

**SPECIAL FILING INSTRUCTIONS**  
**2010 - 2011**  
**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**  
**And Other Federal Civilian Agencies**

**SECTION 1**  
**TERMS AND CONDITIONS**

**GENERAL:** The following Request for Offers (RFO) and its Filing Instructions (FI) are provided in addition to the terms and conditions of the General Services Administration's (GSA's) Standard Tender of Service (STOS) dated December 04, 2001, supplements and reissues thereto. However, certain provisions and requirements of this RFO and its FI may deviate from and supersede those published in the STOS.

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 and flatbeds, single/double drop, lowboys and power only unit shipments. The transport of travel trailers and mobile home is included under Section 9 only. Rate offers will be applicable only to interstate shipments moving in the Continental United States (CONUS) and **all** intrastate shipments within CONUS.

Non-alternating Standing Route Orders (SRO) rate offers are being requested. These non-alternating SRO rate offers **WILL NOT** alternate with any other accepted rate offer and the accepted rates and charges **MAY NOT** be used in the construction of combination through rates, charges or other provisions.

**1-1. EFFECTIVE PERIOD:**

Acceptable rate offers submitted in response to this RFO and its FI for under Section 9 will be for the period **November 1, 2010 through October 30, 2011**. Acceptable rate offers submitted in response to this RFO and its FI for under Section 10 will be for the period **November 1, 2010 through October 30, 2011**, with the Government's option to extend from **November 1, 2011 through October 30, 2012**.

**1-2. FILING PERIOD:**

**A. INITIAL FILINGS:** Rate offers made by Transportation Service Providers (TSPs) approved to participate in GSA's Freight Management Program are due by **10:00 AM Central Standard Time (CST), Friday, September 17, 2010** and will be processed in accordance with 1-2.C.

**B. REFILINGS OF ELECTRONICALLY SUBMITTED FILING DEFICIENCIES:** Electronic rate filings received between **September 1, 2010 through September 17, 2010** which do not meet the requirements as stated in this RFO and its FI will be considered unacceptable and rates will not be included in GSA's Transportation Management Services Solution (TMSS) system. TSPs utilizing the JUPLOAD will be notified daily of any deficiencies submitted per **Section 12-5** by an e-mail confirmation acknowledging the receipt and processing of the file. The e-mail will contain the number of records processed and the number of errors encountered. If a firm's rate offer is submitted in accordance with this RFO and its FI by a Rate Filing Service Provider (RFSP), the RFSP will be notified of the deficiencies and not the firm. Corrected rate offers **must be** resubmitted no later than **by 10:00 PM. CST, September 17, 2010**. In those instances where corrections are not received by **10:00 PM CST, September 17, 2010**, rate offers will be considered unacceptable and the firm will not be allowed to re-file. TSP's utilizing TMSS online rate filing will **NOT** receive error reports on the JUPLOAD since the validation notifies the TSP in real time of any errors encountered.

**RATE OFFERS CREATED USING THE TMSS ONLINE RATE FILING MODULE WILL BE PROCESSED AT 10:00AM, 2:00 PM, 6:00PM AND 10:00PM CST. TSPs AND RFSPs MAY CONTINUE SUBMITTING CORRECTIONS UNTIL ALL ERRORS ARE CORRECTED OR UNTIL THE CLOSING DATE OF 10:00 PM CST SEPTEMBER 17, 2010.**

**C. ACCEPTED/EFFECTIVE DATE:** Initial rate offers allowable under Paragraph 1-2.A. will be accepted into TMSS by **November 1, 2010**, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-2.B

**D. TSP NOTIFICATIONS:** If the submitting TSP or RFSP receives no communication from GSA pursuant to Paragraph 1-2.B. by **September 17, 2010**, the TSP or RFSP is on notice that its rate offer(s) has been offered to GSA's Office of Transportation Audits.

**E. ACCEPTED/EFFECTIVE DATE:** Rate offers will be accepted and entered into TMSS on the date indicated below or the first working day of the month, whichever occurs later.

**F. INITIAL FILINGS:** Initial rate offers allowable under Paragraph 1-2.A. will be processed as shown below, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-2.B:

SRO	DATE RECEIVED	COMPUTER ENTRY DATE	ACCEPTED/EFFECTIVE DATES
Section 9	09/1/10 through 09/17/10	11/1/10 or before	11/1/10 through 10/31/11
Section 10	09/1/10 through 09/17/10	11/1/10 or before	11/1/10 through 10/31/11 11/1/11 through 10/31/12

**1-3. APPLICABILITY OF RATE OFFERS:** By submission of a rate offer to GSA for the traffic identified in this RFO and its FI, the offeror agrees that it can and will service all points within each identified origin and destination State for which a rate is offered.

**Note:** As a TSP submitting a rate offer in accordance with this RFO and its FI for the identified traffic, you are stating you will honor that rate. Failure to do so could result in Temporary Nonuse, Debarment, or Suspension within GSA's Freight Management Program.

**1-4. OPTION TO EXTEND:** The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with this RFO and its FI for up to ninety (90) days.

**1-5. TERMINATION:**

A. The following provision will apply in addition to Item 18.e. of the Optional Form 280 (REV. 6/2003):

1. Accepted rate offers may be terminated upon determination that a TSP has failed to satisfactorily respond to a show cause notice(s); and
2. Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the TSP in accordance with the 41 Code of Federal Regulation (CFR) 102-117.

B. Upon termination of the rate offer under 1-5.A.1 and/or 2 above, the TSP shall be paid any sum due the TSP for services performed under this RFO and its FI to the date of such termination; and in the event of partial termination, shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not terminated; provided any such payments shall be without prejudice to any claim which the Government may have against the TSP and the Government shall have the right to offset any such claims against such payment.

**1-6. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT:** The Government, by written notice, may terminate all or part of the rate offers accepted in accordance with this RFO and its FI when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall only be liable for payment for services rendered before the effective date of the termination.

**1-7. CONTACTS:** Questions should be directed to 703-605-5618 or [transportation.programs@gsa.gov](mailto:transportation.programs@gsa.gov)

## SECTION 2 EVALUATION AND ACCEPTANCE

**2-1. EVALUATION:** For those rate offers submitted under Section 9, all submitted rate offers which have been determined to be acceptable in accordance with this Request for Offers (RFO), its Filing Instructions (FI), and the General Services Administration's (GSA) Freight Management Program will be evaluated by the Freight Program Management Office (FPMO) based on price only. Price will be determined by calculating both the price of the line-haul transportation and the price of the accessorial service(s) (Item Numbers identified in the GSA National Rules Tender 100-D containing rates or charges) requested by the customer agency for each cost comparison requested. Individual agencies may use other methods of evaluation such as prior performance; however, the FPMO will provide accepted rate information according to paragraph 2-2, below. For those rate offers submitted under Section 10, GSA will select a single source and a backup 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. A best value selection will be made based upon meeting the requirements listed under section 10 and on the price of rates filed.

**2-2. ACCEPTANCE:** For those rate offers submitted under Section 9, accepted rate offers will be contained in GSA's Transportation Management Services Solution (TMSS) system. When identified in TMSS, the acceptable rate offers will be listed based on price only. The listing of TSP's and their rate offers will be based on the anticipated shipping date, the origin of the shipment, the destination of the shipment, the weight of the shipment, the number of miles between the origin and destination of the shipment, and any accessorial services requested by the customer agency. TSP's with applicable rates for the requested shipment will be listed on the cost comparison in cost ascending order. In the case of brokers and shippers agents/Intermodal Marketing Companies, please note that the broker's name and/or the shipper agent's/Intermodal Marketing Company's name and not the names of its underlying TSP's will be identified on cost comparisons. However, when rate information is made available to GSA's Office of Transportation Audits, rate information will be submitted in the name of the broker's and/or a shipper agent's/Intermodal Marketing Company's underlying TSP's and not in the name of the broker and/or the shipper agent/Intermodal Marketing Company. If the occasion arises when two or more TSP's have offered the exact same rate offer (both for transportation and the requested accessorial services), then the TSP's will be listed on the cost comparison in alphabetical order according to the TSP's names. For those rate offers submitted under Section 10, the above will also apply to the rate offers submitted by the selected single source. Rate offers of other TSPs may be added as backups if necessary.

**PLEASE NOTE:** For those rate offers submitted under Section 9, FEMA and other participating agencies may consider other factors when routing shipments other than just price. As a result, the listing of firms on a cost comparison is for viewing/verification purposes only and does not guarantee any traffic will be awarded.

## SECTION 3 LETTER OF INTENT CERTIFICATION

By the submission of a rate offer to GSA in accordance with this RFO and its FI, the submitting TSP certifies that:

I have read and will comply with all the provisions contained in this request, as well as any supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS), GSA General Freight Tender of Service No. 1-F, the GSA National Rules Tender No. 100-D, and the GSA Baseline Rate Publication No. 1000-D, all effective December 4, 2001, as well as any supplements, changes, and/or reissues thereto and I further certify that the company for which rate offers have been submitted has the operating authority and insurance required by Item 1-6 (See Below) and Section 2 of the GSA General Freight Tender of Service No. 1-F.

Item 1-6 of the GSA General Freight Tender of Service No. 1-F reads as follows:

“LAWFUL PERFORMANCE, OPERATING AUTHORITY, AND INSURANCE. All service shall be performed in accordance with applicable Federal, State, and local laws and regulations. Common motor carriers or brokers, freight forwarders, rail carriers, shipper’s agents, or shippers associations shall possess the required carrier or Surface Transportation Board (STB) broker operating authority and maintain cargo as well as public liability insurance as required by Federal, State, and local regulatory agencies.”

#### **SECTION 4 SUBSTITUTED SERVICE – RAIL FOR MOTOR**

If a TSP utilized Item 1125, Substituted Service – Rail for Motor, of the GSA National Rules Tender No. 100-D for shipments moving under this RFO and its FI, the submission of a rate offer(s) constitutes agreement to the terms and conditions of Item 1125 and that rates submitted include for the proper blocking and bracing by the TSP for Trailer-On-Flat-Car (TOFC) or Road Railer movement to preclude damage to the material.

#### **SECTION 5 TERMS & CONDITIONS OF THE UNIFORM TENDER OF RATES AND/OR CHARGES FOR TRANSPORTATION SERVICES**

By submission of a rate offer(s) to GSA in accordance with this RFO and its FI, the submitting TSP agrees to and/or meets the terms and conditions of the Uniform Tender of Rates And/Or Charges For Transportation Services, Optional Form 280 (REV. 06/2003), except as provided in Paragraph 1-5.

#### **SECTION 6 TERMS AND CONDITIONS FOR BILLS OF LADING ISSUED FOR GOVERNMENT SHIPMENTS**

Per this RFO and its FI, all Government shipments handled pursuant to the STOS will be subject to the terms/conditions contained in 41 CFR §§102-117 and 102-118. These terms and conditions have been incorporated into the Optional Form 280 (OF280). Therefore, any shipment moving under an accepted rate offer submitted on an OF280 is automatically subject to the Government’s shipping “terms and conditions.” In accordance with Section 5 rate offers accepted in accordance with this RFO and its FI are also automatically subject to the Government’s shipping “terms and conditions.” The bill of lading for any such shipment must contain the statement “This is a U.S. Government shipment.” For a complete description of the Government’s shipping terms/conditions, please visit <http://www.gpoaccess.gov/cfr/> search for “Transportation Management” (41 CFR § 102-117) or “Transportation Payment and Audit” (41 CFR § 102-118), as appropriate.

#### **SECTION 7 BASIS FOR DETERMINING APPLICABLE DISTANCE/MILEAGE**

Per this RFO and this FI, auditing of freight shipments identified herein and handled pursuant to the STOS will be based on mileage provided by **ALK Technologies, Inc., 5 digit Zip Code, Web Version 23**. **ALK Technologies, Inc., 5 digit Zip Code, Web Version 23** will be used to determine highway mileages for all surface freight shipments between any two locations within the Contiguous United States (CONUS) (i.e., the lower 48 states and the District of Columbia). Exceptions to the use of ALK Technologies, Inc., mileage are domestic non-express small package shipments. The TSP industry will be notified of any future Version updates. Below is the basis to be used when constructing mileage for shipments moving within the contiguous United States:

GENERAL: borders closed, shortest mileage, ferry on.

OW/OD: borders closed, practical miles, ferry on.

HAZMAT; borders closed, practical miles, ferry on.

For a full description of Default Settings, please refer to: <http://dtod.sddc.army.mil/>.

**SECTION 8A**  
**APPLICATION OF 6% TRANSACTION FEE**

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**. The checks must be made payable to the “General Services Administration” and reference on the check, “**GSA-GL 474.2 TMSS, company name, SCAC code and Bill of Lading number(s)**”. 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 firm in temporary nonuse pending revocation of the firm’s approval to participate in GSA’s Freight Management Program.

**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.**

**SECTION 8B**  
**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. Report must include the following information: Agency bill to address, BL/invoice number, Tender Id, weight, mileage, total line haul charge, accessorial type(s)/charge(s), and the **6%** Transaction Fee paid to GSA. This report will be sent to [transportation.programs@gsa.gov](mailto: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](mailto:raymond.price@gsa.gov). Failure to remit the Shipment Reports could result in the immediate placement of the firm in temporary nonuse.

**SECTION 9**  
**IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER TRAFFIC**  
**FOR EMERGENCY RESPONSE DURING NORMAL BUSINESS HOURS**

**9-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC:**

The General Services Administration (GSA) is requesting non-alternating SRO rate offers on behalf of FEMA and other Federal civilian agencies for emergency response and surge support during normal business hours (8:00 AM to 8:00 PM, Eastern Standard Time, Monday through Friday excluding Federal holidays). 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.

GSA is requesting rate offers for the traffic listed below. An offering TSP must be able to service all points within each origin and destination state that a rate is offered. Rates may be, but are not required to be, submitted for all origins/destinations and types of modes requested. Please note that separate rate offers MUST be submitted for each origin/destination and type of mode.

In the GSA National Rules Tender No. 100-D, the below Accessorial Service Items are marked with an \* indicating a percentage (%) is not required; however, for the traffic identified in this RFO and its FI, a percentage (%) must be offered for these Items in addition to other mandatory Accessorial Service items.

- Item 480 – Expedited Service
- Item 1035 – Services – Dual Driver Protective Service (DDPS)
- Item 1040 – Service – Dual Driver Service

**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.**

Identified below are the “Destinations-Origins, Agency Codes, and Type of Rates Requested” needed to file rates in response to this RFO and its FI.

**9-2. IDENTIFICATION OF NON-ALTERNATING RATES**

**A. LESS-THAN-TRUCKLOAD (LTL) AND TRUCKLOAD (TL)**

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	FEGCV	Less Than Truckload and Truckload

Note: Truckload rates MUST be filed as a cents-per-mile with a minimum charge per vehicle used. A B2 Rate Records must be used.

**B. SPECIALIZED EQUIPMENT**

1. FLATBED – FEGFB
2. SINGLE/DOUBLE DROP – FEGSD
3. LOWBOY – FEGLB
4. POWER ONLY UNITS - FEGPU:

**FLATBED**

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	FEGFB	Truckload Cents-per- Mile

### SINGLE/DOUBLE DROP

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	<b>FEGSD</b>	Truckload Cents-per- Mile

### LOWBOY

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	<b>FEGLB</b>	Truckload Cents-per- Mile

### POWER ONLY UNITS

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	<b>FEGPU</b>	Cents-per- Mile

### SPECIALIZED EQUIPMENT REQUIREMENTS

1. Rates must be offered as Cents-per-Mile with a Minimum Truckload Charge;
2. A B2 Rate Record must be used;
3. **NO** less-than-truckload rate offers will be accepted; and
4. TSP may be requested to furnish chains, tie down or other load securing equipment.

### C. TRAVEL TRAILERS

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	<b>FEGTT</b>	Cents-per- Mile

### TRAVEL TRAILER REQUIREMENTS

1. Rates must be offered as Cents-per-Mile with a Minimum Truckload Charge;
2. A B2 Rate Record must be used; and
3. Fees for permits, escorts and road surveys, when required and approved, **must be billed in accordance with the % offered under Item 825 of the 100-D**

### D. MOBILE HOMES

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	<b>FEGMH</b>	Cents-per- Mile

### MOBILE HOME REQUIREMENTS

1. Rates must be offered as Cents-per-Mile with a Minimum Truckload Charge;
2. A B2 Rate Record must be used; and
3. Fees for permits, escorts and road surveys, when required and approved, **must be billed in accordance with the % offered under Item 825 of the 100-D**

**9-3. ACCESSORIAL SERVICES:** In the GSA National Rules Tender No. 100-D, the below Accessorial Service Items are marked with an \*\* indicating a percentage (%) is not required; however, for the traffic identified in this RFO and its FI, a percentage (%) must be offered for these Items in addition to other mandatory Accessorial Service items.

- Item 480 – Expedited Service
- Item 1035 – Services – Dual Driver Protective Service (DDPS)
- Item 1040 – Service – Dual Driver Service

**9-4. HAZARDOUS MATERIALS:**

- A. Each TSP that picks up and/or transports a hazardous material shipment must maintain emergency response information as specified in 49 CFR 172-602 the same manner as prescribed for shipping papers. The TSP must have in its possession a copy of the current Department of Transportation Emergency Response Guidebook when picking up and/or transporting a shipment of hazardous material. This information must be immediately accessible to a transport vehicle operator or crew in the event of an accident involving hazardous materials.
- B. If placarding is required by the American Trucking Association, Inc., Hazardous Material Tariff, ICC ATA-111 series (current version) or BOE-6000 (current version), supplements thereto and revisions thereof, shipper will provide the placards and TSPs will affix placards at no additional cost.

**9-5. LIABILITY OF TSP AND GOVERNMENT:**

- A. Notwithstanding the provisions of 41 CFR 102-117 and 102-118 and CFR 102-1 through 102-220, property transported under the provisions of this RFO and its SFI and the Standard Tender of Service (STOS) shall be valued at full value.
- B. Shipments will normally be loaded by the TSP at origin and unloaded by the TSP at destination.
- C. The TSP agrees that offered rates and charges include securing of loads and protection from the elements. TSP will be responsible for the proper blocking, bracing, and placarding of those shipments which move in Trailer or specialized equipment.

**9-6. SHIPMENT TRACKING:** The TSP agrees to FEMA's requirement to place a transponder on the specific full trailer loads. The TSP accepts financial and physical responsibilities for the transponder. This will be installed and removed by FEMA personnel. If FEMA personnel are not available at destination to remove the device, the TSP will remove and return the transponder to FEMA in accordance with the instructions provided by FEMA at origin. Payment for the movement may be delayed should the transponder not be returned promptly. Understanding this, TSPs who do not abide by these terms will not be offered the loads.

**9-7. DRIVER REQUIREMENTS:**

- A. DRIVERS MUST BE AN AMERICAN CITIZEN OR POSSESS A GREEN CARD AND HAVE ADEQUATE COMMAND OF THE ENGLISH LANGUAGE TO PRECLUDE COMMUNICATIONS PROBLEMS, SAFETY ISSUES, AND MEET SECURITY STANDARDS.
- B. DRIVERS MUST PROVIDE PROOF OF ID, SSN AND BE PRE-APPROVED PRIOR TO ENTRY AT ORIGIN.

**9-8. ITEM 75, SERVICES NOT OTHERWISE SPECIFIED, NATIONAL RULES TENDER NO. 100-D:** For any accessorial services required that are not identified in the 100-D, the TSP MUST provide the shipper an estimated charge for the accessorial service(s) and obtain approval from the shipper in writing prior to the performance of the accessorial service.



**SECTION 10  
IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER TRAFFIC  
FOR EMERGENCY RESPONSE AFTER HOURS**

GSA will select a single source and a backup to provide the **after hour emergency response** (8:00 PM to 8:00 Eastern Standard Time) and **surge support** as needed, 365 days per year including 24 hours each day during weekends and holidays for ordering/acquiring necessary transportation and related services for Federal disasters and emergencies. GSA will select a single source and a backup 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.

**In the GSA National Rules Tender No. 100-D, the below Accessorial Service Items are marked with an \* indicating a percentage (%) is not required; however, for the traffic identified in this RFO and its FI, a percentage (%) must be offered for these Items in addition to other mandatory Accessorial Service items.**

- Item 480 – Expedited Service**
- Item 1035 – Services – Dual Driver Protective Service (DDPS)**
- Item 1040 – Service – Dual Driver Service**

**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.**

**10-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC:** The General Services Administration (GSA) is requesting non-alternating SRO rate offers on behalf of FEMA and other Federal civilian agencies for emergency response and surge support after hours (8:00 PM to 8:00 AM Eastern Standard, 365 days per year including 24 hours each day during weekends and holidays). 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.

GSA is requesting rate offers for the traffic listed below. An offering TSP must be able to service all points within each origin and destination. Please note that separate rate offers MUST be submitted for each origin/destination and type of mode.

Identified below are the “Destinations-Origins, Agency Codes, and Type of Rates Requested” needed to file rates in response to this RFO and its FI.

**10-2. IDENTIFICATION OF NON-ALTERNATING RATES**

**A. LESS-THAN-TRUCKLOAD (LTL) AND TRUCKLOAD (TL)**

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	FEMCV	Less Than Truckload and Truckload

Note: Truckload rates MUST be filed as a cents-per-mile with a minimum charge per vehicle used. A B2 Rate Records must be used.

**B. SPECIALIZED EQUIPMENT**

1. FLATBED – FEMFB
2. SINGLE/DOUBLE DROP – FEMSD
3. LOWBOY – FEMLB

4. POWER ONLY UNITS - FEMPU

**FLATBED**

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	<b>FEMFB</b>	Truckload Cents-per- Mile

**SINGLE/DOUBLE DROP**

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	<b>FEMSD</b>	Truckload Cents-per- Mile

**LOWBOY**

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	<b>FEMLB</b>	Truckload Cents-per- Mile

**POWER ONLY UNITS**

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	<b>FEMPU</b>	Cents-per- Mile

**SPECIALIZED EQUIPMENT REQUIREMENTS**

1. Rates must be offered as Cents-per-Mile with a Minimum Truckload Charge;
2. A B2 Rate Record must be used;
3. **NO** less-than-truckload rate offers will be accepted; and
4. TSP may be requested to furnish chains, tie down or other load securing equipment.

**10-3. ADMINISTRATIVE/SUPPORT REQUIREMENTS:** By the submission of a rate offer(s) in accordance with this RFO and its FI, the submitting TSP certifies that it can and will provide the following services:

- A. Single point of contact available 24/7
- B. Dedicated toll-free number
- C. Automated process for booking, quoting, tracking, tracing, etc.
- D. Provide emergency transportation support via all modes  
(May require one-time-only (OTO) quotes for services or locations not included in the rates offered under this RFO including shipments to/from Alaska, Guam, Hawaii, Puerto Rico, the Virgin Islands and foreign areas when requested)
- E. Provide generic reports

**10-4. ACCESSORIAL SERVICES:** In the GSA National Rules Tender No. 100-D, the below Accessorial Service Items are marked with an \*\* indicating a percentage (%) is not required; however, for the traffic identified in this RFO and its FI, a percentage (%) must be offered for these Items in addition to other mandatory Accessorial Service items.

- Item 480 – Expedited Service
- Item 1035 – Services – Dual Driver Protective Service (DDPS)
- Item 1040 – Service – Dual Driver Service

#### **10-5. HAZARDOUS MATERIALS:**

A. Each TSP that picks up and/or transports a hazardous material shipment must maintain emergency response information as specified in 49 CFR 172-602 the same manner as prescribed for shipping papers. The TSP must have in its possession a copy of the current Department of Transportation Emergency Response Guidebook when picking up and/or transporting a shipment of hazardous material. This information must be immediately accessible to a transport vehicle operator or crew in the event of an accident involving hazardous materials.

B. If placarding is required by the American Trucking Association, Inc., Hazardous Material Tariff, ICC ATA-111 series (current version) or BOE-6000 (current version), supplements thereto and revisions thereof, shipper will provide the placards and TSPs will affix placards at no additional cost.

#### **10-6. LIABILITY OF TSP AND GOVERNMENT:**

A. Notwithstanding the provisions of 41 CFR 102-117 and 102-118 and CFR 102-1 through 102-220, property transported under the provisions of this RFO and its SFI and the Standard Tender of Service (STOS) shall be valued at full value.

B. Shipments will normally be loaded by the TSP at origin and unloaded by the TSP at destination.

C. The TSP agrees that offered rates and charges include securing of loads and protection from the elements. TSP will be responsible for the proper blocking, bracing, and placarding of those shipments which move in Trailer or specialized equipment.

#### **10-7. SHIPMENT TRACKING REQUIREMENTS:**

A. Real-time track and trace with web access to all pertinent information. TSPs must have a secure Internet website that is accessible by FEMA. This website must allow for the tracking and status of all FEMA shipments moved under this RFO and its SFI. Access to the website MUST be password controlled, available to FEMA and GSA, 24 hours a day, seven days a week.

B. The TSP agrees to FEMA's requirement to place a transponder on the specific full trailer loads. The TSP accepts financial and physical responsibilities for the transponder. This will be installed and removed by FEMA personnel. If FEMA personnel are not available at destination to remove the device, the TSP will remove and return the transponder to FEMA in accordance with the instructions provided by FEMA at origin. Payment for the movement may be delayed should the transponder not be returned promptly. Understanding this, TSPs who do not abide by these terms will not be offered the loads."

#### **10-8. DRIVER REQUIREMENTS:**

**A. DRIVERS MUST BE AN AMERICAN CITIZEN OR POSSES A GREEN CARD AND HAVE ADEQUATE COMMAND OF THE ENGLISH LANGUAGE TO PRECLUDE COMMUNICATIONS PROBLEMS, SAFETY ISSUES, AND MEET SECURITY STANDARDS.**

**B. DRIVERS MUST PROVIDE PROOF OF ID, SSN AND BE PRE-APPROVED PRIOR TO ENTRY AT ORIGIN.**

**10-9. WITHDRAWAL AND/OR REMOVAL OF SELECTED TSPS:**

A. After the selection and notice is given to the single source TSP, the Government will require that the selected TSP honor the arrangement under this RFO and its FI through the expiration date of this RFO and its FI (to include the one year option if exercised).

B. When a situation requires that the selected single source TSP be removed or the TSP voluntarily decides to withdraw from participation in traffic movements identified in this RFO and its FI, the TSP will remain obligated as the single source TSP until such time as GSA assigns alternate TSP responsibility and has established a definite start-up date.

**10-10. ITEM 75, SERVICES NOT OTHERWISE SPECIFIED, NATIONAL RULES TENDER NO. 100-D:** For any accessorial services required that are not identified in the 100-D, the TSP MUST provide the shipper an estimated charge for the accessorial service(s) and obtain approval from the shipper in writing prior to the performance of the accessorial service.

**SECTION 11**  
**FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS**

**11-1. FILE FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS:** TSPs submitting rate offers for this RFO and its FI, **MUST** submit their rate offers electronically via the GSA supplied Java Upload (JUUpload) client instructions located in Section 12 or via the rate filing capabilities of the Transportation Management Services Solution (TMSS) system. TSPs or RFSPs submitting rate offers via GSA-supplied Java Upload Client (JUUpload), must also adhere to format requirements contained in this Section 11. TSPs filing rate offers via TMSS can use the TMSS help screens. Please note that this Section 11 can also provide general information to those TSPs utilizing TMSS to create their rate offers within TMSS online rate filing. Submissions received from TSPs or RFSPs not conforming to JUUpload or TMSS record requirements will not be accepted by TMSS and the TSP or RFSP will be notified as identified in Section 1-2.B.

**11-2. HEADER RECORD FORMAT REQUIREMENTS:** In addition to each TSP’s rate records, for all rate offers filed in accordance with this RFO TSP’s must file ONE SET of the following “F Records” at the beginning of EVERY RATE FILE submitted to GSA.

➤ **Important Notes:**

Mandatory E-mail Address: Booking office e-mails contained in the rate offer have become **MANDATORY** for the purpose of online booking within TMSS;

The TSP must provide an Email address and are encouraged to provide a fax number for each rate record. The e-mail address provided in the rate record will be used by TMSS for automated booking notification. The e-mail is expected to be associated with the booking office at the route level. If no such e-mail can be provided at the route level, a corporate level e-mail must be provided in this record. For automated booking notifications to be sent by TMSS to the TSP’s, the government will consider offering a system-to-system level information exchange between TMSS and the TSP’s system, in lieu of sending a booking request via e-mail. TSP’s interested in this feature of TMSS are required to contact GSA’s program office (FBL) at (703) 605-5618 and the Government will evaluate such requests for implementation.

**NOTE: When the rate file is complete, it MUST be saved as an unformatted ASCII (Text Only) flat file (e.g. no tab characters, etc.) before attempting to transfer the file.**

**A. List of Header Record Types and their Usage**

Record Type	Description
F1	Mandatory record. This record will contain TSP’s specific information, Rate offer will be rejected if this record is not submitted
F2	Optional record. A Rate Filing Service Provider (RFSP) when filing rates on behalf of a TSP must submit this record. All rate filing related communications will use the RFSP’s Email address specified in this record.
F3	Optional record. Must be submitted when TSP is a Broker/ Shipping Agent/ Intermodal marketing company. This record is used to submit the underlying TSP’s represented by a Broker. Underlying carriers must also be approved within the TMSS system. Each ‘F3’ record can accommodate 50 SCACS. If you represent more than 50 TSPs use an additional ‘F3’ record.

**B. Header Information of TSP (Mandatory Record)**

Record Field	Maximum Position	Positions	Contents
Record ID	2	1-2	Must be the letters 'F1'
SCAC	4	3-6	4 Digit Standard Carrier Alpha Code of the TSP
Separator	1	7-7	\ [backslash]
TSP's Name	45	8-52	Name of TSP participating in this RFO
Separator	1	53-53	\ [backslash]
Effective Date-YYYYMMDD	8	54-61	Initial Filing, New Filings: must be <b>20101101</b>
Separator	1	62-62	\ [backslash]
TIN	9	63-71	Tax Payer Identification Number, assigned by the IRS to the TSP. Do not use hyphen. Example: 321456789
Separator	1	72-72	\ [backslash]
DUNS	9	73-81	Data Universal Numbering system, assigned by Dun & Bradstreet to the TSP. Do not use hyphen. Example: 123456789 If not entering a Duns, use 9 spaces (Space Bar)
Separator	1	82-82	\ [backslash]
DUNS Extension	4	83-86	Do not use hyphen. DUNS extension cannot be completed if DUNS was not Entered. Example: 1234. If not entering a DUNS extension, use 4 spaces (Space Bar)
Separator	1	87-87	\ [backslash]
TSP's Government Representative	45	88-132	Name of TSP's authorized official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

**C. Header Information of Rate Filing Service Provider (RFSP):  
Optional Record, required only when RFSP is filing rates**

Record Field	Maximum Position	Position	Contents
Record ID	2	1-2	Must be the letters 'F2'
RFSP CODE	4	3-6	4 Digit RFSP Code assigned by GSA
Separator	1	7-7	\ [backslash]
RFSP's Name	45	8-52	Name of RFSP filing on behalf of the TSP
Separator	1	53-53	\ [backslash]
RFSP's Phone Number	12	54-65	Phone number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues

Separator	1	66-66	\ [backslash]
RFSP's Fax Number	12	67-78	Fax number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues
Separator	1	79-79	\ [backslash]
RFSP's Email Address	45	80-124	Email address of Rate Filing Service Provider. This email address will be used to send the uploaded file processing statistics and confirmation

**D. Record for Underlying TSP's Represented by Broker or Shipper Agent/Intermodal Marketing Co.:**

**Repeat Formatting Process Until All Underlying TSP's Have Been Identified For A Maximum Of 50 SCACS Per Line. If Additional Space Is Needed, Start Next Line With F3 And Repeat Formatting Process Shown Above**

RECORD FIELD	Maximum Positions	Maximum Positions	CONTENTS
Record ID	2	1-2	Must be the letters 'F3'
SCAC	4	2-5	SCAC of 1st Underlying TSP Represented by the Broker/Shipper Agent
Separator	1	6-6	\ [backslash]
SCAC	4	7-10	SCAC of 2nd Underlying TSP Represented by the Broker/Shipper Agent
Separator	1	9-11	\ [backslash]
			...Continue until a maximum of 50 SCACs are recorded, If the number of SCACs exceed 50 use an additional 'F3' record.

**11-3. RATE RECORD:** Rate Record for Rate Offers Based on a Percent of the Minimum Charge and a Percent of the Less Than Truckload Rates Identified in the GSA Baseline Rate Table Publication No. 1000-D **and** Cents Per Mile for Truckload Rates when Based on a State to State or Intrastate Basis:

Record Field	Maximum Positions	Positions	Contents
Rate Type	2	1-2	Always enter <b>B2</b>
TSP's Tender Number	4	3-6	TSP assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (Use SPACE BAR).
Separator	1	7-7	Use a comma ( , )
Agency ID	5	8-12	Enter appropriate Agency Code – for example FEGCV...
Separator	1	13-13	Use a comma ( , )
Origin	2	14-15	Origin State Abbreviation (for example TX for Texas)
Separator	1	16-16	Use a comma ( , )
Destination	2	17-18	Destination State Abbreviation (for example IA for Iowa)
Separator	1	19-19	Use a comma ( , )
Phone Number	12	20-31	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	32-32	Use a comma ( , )

Record Field	Maximum Positions	Positions	Contents
Facsimile Number	12	33-44	Facsimile number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	45-45	Use a comma ( , )
Email ID	45	46-90	<b>MANDATORY</b> Email ID that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	91-91	Use a comma ( , )
Percent of Minimum Charge	3	92-94	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If not offering a Percent of Minimum Charge, enter zeros (000) to indicate Not Applicable. A Percent of Minimum Charge <b>must</b> be entered if a Percent of LTL is offered. May only be used for FEGCV and FEMCV.
Separator	1	95-95	Use a comma ( , )
Percent of Less Than Truckload	3	96-98	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable. May only be used for FEGCV and FEMCV.
Separator	1	99-99	Use a comma ( , )
Cents Per Mile Truckload	3	100-102	Cents per Miles offered. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile)
Separator	1	103-103	Use a comma ( , )
Minimum Truckload Charge	6	104-109	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). A Minimum Truckload Charge <b>must</b> be entered if cents per mile offer is entered.
Separator	1	110-120	Spaces
Required Item Percentages	132	121-252	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (121-123). Examples: 090, 100. The remaining positions (124-252) may be left blank. If offering different percentages, use positions (124-252), enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. <b>DO NOT USE COMMA DELIMITERS</b> The first three positions (121-123) must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, TSP's are not required to offer a percentage unless they choose to do so except for Items 480, 1035 1040 which a % must be offered. If not offering a percentage for the others, enter zeros (000) in the appropriate positions for those Items. Percentages <b>must</b> be offered for all Required Items not indicated with. ** in addition to 480, 1035 & 1040.



**11-4. RATE OFFER EXAMPLES:**

A. Example of multiple rate offers for a TSP, being sent as one (1) file, filed by an RFSP:

F1ABCD\ABC TRANSPORTATION INC.	\20101101\123456789\98654321\1234\JOHN K DOE		
F2RFSI\RATE FILING SERVICE INC.	\703-555-5555\703-555-5556\RFS@RATEFILINGSERVICE.COM		
B2ABC1,FEGCV,TX,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,089,072,115,045000	100 <i>see 9-3.A.for required</i>
B2ABC1,FEGCV,CA,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,089,072,090,045000	100 <i>item percentages in</i>
B2ABC1,FEGTT,AL,FL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,000,000,135,045000	100 <i>pos. 121-123 &amp; 124-252</i>
B2ABC1,FEGMH,CO,MS,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,000,000,090,045000	100
B2ABC1,FEMCV,DC,NJ,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,089,072,090,045000	100
B2ABC1,FEMFB,MN,KS,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,000,000,090,045000	100
B2ABC1,FEMSD,AL,OR,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,000,000,090,045000	100

B. Examples of multiple rate offers being sent as separate rate file, filed by a TSP:

1. First Rate File:

F1ABCD\ABC TRANSPORTATION INC.	\20101101\123456789\98654321\1234\JOHN K DOE		
B2ABC1,FEGCV,CA,AR,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,089,072,115,045000	100 <i>see 9-3.A.for required</i>
B2ABC1,FEGCV,CA,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,089,072,090,045000	100 <i>item percentages in</i>
B2ABC1,FEGCV,CA,TX,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,089,072,135,045000	100 <i>pos. 121-123 &amp; 124-252</i>

2. Second Rate File:

F1ABCD\ABC TRANSPORTATION INC.	\20101101\123456789\98654321\1234\JOHN K DOE		
B2ABC1,FEGLB,AL,CO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,000,000,090,045000	100 <i>see 9-3.A.for required</i>
B2ABC1,FEGLB,AL,MS,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,000,000,090,045000	100 <i>item percentages in</i>
B2ABC1,FEGLB2,AL,NR,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,000,000,090,045000	100 <i>pos. 121-123 &amp; 124-252</i>

C. Examples of multiple rate offers being sent as one (1) file, TSP is a broker with underlying TSP:

F1ABCD\ABC BROKER SERVICE INC	\20101101\123456789\98654321\1234\JOHN K DOE		
F2RFSI\RATE FILING SERVICE INC.	\703-555-5555\703-555-5556\RFS@RATEFILINGSERVICE.COM		
F3BBBB\CCCC\DDDD\EEEE\FFFF\ <i>only 50 SCACS can be recorded per "F3" line</i>			
B2ABC1,FEMCV,AL,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,000,000,115,045000	100 <i>see 9-3.A.for required</i>
B2ABC1,FEMCV,AL,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,000,000,090,045000	100 <i>item percentages in</i>
B2ABC1,FEMCV,AL,KS,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,000,000,135,045000	100 <i>pos.121-123 &amp; 124-252</i>
B2ABC1,FEMFB,AL,OH,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,000,000,090,045000	100
B2ABC1,FEMSD,AL,AR,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,000,000,090,045000	100
B2ABC1,FEMLB,AL,WY,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,000,000,090,045000	100
B2ABC1,FEMPU,AL,NV,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM		,000,000,090,045000	100

**SECTION 12**  
**ELECTRONIC RATE TRANSMISSION SPECIAL INSTRUCTIONS**

**12-1. SUBMISSION INSTRUCTIONS:** All electronic rate transmissions submitted in accordance with Sections 9,10, 11 & 12 of this RFO and its Filing Instructions (FI) **MUST** be via the rate filing capabilities of TMSS or via the Internet, utilizing the GSA-supplied Java Upload Client (JUUpload). Below are the instructions for accessing the JUUpload module.

NOTE: If your company intends to transmit its rate offer(s) via JUUpload without utilizing the services of a Rate Filing Service Provider (RFSP) and your company does not already have an assigned **User ID and Password** to access the JUUpload, you will need to notify the PMO in order to receive a User ID and Password to access the JUUpload. Requests for a User ID and Password may be emailed or faxed to the attention of Jim Stroup at [jim.stroup@gsa.gov](mailto:jim.stroup@gsa.gov) or (816) 823-3656. The response from GSA assigning your company a User ID and Password will be emailed, so please be sure to include your company's email address when submitting your request. Please be aware that it will take several days upon the receipt of your request to process and assign a User ID and Password to the JUUpload.

A. **FORMAT REQUIREMENTS:** Electronic format requirements as set out in this RFO and its FI must be strictly adhered to. Submissions received from TSPs and RFSPs not conforming to format requirements identified in Section 9, 10, 11 & 12 will be found unacceptable.

**B. FILE PREPARATION:**

In order to transfer the file via the JUUpload, the file must be saved and transmitted as an unformatted ASCII (TEXT ONLY) flat file (i.e. no tab characters, etc.). The file must not have a top, bottom, right, or left margin.

**12-2. FILE NAMING CONVENTION:**

Implementation of the Transportation Management Services Solution (TMSS) has created the need for the development of a File Naming Convention. Its File Naming Convention applies to any initial, new, late, or supplemental rate offer(s) transmitted in accordance with this RFO and its FI. Extensions like **.FRT** to file names are **NOT** permitted.

FILE NAME	MAXIMUM POSITIONS	POSTIONS	CONTENTS
Prefix	3	1-3	Must be FRT
TSP's SCAC	4	1-4	<b>RFSP:</b> If transmitting rates on behalf of a TSP, enter <b>TSP's SCAC</b> . Do not append any characters if the SCAC assigned to you is less than four (4) positions.
Rate File Number	3	5-8	A running serial number starting with 001
Extension			<b>File Extensions will NOT be supported.</b>

Examples of filenames for SCAC with different number of positions:

File name where assigned SCAC has four positions: FRTABCD001 where 'ABCD' is the SCAC

File name where assigned SCAC has three positions: FRTABC001 where 'ABC' is the SCAC

File name where assigned SCAC has two positions: FRTAB001 where 'AB' is the SCAC

The TSP can send one or more files for rate filing. The TSP can send one or more rate types in a single file. It is strongly recommended that the number of files be kept to a minimum by combining multiple rate types. Irrespective of the number of files transmitted a 3-digit file number is required.

Examples of multiple filenames for a SCAC:

TSP transmitting only one file: File Name: FRTABCD001

TSP transmitting two files: First File Name: FRTABCD001, Second File Name: FRTABCD002

TSP transmitting three files: First File Name: FRTABCD001, Second File Name: FRTABCD002, Third File Name: FRTABCD003.

**The file naming convention identified above MUST be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up from your TSP's directory on the JUPLOAD and/or automatic rejection of the rate offer(s). Furthermore, if your company submits multiple rate files on the same day, files named the same will be overwritten; therefore, it is extremely important that files submitted on the same day have different names.**

**12-3. ACCESSING JUPLOAD:** 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 (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 & 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. If the user does not know their firm's User Name and Password, please contact GSA as identified in Section 12 of this RFO and its FI.

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.

#### **12-4. DIRECTORY ACCESS:**

Once a file has been placed in a TSP's directory using GSA JUpload, the TSP or RFSP may verify that it firm's file was successfully transmitted by using the File Download option in the TMSS Main page. If the file doesn't appear in the firm's directory, the TSP or RFSP will need to "Upload" the file again. This will only in verifying that the firm's rate offer/file was transferred successfully and **WILL NOT** verify that the contents of the rate offer/file have been formatted correctly. Please refer to the help file for further information on how to check the firm's directory where the files are uploaded to the server and follow the instructions.

## **12-5. CONFIRMING RATE TRANSMISSIONS:**

Every day during the rate filing window at 10:00am, 2:00pm, 6:00pm and 10:00pm CST, an automated process will search the rate files uploaded by TSPs and process them. An email confirmation acknowledging the receipt and processing of the file will be sent to the TSP's email address OR the RFSP's email address if an RFSP has filed on behalf of the TSP. The email will contain the number of records processed and the number of errors encountered. In order to receive timely notifications on the outcome of file processing it is essential that a correct email address be kept on file. Error files will be generated and placed in the TSP's or RFSP's GSA JUpload directory and will be named as FRTSCAC999ERR where SCAC is the SCAC of the TSP (Not the RFSP), 999 is the original file number assigned by the TSP. You need to connect to the "File Download" link from the TMSS main page and download the error file(s), if any. If appropriate, TSP's will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-2.B. of this RFO and its FI.