

July 18, 2011

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 and paid by the Veterans Affairs National Cemetery Administration Memorial Program Cemetery Monuments 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. Rate offers accepted in response to this RFO and its FI will be for the filing period of **October 1, 2011 through September 30, 2012.**

Traffic to be included under this RFO and its FI will be FAK weighing up to 5,000 pounds from points in the Continental United States, (CONUS) to all points in CONUS, Alaska, Hawaii, and Puerto Rico. Commodities will be shipped as freight-all-kinds (FAK) excluding Class A & B explosives, ammunition, and hazardous or dangerous commodities.

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 11 and 12 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 29, 2011

Please note the following significant items:

1. Section 7, Basis for Determining Applicable Distance/Mileage has been Updated to WEB Version 24: Per Section 7A 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 24.

2. Section 8, TSPs required to remit 6% no later than thirty (30) calendar days: TSPs will be required to remit directly to GSA a 6% Transaction Fee based on the total transportation charges paid, (excluding the fuel surcharge) to GSA for all shipments subject to these rate offers identified in this RFO and its FI, no later than thirty (30) calendar days upon receipt of payment.

3. Section 8A, 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.

4. Rate Filing Spreadsheet Instructions: For those TSPs preferring to use the GSA Supplied Java Upload Client (JUUpload) 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. Once there, on the left hand side click on "Freight Management" and then on "Instructions to Update TMSS Freight 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. Further, electronic transmissions that do not conform to formatting requirements specified in this RFO and its FI in Sections 8, 9, 10, and 11 will not be accepted. If a TSP intends to transmit its own rate offer via JUUpload instead of using an RFSP or the TMSS on-line rate filing capabilities and it does not have a JUUpload User Name and Password, they will need to contact the PMO as identified in Section 11 of this RFO and its FI.

7. Processing of Submitted Rate Files:

a. Per Section 12, an automated process will search the rate files uploaded each day during the rate filing window and process them at 10:00am, 2:00pm, 6:00pm and 10:00pm CST. An e-mail confirmation acknowledging the receipt and processing of the rate file(s) will be sent to the TSP's or RFSP's e-mail address. The e-mail will identify the number of records processed and the number of errors encountered. If there are errors, an error file will be generated and will be kept under the same folder on the JUpload server where the TSP or RFSP originally uploaded the rate file(s). TSPs or RFSPs will need to use the "File Download" link from the TMSS Main screen to view and/or download any error files (see Section 12 for additional instructions on viewing error files). TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the closing date of August 29, 2011. 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 August 29, 2011. 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 12 for further details).

b. Rate offers created using the TMSS On-Line Rate Filing module are validated in real time.

Questions dealing with the submission of electronic rate offers should be directed to Jim Stroup at 816-823-3646 or via e-mail at jim.stroup@gsa.gov.

Sincerely,
/s/ Sharon K. Eckroth

Sharon K. Eckroth
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