



September 8, 2011

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 PM Central Standard Time (CST), October 7, 2011**. Rate offers submitted and accepted for the traffic identified in Section 9 will be for the time period **November 1, 2011 through October 31, 2012**. Rate offers submitted and accepted and for the traffic identified in Section 10 will be for the period November 1, 2011 through October 31, 2012 with the Government's option to extend from **November 1, 2012 through October 31, 2013**.

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.

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. Multiple source provider will be selected to provide the after hours emergency transportation support. GSA will select Multiple sources 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.**

Environmental Protection Agency (EPA) SmartWay Transport Partners are preferred. To learn more about the EPA SmartWay program and to become EPA SmartWay certified, please visit <<http://www.epa.gov/smartwaylogistics/>>, or you can contact Buddy Polovick at [\(734\)214-4928](tel:(734)214-4928) or polovick.buddy@epamail.epa.gov.

Since GSA has requested these rate offers ELECTRONICALLY on the behalf of Federal civilian agencies and FEMA 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 PM CST, October 7, 2011**. 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 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.**
3. **TSPs required to submit shipment reports:** 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.
4. **Monitoring 6% Transaction Fee:** 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 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 JUUpload 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 JUUpload 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.
- 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.

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 17, 2010. 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 17, 2010. 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. **Instructions to update TMSS Freight Rate using JUpload Files:** These instructions and a copy of the spreadsheet to be used can be found at the web address **www.gsa.gov/transportation** under Freight Management.

10. **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.

11. **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](tel: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/ Scott Kidd

Scott Kidd
Branch Chief
Center for Transportation Management (QMCC)

Enclosure