

August 6, 2012

Dear Transportation Service Providers (TSPs):

This Request for Offers (RFO) transmits the Filing Instructions (FI) for the submission of non-alternating rate offers for GSA shipments originating at **Western Distribution Center and Eastern Distribution Center** locations 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 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) and the identified intrastate shipments within CONUS.

Please be aware that rate offers for these facilities will automatically expire on **October 31, 2012; 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 November 01, 2012.**

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:7342144928) or polovick.buddy@epamail.epa.gov.

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 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 August 27, 2012.

TSPs will be required to remit directly to GSA a 6% Transaction Fee based on the total transportation charges paid including any accessorial, (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. 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.

1. 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 November 1, 2012, 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 November 1, 2012 effective date.

Existing tenders for CDC and EDC 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 October 31, 2012. However, TSPs have the option to modify existing rates or add rates.

2. **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 “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

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, 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. 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.

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.

4. **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 (JUUpload) 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.

- 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 JUUpload 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 JUUpload 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

All TSP’s will now file one percentage value per Accessorial that will apply across all lanes on the SRO. Example: The TSP submits 121% for item 425 for the SRO, then this percentage will apply for all destinations (49 States including WDC and EDC) and all origins for Ability 1. If the TSP files more than one percentage value, the highest percentage will default/apply to all destinations on the SRO.

4. **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

November 1, 2012, 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.

- 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 November 1, 2012 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 October 31, 2012. However, TSPs have the option to modify existing **rates or add rates**.

5. 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.

6. 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.

7. 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 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 August 27, 2012, 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.

8. Instructions to update TMSS Freight Rate using iUpload 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.

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