

August 06, 2012

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 United States Department of State (DOS) for freight-all-kinds (FAK) traffic and crated household goods personal effects, generally self contained in 87" high wooden liftvans. It is estimated that 80% of the traffic occurring under this RFO and its FI will be crated household goods personal effects and 20% will be FAK. 100% of all shipments will be crated. 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. Rate offers submitted and accepted in accordance with this RFO and its FI will be for the time period November 1, 2012 through October 31, 2013.

Traffic identified in this RFO and its FI will be 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. Rates will be applicable only to interstate shipments moving in the Continental United States (CONUS), the identified intrastate shipments within CONUS and shipments moving between CONUS and the identified Canadian provinces and territories (see Section 9-14.B.). Rate offers WILL NOT be accepted for shipments moving between points in Canada.

Please be aware that rate offers for the DOS will automatically expire on October 31, 2012; consequently, it is imperative that all TSPs submit new rate offers electronically in accordance with this RFO and its FI if a TSP wants rates effective November 1, 2012.

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 (RFSPs) 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 TSPs. Rate offers submitted in response to this RFO and its FI must be submitted to GSA in accordance with Sections 9, 10 & 11 - **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 or [polovick.buddy@epamail.epa.gov](mailto:polovick.buddy@epamail.epa.gov).

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, August 27, 2012**. Rate offers received after this date and/or not submitted in accordance with this RFO and its FI will not be accepted.

**2. Canadian Provinces and Territories:** Included in this RFO and its FI is the request for rate offers for shipments moving between CONUS and the Canadian provinces and territories identified in Section 9-14.B. Rate offers WILL NOT be accepted for shipments moving between points in Canada. For mileage application for shipments moving between CONUS and the identified Canadian provinces and territories, please refer to Section 7. **Please note that rate offers are no longer being requested for Newfoundland and Prince Edward Isle.**

**3. Minimum Charge - Capacity Loads:** TSPs **MUST** include any charges for Item 700, Minimum Charge – Capacity Load of the 100-D, National Rules Tender, GSA Standard Tender of Service in their line-haul rate offer(s). TSPs will not be allowed to apply the provisions of Item 700 when billing the DOS. Shipments moved in accordance with this RFO and its FI **MUST** be billed based on the actual weight of the shipment even if the shipment(s) fills the full visible capacity of the vehicle(s).

**4. TSPs to submit invoices via Power Track:** TSPs that provide transportation services for the DOS in accordance with this RFO and its FI will be required to submit **ALL** invoices via **Power Track**. Questions regarding Power Track usage/participation may be forwarded to the DOS at [CoyneCM@state.gov](mailto:CoyneCM@state.gov).

**5. TSPs required to remit 6%:** TSPs are required to remit to GSA a **6%** Transaction Fee based on the total transportation charges paid, **excluding** the fuel surcharge, for all invoices submitted in accordance with rate offers accepted under this RFO and its FI **no later than thirty (30) calendar days after receipt of payment**. The checks must be made payable to the “General Services Administration” and reference on the check, “GSA-GL 474.2 TMSS (followed by the TSP’s name. Bill of Lading number(s) to support check amount).” 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 TSP in temporary nonuse.

**6. TSPs required to submit shipment reports:** As identified in Section 9-7 of this RFO and its FI, TSPs are required to submit a Quarterly Freight Weight Variations shipment report to GSA and the DOS based on the number of shipments billed per calendar quarter. Shipments reported on the Quarterly Freight Weight Variations report will be used to compare to the Transaction Fees received from TSPs. Please see Section 9-7 for additional information on the due dates of the Quarterly Freight Weight Variations shipment reports and instructions for submission. Failure to remit the Quarterly Freight Weight Variations shipment report(s) could result in the immediate placement of the TSP in temporary nonuse.

**7. Shipment Tracking:** TSPs **MUST** have a secure Internet website that is accessible by the DOS. This website **MUST** allow for the tracking and status of all DOS shipments moved under this RFO and its FI. Access to the website **MUST** be password controlled, available only to the DOS, and available 24 hours a day, seven days a week.

**8. 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.

**9. Rate Filing Spreadsheet Instructions:** For those TSPs preferring to use the GSA Supplied Java Upload Client (JUpload) instead of the rate filing module within the Transportation Management Services Solution (TMSS) system, GSA has created a new spreadsheet that will assist TSPs in creating new rate offer files and/or modifying existing rate

offer files. A copy of the instructions on how to use the new spreadsheet can be found at [www.gsa.gov/transportation](http://www.gsa.gov/transportation) Once there, on the left hand side click on “Freight Management” and then on “Instructions to Update TMSS Freight Rates.” See #10 below for instructions on “uploading” the completed rate offer(s) to GSA via JUpload.

**10. Rate File Submission Procedures:** If TSPs choose not to use the rate filing module within TMSS to file rate offers requested under this RFO and its FI, then TSPs must use the GSA supplied JUpload function contained within TMSS. The JUpload 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 JUpload module to upload rate offers created in accordance with Sections 9, 10 & 11 of this RFO and its FI, a TSP’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 TSP currently has freight rate offers on file within TMSS, the user may receive a pop-up window when they first access the “Freight Rate Filing” link asking if the user would like to copy existing rate offers to over to the next rate cycle. 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 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. **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 a TSP’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 TSP’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 TSP’s old FTP User Name and Password used for previous rate submissions. If the user does not know their TSP’s User Name and Password, please contact GSA as identified in Section 11 of this RFO and its FI.
- f. Please review Section 11 for additional information.

**The TSPs will file one percentage value per Accessorial that will apply across all lanes on that SRO. For example: the TSP submits 121% for item 425 for the General CV SRO, this will apply for all destinations (49 states) and all origins for General FAK, closed van. If the TSP files more than one percentage value, the highest percentage will default/apply to all destinations on the SRO. This practice will be applied to all the SROs effective with the August 2012 rate filing.**

**11. 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.

**12. 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 FI in Sections 9, 10, and 11 will not be accepted. If a TSP 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 the PMO as identified in Section 11 of this RFO and its FI.

**13. Processing of Submitted Rate Files:**

- a. Per Section 11, 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 11 for additional instructions on viewing error files). TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the closing date of August 27, 2012. 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 of September 30, 2012. These rate offers will be considered unacceptable and the TSP and/or RFSP will not be allowed to re-file. (see Section 1, Paragraph 1-2.B. and Section 11 for further details).
- b. Rate offers created using the TMSS On-Line Rate Filing module are validated in real time.

**14. 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, 2013. 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](mailto:payportexpress@citi.com). You may also contact Sang Lee at 212-816-6618 or [Sang.Lee@citi.com](mailto:Sang.Lee@citi.com), or Vasilios Kontogianis at 212-816-7096 or [Vasilios.Kontogianis@citi.com](mailto:Vasilios.Kontogianis@citi.com) for any additional questions or information.

**TSPs must be registered in PayPort Express (PPE) prior to filing rates. If the TSP is not registered in PPE by RFO closing date, the TSP's rates will not be activated on the effective date. The TSP**

**will not have another opportunity to file rates until the next Rate Filing cycle.**

Questions regarding the identified DOS traffic should be directed to Shawn Griffin at 202-663-0959 or via e-mail at [griffinsr@state.gov](mailto:griffinsr@state.gov). Questions dealing with the submission of electronic rate offers should be directed to Jim Stroup at (816) 823-3648, [jim.stroup@gsa.gov](mailto:jim.stroup@gsa.gov) or Thomas Hendershot at (703) 605-2528 or via email at [thomas.hendershot@gsa.gov](mailto:thomas.hendershot@gsa.gov).

Sincerely,

*/s/ Sharon K. Eckroth*

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

Enclosure