

## SECTION 2 PARTICIPATION

**ITEM 2-1 GENERAL:** Participation in the GSA Standard Tender Of Service (**STOS**) General Freight Traffic Management Program is open to any carrier possessing the operating authority and insurance required in ITEM 1-6 of this TOS and who has met the approval requirements identified in Item 2-2, below.

**ITEM 2-2 APPROVAL TO PARTICIPATE:** In order for a carrier to become eligible to transport traffic under this TOS, it must meet the approval requirements identified below. The applicable approval documentation must be either **faxed to (816) 823-3656** or mailed to: General Services Administration, Freight Program Management Office (**QMCCB**), 1500 East Bannister Road, Bldg. #6, Kansas City, MO 64131. Questions relating to the approval requirements may be directed to (816) 823-3646 or e-mail at internet reg6.transportation@gsa.gov.

### **A. APPROVAL REQUIREMENTS FOR COMMON CARRIERS AND RAIL CARRIERS:**

Common carriers and rail carriers must submit the following documentation to the **fax** number or address contained in Item 2-2 in order to meet the approval requirements for participation:

One (1) signed copy of the Carrier Certification of Eligibility for Submission of Rate Tenders for Transportation (See Section 15 .Forms). Even if the firm already has a copy of this form on file with a GSA Travel and Transportation Management Zone Office or the Freight Program Management Office (6FBD-X), Kansas City, MO, the firm must re-submit the form to the address contained in Item 2-2 in order to meet the carrier approval requirements;

#### **Common Carrier:**

One (1) copy of the firm's operating authority issued by the **Federal Motor Carrier Safety Administration (FMCSA)**. This copy of the firm's operating authority must be provided in accordance with MC 107 and/or the Motor Carrier Act of 1980;

One (1) copy of the firm's Standard Carrier Alpha Code (SCAC) assignment letter from the National Motor Freight Traffic Association (NMFTA); and

One (1) signed copy of the Trading Partner Agreement (See Section 15 .Forms). Once the firm has met all of the established approval requirements for participation, GSA will return to the firm a signed copy of the Trading Partner Agreement.

#### **Rail Carrier:**

One (1) copy of the firm's operating authority issued by the **Surface Transportation Board (STB)**. This copy of the firm's operating authority must be provided in accordance with MC 107 and/or the Motor Carrier Act of 1980;

One (1) copy of the firm's Standard Carrier Alpha Code (SCAC) assignment letter from the National Motor Freight Traffic Association (NMFTA); and

One (1) signed copy of the Trading Partner Agreement (See Section 15 .Forms). Once the firm has met all of the established approval requirements for participation, GSA will return to the firm a signed copy of the Trading Partner Agreement.

## **B. APPROVAL REQUIREMENTS FOR FREIGHT FORWARDERS:**

Freight forwarders must submit the following documentation to the **fax number or** address contained in Item 2-2 in order to meet the approval requirements for participation:

One (1) statement identifying the firm as a freight forwarder. As freight forwarders are not required to possess operating authority from the **Federal Motor Carrier Safety Administration (FMCSA)** to act as a freight forwarder, we need this statement identifying the firm as a freight forwarder so that the appropriate approval requirements are applied to the firm. This statement will eliminate any confusion as to the possibility of the firm being a common carrier, rail carrier, broker, or shipper agent/Intermodal Marketing Company that has not met the approval requirement of submitting to us a copy of its operating authority and/or broker's license;

One (1) signed copy of the Carrier Certification of Eligibility for Submission of Rate Tenders for Transportation (See Section 15 .Forms). Even if the firm already has a copy of this form on file with a GSA Travel and Transportation Management Zone Office or the Freight Program Management Office (6FBD-X), Kansas City, MO, the firm must re-submit the form to the address contained in Item 2-2 in order to meet the carrier approval requirements;

One (1) copy of the firm's Standard Carrier Alpha Code (SCAC) assignment letter from the National Motor Freight Traffic Association (NMFTA);

One (1) copy of the surety bond, certificate of insurance, qualifications as a self-insurer, or other securities or agreements which have been provided to and are on file with the **Federal Motor Carrier Safety Administration (FMCSA)** and/or documentation from the **FMCSA** that the required documentation is on file with the **FMCSA** and that it meets the minimum security amounts as defined in 49 CFR part 387; and

One (1) signed copy of the Trading Partner Agreement (See Section 15 .Forms). Once the firm has met all of the established approval requirements for participation, GSA will return to the firm a signed copy of the Trading

## **C. APPROVAL REQUIREMENTS FOR BROKERS AND THEIR UNDERLYING CARRIERS**

Brokers must submit the following documentation to the **fax number or** address contained in Item 2-2 for themselves and for each of their underlying carriers which they represent in order for brokers and their underlying carriers to meet the approval requirements for participation:

### **INFORMATION REQUIRED OF BROKER FOR APPROVAL:**

One (1) copy of the firm's broker's license issued by the **Federal Motor Carrier Safety Administration (FMCSA)**;

**One (1) copy** of the broker's Standard Carrier Alpha Code (SCAC) assignment letter from the National Motor Freight Traffic Association (NMFTA); and

One (1) signed copy of the Trading Partner Agreement (See Section 15 .Forms). Once the firm has met all of the established approval requirements for participation, GSA will return to the broker a signed copy of the Trading Partner Agreement.

## **INFORMATION REQUIRED TO BE SUBMITTED BY EACH OF THE BROKER'S UNDERLYING CARRIERS FOR APPROVAL:**

If the underlying carrier is a common carrier or a rail carrier, it must meet the approval requirements identified in Item 2-2.A.;

If the underlying carrier is a freight forwarder, it must meet the approval requirements identified in Item 2-2.B.

It is suggested that each of a broker's underlying carriers send the required approval documentation to the broker. Once the broker has received the proper approval documentation from its underlying carriers, it should then forward the information to the **fax number or address** contained in Item 2-2. However, the broker's underlying carriers may submit the required approval documentation directly to the **fax number** or address contained in Item 2-2.

When rates are submitted and it is determined that an underlying carrier has been included that has not met the approval requirements, that unapproved, underlying carrier will be rejected and will not be approved to participate in the movement of Government freight. Please be aware, however, that the entire rate offer will not be rejected; only the underlying carrier(s) who has not met the approval requirements will be found unacceptable.

## **D. APPROVAL REQUIREMENTS FOR SHIPPER AGENTS/INTERMODAL MARKETING COMPANIES AND THEIR UNDERLYING CARRIERS:**

Shipper agents/Intermodal Marketing Companies must submit the following documentation to the **fax number** or address contained in Item 2-2 for themselves and for each of their underlying carriers which they represent in order for shipper agents/Intermodal Marketing Companies and their underlying carriers to meet the approval requirements for participation:

### **INFORMATION REQUIRED OF SHIPPER AGENT/INTERMODAL MARKETING COMPANY:**

One (1) statement identifying the firm as a shipper agent/Intermodal Marketing Company. As shipper agents/Intermodal Marketing Companies are not required to possess operating authority and/or a license from the **Federal Motor Carrier Safety Administration (FMCSA)** to act as a shipper agent/Intermodal Marketing Company, we need this statement identifying the firm as a shipper agent/Intermodal Marketing Company so that the appropriate approval requirements are applied to the firm. This statement will eliminate any confusion as to the possibility of the firm being a common carrier, rail carrier, freight forwarder, or broker that has not met the approval requirement of submitting to us a copy of its operating authority and/or broker's license;

One (1) copy of the shipper agent's/Intermodal Marketing Company's ~ ~ Certificate of Insurance" which provides for notice of termination or cancellation be provided thirty (30) days prior thereto to the General Services Administration's (GSA) Freight Program Management Office (6FBD-X), Kansas City, MO (see Item 2-2 for address);

One (1) copy of the shipper agent's/Intermodal Marketing Company's Standard Carrier Alpha Code (SCAC) assignment letter from the National Motor Freight Traffic Association (NMFTA); and

One (1) signed copy of the Trading Partner Agreement (See Section 15 .Forms). Once the shipper agent/Intermodal Marketing Company has met all of the established approval requirements for participation, GSA will return to the firm a signed copy of the Trading Partner Agreement.

**INFORMATION REQUIRED TO BE SUBMITTED BY EACH OF THE SHIPPER AGENT'S/INTERMODAL MARKETING COMPANY'S UNDERLYING CARRIERS FOR APPROVAL:**

If the underlying carrier is a common carrier or a rail carrier, it must meet the approval requirements identified in Item 2-2.A.;

If the underlying carrier is a freight forwarder, it must meet the approval requirements identified in Item 2-2.B.

It is suggested that each of a shipper agent's/Intermodal Marketing Company's underlying carriers send the required approval documentation to the shipper agent/Intermodal Marketing Company. Once the shipper agent/Intermodal Marketing Company has received the proper approval documentation from its underlying carriers, it should then forward the information to the fax number or address contained in Item 2-2. However, the shipper agent's/Intermodal Marketing Company's underlying carriers may submit the required approval documentation directly to the **fax number** or address contained in Item 2-2.

When rates are submitted and it is determined that an underlying carrier has been included that has not met the approval requirements, that unapproved, underlying carrier will be rejected and will not be approved to participate in the movement of Government freight. Please be aware, however, that the entire rate offer will not be rejected; only the underlying carrier(s) who has not met the approval requirements will be found unacceptable.

**E. APPROVAL REQUIREMENTS FOR RATE FILING SERVICE PROVIDERS**

Rate filing service providers (firms which offer to those approved to participate the service of transmitting to GSA, via the File Transfer Protocol (FTP) of the Internet (I-FTP), rate offers in accordance with applicable Request for Offers), must submit the following documentation to the address contained in Item 2-2 in order to meet the approval requirements for participation:

One (1) signed copy of the Trading Partner Agreement (See Section 15 .Forms). Once the firm has met all of the established approval requirements for participation, GSA will return to the firm a signed copy of the Trading Partner Agreement.

(Item 2-2 revised (see bold) on August 2, 2004)