

August 06, 2011

Dear Transportation Service Providers (TSPs):

This letter serves as notice that the General Services Administration (GSA) is amending the Request for Offers (RFO) and its Special Filing Instructions (SFI) dated September 08, 2011 for the submission of non-alternating rate offers on behalf of and paid by the US Department of Commerce Bureau of Census, Jeffersonville, IN for Department of Commerce Bureau of Census Air Rates, freight-all-kinds (FAK) traffic. All previous requirements of the original RFO and its SFI dated September 08, 2011, will remain in effect except as noted in this letter and the RFO and its SFI.

GSA has exercised their option to extend from November 1, 2012 through October 31, 2013 all the rate offers on behalf of the US Department of Commerce Bureau of Census, Jeffersonville, IN for Department of Commerce Bureau of Census Air Rates, freight-all-kinds (FAK) traffic.

Traffic to be included under this RFO and its FI will be FAK air shipments weighing up to 5,000 pounds from all points in the Continental United States, (CONUS), Alaska, Hawaii, Guam, Virgin Islands and Puerto Rico to all points in CONUS, Alaska, Hawaii, Guam, Virgin Islands and Puerto Rico. Commodities will be shipped as freight-all-kinds (FAK) excluding Class A & B explosives, ammunition, and hazardous or dangerous commodities.

Rate offers are requested for Priority/Next Flight Service, Next Day Service, Second Day Service and Third Day Service. All rate offers **MUST** be submitted as Door-to-Door rates inclusive of all taxes.

Please note the following significant items:

1. TSPs required to remit 6% no later than thirty (30) calendar days: 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.**

2. 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. TSPs must use GSA format for reporting: SCAC, Date paid by Agency, TMSS/NON-TMSS, Bill of Lading/Pro Bill Number/Invoice Number, Agency Name, Total Shipment Value, Fuel Surcharge, Amount Subject to IFF, IFF Due, Date IFF paid, Date of Check, and Check Number. TSP monthly report form and also be located at the following web site <http://www.gsa.gov/portal/content/103911>. This report will be sent to 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. 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.

3. MANDATORY REQUIREMENTS: To participate in TMSS all TSP's are now required to sign up with the Central Contractor Registration (CCR) at <https://www.bpn.gov/ccr/>. All TSPs are required to participate in GSA's PayPort Express, a third party payment service, provided by Citi Bank NA using the Syncada network. TSPs must participate in the PayPort Express to receive payments for invoices from any agency that elects to use GSA's PayPort Express to process their invoices. Payments made to TSP's through PayPort Express will be net of Industrial Funding Fee (IFF) owed to GSA. TSPs providing services to non-participating agencies under STOS, are still REQUIRED to submit copies of all agency final invoices to Syncada. The invoicing procedures for these agencies remain unchanged. This submission is effective November 1, 2011. Subsequently if the agency decides to participate, the procedures for participating agencies will be applicable. Additional details including on-boarding, setup packages, training and invoice submission instructions, can be obtained from Citi Bank NA at 1-888-617-7173 or by email to payportexpress@citi.com. You may also contact Sang Lee at 212-816-6618 or Sang.Lee@citi.com, or Vasilios Kontogianis at 212-816-7096 or Vasilios.Kontogianis@citi.com for any additional questions or information.

If you have any questions, please contact Jim Stroup at (816) 823-3646 or via e-mail at jim.stroup@gsa.gov or Thomas Hendershot at (703) 605-2528 or via email at thomas.hendershot@gsa.gov.

Sincerely,

/s/ Sharon K. Eckroth

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