

March 05, 2012 (Amended 08-06-2012)

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 **November 01, 2012 through April 30, 2013**.

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);
- **Not open -Fire Suppression Support Service rate offers (Section 10);**
- US Mint rate offers (Section 11)
- Non-Alternating rates for 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 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 1, 2012.**

All rate offers submitted in response to this RFO and its FI must be submitted to GSA in accordance with Sections 17 and 18- **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 August 27, 2012.

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. 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. (For Additional Information See Attachment)

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.

2. SECTION 10 FIRE SUPPRESSION SUPPORT SERVICE: Is not open during this filing period

3. SECTION 12 IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE SUBMISSION OF FEDERAL AVIATION

ADMINISTRATION, OKLAHOMA CITY, OK RATE OFFERS: The General Services Administration (GSA) is requesting non-alternating SRO rate offers. Rates will only be accepted for the origins/destinations identified below. Please note that “**BETWEEN**” rate offers are being requested for the FAA, Oklahoma City, OK. By “**BETWEEN**” it is meant that the same rate offered from the FAA, Oklahoma City, OK to a destination would also apply from the destination state to the FAA, Oklahoma City, OK. Rates may be, but are not required to be, submitted for all origins/destinations requested. All rate offers **MUST** be submitted as a B2 rate record

4. SECTION 13: IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR SPECIALIZED EQUIPMENT FOR GENERAL USE:

The General Services Administration (GSA) is requesting non-alternating SRO rate offers on behalf of Federal civilian agencies during normal business hours. Rate offers submitted in response to this RFO and its FI 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. **These rates supersedes any paper rates on file with GSA for Flatbed (GENFB), Lowboy (GENLB), Power Only Units (GENPU), Drop Deck (GENDD), Step Deck (GENSD), Removable Goose Neck (GERGN) and Refrigerated Van (GENRV).** All paper tender for these services will expire or cancel on the effective date of these electronic rates.

5. SECTION 15 IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE SUBMISSION OF NON-ALTERNATING SRO RATE OFFERS:

The General Services Administration (GSA) is requesting **non-alternating** SRO rate offers. Please note that information provided below with regard to “Estimated Annual Tonnage and/or # of Shipments Annually” is provided as an estimate of the traffic volume and shall not be interpreted as a guarantee to the TSP that traffic will amount to these quantities. The Government makes no guarantee that these quantities or any quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments. Please note a **SEPARATE** rate offer **MUST** be submitted for **EACH** non-alternating SRO. If the origin/destination is a particular city or cities, the accepted rate offer will only be applicable to the identified city or cities and not the entire state in which the city or cities are located. Accepted rate offers will only apply to the specific agency/location identified and not the entire agency. Rates may be, but are not required to be, submitted for all origins/destinations requested.

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

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.

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 March 26, 2012 and August 27, 2012, 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. **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.

If you have any questions, please contact Jim Stroup at (816) 823-3646 or via e-mail at jim.stroup@gsa.gov.

Sincerely,
/s/ Sharon K. Eckroth

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