment**. The checks must be made payable to the "General Services Administration" and reference on the check, "**GSA-GL 474.2 TMSS, company name, SCAC code 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. Failure to remit the Transaction Fee could result in the immediate placement of the firm in temporary nonuse.

**2. SECTION 10 FIRE SUPPRESSION SUPPORT SERVICE:** The importance of the National Wildlife Protection Program cannot be overstated and your commitment to this program is crucial. TSPs are reminded of the commitment in place by submitting rates to the U.S. Government in support of the fire suppression support program. This promises timely availability and is enforceable under the STOS. GSA will be hosting a meeting on March 31, 2010, 10:00am, at the Western Distribution Center (WDC). This meeting will provide a forum to discuss the Fire Suppression Support Program. We highly encourage carrier representatives to attend the meeting at the WDC at French Camp. CA. Please RSVP nlt March 26, 2009: [maria.gutierrez@gsa.gov](mailto:maria.gutierrez@gsa.gov)

**3. SECTION 14 NON-ALTERNATING RATES FOR NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA):** Requesting non-alternating SRO rate offers. Rate offers submitted in response to this RFO and its FI for the identified NARA traffic WILL NOT alternate with any other accepted rate offer and the accepted rates and charges MAY NOT be used as factors in the construction of any combination rates or charges. A SEPARATE RATE OFFER MUST be submitted for EACH NARA - Agency Code for which a TSP intends to submit a rate offer. Rates will only be accepted for the origins/destinations identified below. An offering TSP must be able to service all points within each origin/destination code for which a rate is offered. Rates are being requested for full truck load shipments in dry vans. All rate offers MUST be submitted as a cents-per-mile with a minimum charge per vehicle used – a B2 rate record MUST be used. NO less-than-truckload rate offers will be accepted.

**4. TSP Required to Submit Report:** TSPs are required to submit a monthly report to GSA based on the number of shipments paid per calendar month. These reports must be submitted within ten (10) calendar days from the end of calendar month of which the TSP received payment. A negative report is also required. 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 the 6% Transaction Fee paid to GSA. This report will be sent to [transportation.programs@gsa.gov](mailto:transportation.programs@gsa.gov) on EXCEL spreadsheet with a subject line “SCAC – 6% Transaction Fee” or faxed to (703) 605-9953 attention Raymond F. Price, Jr. If you have any questions, please contact Raymond F. Price, Jr. at (703) 605-2890 or [raymond.price@gsa.gov](mailto:raymond.price@gsa.gov). Failure to remit the Shipment Reports could result in the immediate placement of the firm in temporary nonuse

**5. Monitoring 6% Transaction Fee:** GSA will continue to monitor the shipment volume to determine if the 6% fee needs future adjustments. GSA may adjust the 6% Transaction Fee during the effective period of this RFO and its FI. If an adjustment is required, GSA will provide notification to TSPs and will allow them the opportunity to

make any necessary rate modifications prior to the effective date of the Transaction Fee adjustment.

**6. Rate Files Submission Procedures:** If TSPs choose not to use the rate filing module within TMSS 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. GSA “WILL NOT” accept or process rate offers submitted via FTP

- a. In order to access the Rate File Upload module, the 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 Information 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 “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 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: 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. **Any changes made prior to the user receiving the e-mail WILL NOT be saved. DO NOT make any changes until receiving the e-mail that the request has been processed.** If “Reject” is selected, the user may continue with the JUpload process.

- c. When the 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 up 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, input a User Name and Password. This User Name and Password is the same used for annual rate submissions. If unable to remember the User Name and Password, please contact GSA as identified at the closing of this letter.
- e. After logging in, the easiest way to get acclimated with the module is to view the Help File.
- f. Please review Section 18 for additional information

7. **Filing period:** Daily validation of rates will occur every day during the rate filing window at 10:00am, 2:00pm, 6:00pm and 10:00pm Central Daylight Time (CDT). On the closing day of April 13, 2009 and October 5, 2009, TSP's and RFSP will not be allowed to correct any errors encountered after the 10:00pm CDT validation, these rate offers will be considered unacceptable and the firm will not be allowed to re-file. Rate offers created using TMSS are validated in real time.
8. **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. Delays on the part of TSPs in verifying/obtaining Vendor Numbers will delay payment.
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 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.
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. Further, electronic transmissions that do not conform to the formatting requirements specified in this RFO and its FI in Sections 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 and 18 will not be accepted.

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/ Sharon K. Eckroth*

Sharon K. Eckroth  
Lead Traffic Management Specialist  
Center for Transportation Management (QMCCA)