August 21, 2006

TO ALL TRANSPORTATION SERVICE PROVIDERS IN GSA'S CENTRALIZED HOUSEHOLD GOODS TRAFFIC MANAGEMENT PROGRAM

This Request for Offers (RFO) transmits the issuance of the 2006-2007 Filing Cycle Special Instructions for the filing of rates in the General Service Administration's (GSA's) Centralized Household Goods Traffic Management Program (CHAMP) specific to the Filing Cycle for the period November 1, 2006, through October 31, 2007. These Special Instructions are in accordance with the Household Goods Tender of Service (HTOS) (refer to Request for Offers (RFO) Section 2-4). Transportation Service Providers who are approved to participate in CHAMP and have agreed to abide by the terms of the HTOS, supplements thereto and reissues thereof, are eligible to file rates in accordance with these instructions.

1. The term Transportation Service Provider (TSP) will be used throughout this RFO in lieu of the word carrier or participant. A TSP has the same rights and authorities as the previous term used. See RFO Section 2-4.6. for a complete definition.

2. 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 RFO Section 6 will not be accepted. NOTE: If your firm intends to transmit its own rate offer via the FTP instead of using a Rate Filing Service Provider (RFSP) or the Transportation Management Services Solution (TMSS) system, you must contact the Program Management Office (PMO) in Kansas City, Missouri in writing on company letterhead to obtain an FTP User ID and Password (RFO Sections 1-1.5 and 1-6). Submissions may be received via fax. Requests may take several days to receive and process.

3. Submission of Rates: TSPs will have the option of submitting rate offers: online using the TMSS system, via a RFSP, or by creating their own file and submitting it via FTP via the format requirements identified in Sections 6 and 7.

4. Electronic Rate Offers: All rate offers submitted electronically must be in accordance with the time frames identified in RFO Section 1-2.5.

    A. Submission by FTP: Once a rate file is submitted, it will be processed for errors that evening and an error report will be submitted back to the RFSP or TSP FTP directory immediately following validation. An e-mail will also be sent to the TSP or RFSP identifying the number of records added,

rejected, and identified as suspect. TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the closing date. Rate files and error corrections submitted on the closing date will be accepted into the system, pending any errors. A TSP will not have an opportunity to correct any errors detected in a file submitted on the closing date after final validation. Final validation of rate files will take place at 4:30 pm Central Time (CST) on the closing date identified in RFO Section 1-1.6., unless waived by the PMO. (RFO Section 1-1.7.2)

- Rates submitted during each day of the rate filing window will be validated at 10 PM CST.
- **Exception**: On the last open day of the filing window, rate files will be validated at 10 AM, 2 PM, and 4:30 PM CST.

B. Submission Via TMSS: Rate offers that are submitted via TMSS can be viewed for accuracy by the TSP under the View Rates option. TSPs may also download a copy of their rate files using this function. To obtain a receipt for rates submitted and received, TSPs can select the Rate Receipt option and TMSS will send a receipted e-mail to the TSP verifying the rates have been received. This function can be done as many times as requested by the TSP.

C. Continuation of Existing TMSS Rate Offers: All rates included in the TMSS system expire October 31, 2006. 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, 2006, TSPs must have access to the rate filing module within TMSS. (To obtain access to the rate filing module, please contact the Program Management Office.) 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, 2006 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, 2006. Rate offers effective during the supplemental filing of May 1, 2007 do not require a change. However, TSPs have the option to modify existing rates or add rates.

5. TSPs submitting rate offers under this RFO may provide a valid DUNS number (optional field) within the header record of the rate file. See RFO Section 6-2.1. for header record format. TSPs submitting rates via TMSS may also provide a DUNS number on the appropriate TMSS screen. A DUNS Number is defined as a Data Universal Number System.

   - Obtaining a DUNS Number

   Assignment of a DUNS number is absolutely FREE for all entities required to register with the federal government by a regulatory agency. For on-the-spot DUNS number assignment the requestor should call the government dedicated DUNS Number self-request line at: 1-(866)-705-5711. Web registration is: https://eupdate.dnb.com/requestoptions/government/ccrreg/ and the requestor is contacted within 48 hours via electronic mail with the DUNS number.

6. Effective with this RFO, GSA has expanded the international coverage in CHAMP-I to include 23 additional country locations. TSPs filing rates for international countries must be an approved TSP in CHAMP-I and must have received approval through GSA for the additional new countries to the TSPs scope of operations. TSPs may file general, alternating, or non-alternating rate offers to these additional countries and locations listed below. Rate filing codes for these new areas are located in RFO Section 5-3.

Additional Country Locations Added to CHAMP-I

Afghanistan
Azerbaijan
Cape Verde
Equatorial Guinea
Estonia
Gambia
Grenada
Guinea-Bissau
Holy See
Kyrgyzstan
Latvia
Lesotho
Liberia
Macedonia
Marshall Islands

Moldova
Mongolia
Niger
Palau
Rwanda
Sao Tome/Principe
Swaziland
Tajikistan

7. Fuel Surcharge: The fuel surcharge table as identified in Item 16 of the 415-G tariff, published by the American Moving & Storage Association, has been modified and will be effective for shipments under this RFO, beginning 11/1/06.

8. Increase to Tables:

   A. Domestic: Effective with this RFO, domestic rates and charges contained in the 415-G tariff will be increased by 3.5%.
   B. International: Effective with this RFO, international base line rate tables identified in RFO Section 2-7.2.2.6.1.1. are increased by 2%.

9. Item 225 Warehouse Handling Charges for Storage-in-Transit (SIT) Shipments: Effective with this RFO, charges for domestic warehouse handling (Item 225) will no longer be calculated for SIT shipments on the TMSS household goods query screen. SIT charges will include first day charges, additional days of storage for SIT, and pickup/delivery charges as identified in Items 210/410 of the 415-G tariff. The bottom line discount will apply to Item 225 when shipments are delivered to a mini-warehouse or self storage unit per the approval of the RTO and relocating employee.

10. Fuel Surcharge for Unaccompanied Air Baggage Shipments: A TSP may charge as a separate line item a fuel surcharge for UAB shipments, excluding State Dept. shipments. (RFO Section 3-4.2.1.) TSPs must provide a copy of the original airway bill to the agency for reimbursement. Any excessive costs charged by foreign or overseas air carriers will be negotiated and paid at the discretion of the agency.

11. Change to Household Good Tender of Service (HTOS), Section 1-1.4.1. Description of Freight, Freight Included: GSA has updated language in the HTOS Section 1-1.4.1 to reflect clarification that boats and trailers are included as household good effects. This item is excluded on Department of State shipments.

    Effective September 2002, an amendment to the Federal Travel Regulations (FTR) gave Federal agencies the authority to ship boats of reasonable size and removed the 14-foot restriction. A weight additive is to be added for all shipments of boats (see definition of weight additive in FTR Amendment #108, issued September 13, 2002.)

    - Domestic: In the Household Goods tariff there is a table that identifies weight additives. To qualify for the weight additive and before charges are

assessed for a boat domestically, the boat must be identified in the said section of the tariff.

- International: GSA's CHAMP currently has no specific applicable weight additive to ship boats of reasonable size internationally. A one-time-only (OTO) issued by an agency can be used to ship a boat to an international location.

12. Motorized Vehicle Shipments: All motorized vehicles shipped pursuant to this RFO are hereby certified to be exempt from applicable HAZMAT requirements (49 CFR 176.905) unless stated otherwise on the bill of lading, and therefore no charges will be permitted for HAZMAT 'shipping requirements' or 'surveys' under this RFO pursuant to these cited regulatory requirements. (RFO Section 2-7.2.2.5.2)

13. Special Agency Provisions – Alternating & Non-Alternating: In addition to offers for general transportation rates, TSPs have the option to file:

    A. Alternating Rate Offers: TSPs may file alternating, agency-specific rates as identified in RFO Section 5-1. Alternating rate offers will specifically apply to those Federal agencies/locations identified in Section 5-1 and may alternate with any other accepted rate offer.

    B. Non-Alternating Rate Offers: TSPs may file non-alternating, agency specific rates as identified in RFO Section 3 and Section 5-1. Non-Alternating rate offers will apply specifically to those Federal agencies/locations identified in RFO Section 3 and Section 5-1 and will not alternate with any other accepted rate offer.

Non-Alternating – Veterans Affairs

- Department of Veterans Affairs requests domestic rate offers based on a released value of $6.50 per pound, capped at a liability of $117,000;
- Department of Veterans Affairs requests international rate offers based on a released value of $8.50 per pound, capped at a liability of $153,000.

Non-Alternating – Dept. of State, Domestic

- TSPs submitting domestic rate offers for Department of State (DOS) under this RFO must participate with Powertrack. (RFO Section 3-5.6.)
- DOS requests domestic rate offers based on a released value of $6.50 per pound.
- Domestic offers are also inclusive of various accessorial services. Only those rates submitted and accepted for DOS domestic shipments will not incur additional accessorial charges except as those listed in Section 3. (RFO Section 3-5)

- DOS will not authorize the shipment of boats, kayaks, or canoes. These items are defined as an open craft of a size that can accommodate an individual to sit in it. The TSP must refuse the shipment of boats, kayaks, and canoes. Acceptance of boats/kayaks/canoes renders the TSP solely responsible for all handling costs. (RFO Section 3-5.5.)

Non-Alternating – Dept. of State, International

- TSPs submitting international rate offers for DOS under this RFO must participate with Powertrack. (RFO Section 3-4.1.7)
- DOS requests rate offers based on a released value of $8.50 per pound on international shipments only and has modified transit times for international shipments between the United States and foreign countries. (RFO Section 3-4.6)
- TSPs submitting international rate offers during this RFO may submit rate offers to and from additional countries as identified in RFO Section 5-3.
- TSPs personnel must include at least one employee that is fluent in English at origin and destination services. TSP personnel must also be fluent in language of foreign country. (RFO Section 3-4.1.4)
- TSPs must ensure that packing lists do not include any items listed as "packed by owner (PBO)" or "contents unknown." (RFO Section 3-4.1.5)
- All liftvans must be of new wood and in compliance with the ISP #15 Standard.
- TSPs submitting international rate offers during this RFO should be aware of the services included and excluded from the single factor rate filed. (RFO Section 3-4.2.1) Services that DOS will not authorize are listed below:
    - Additional land transportation charges for shipments picked up or delivered from or to storage-in-transit;
    - UAB surcharges;
    - Port congestion surcharges, and/or war risk surcharges (also known as security surcharges) for areas not affected by war.

  Services that DOS may authorize, at the discretion of the agency, include the items listed below:
    - War and security surcharges for areas affected by war, at the discretion of the agency;
    - Bunker fuel surcharges. Charges must be separately stated on the GBL/CBL and supported by prorated paid ocean TSP invoices of the actual amount.
- DOS will not authorize the shipment of boats, kayaks, or canoes. The TSP must refuse the shipment of boats, kayaks, and canoes. Acceptance of boats, kayaks, or canoes renders the TSP solely responsible for all handling costs. (RFO Section 3-4.1.6.)
- DOS is requesting offers for country to country shipments. TSPs filing rates for international country to country moves must be an

approved TSP in CHAMP-I and must have received approval through GSA for the countries as part of the TSPs approved scope of operations. Transit times will be 60 days for those routes. (RFO Section 3-4.3)

14. Application of Industrial Funding Fee (IFF):
The IFF is due on the total net transportation charges billable to the government excluding fees for storage-in-transit (SIT) (to include first day of storage, each additional day of storage, warehouse handling, and pickup and delivery (drayage)). GSA's IFF will be assessed only against the household goods element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed.

    A. Domestic: The IFF will be 2.50% of the net shipment charges of a household goods surface shipment, to include the line-haul, accessorial, packing charges, fuel surcharges, etc. Storage in transit (SIT) fees are excluded. The method of collection will remain the same, where TSPs will continue to collect and remit the appropriate IFF to GSA based on 2.50% of the net charges. (please refer to RFO Section 2-7.6 for a further explanation and information on how the IFF applies on multiple element shipments.)

    B. International: The IFF will be 1.50% of the net shipment charges of a household goods surface shipment, to include the line-haul, accessorial, packing charges, fuel surcharges, etc. Storage in transit (SIT) fees are excluded. The method of collection will remain the same, where TSPs will continue to collect and remit the appropriate IFF to GSA based on 1.50% of the net charges. (please refer to RFO Section 2-7.6 for a further explanation and information on how the IFF applies on multiple element shipments.)

15. Verification of Industrial Funding Fee (IFF): To ensure that the GSA IFF for every shipment is properly accounted for and appropriately applied to the quarter for which the submission is received, GSA is requesting in RFO Section 2-7.6 that TSPs furnish shipment identifying information either on or attached to the IFF check.

16. Failure to Submit IFF: Failure to submit the Industrial Funding Fee due GSA for household goods shipments handled, will result in immediate placement of the TSP in temporary non-use status pending revocation of the TSP's approval.

17. International Fuel Surcharge: An international TSP can only be compensated for a fuel surcharge on that portion of the shipment which was handled under traffic in the conterminous United States to the port of debarkation and from the port of embarkation to a location in the conterminous United States. The fuel surcharge shall be calculated on the first Monday of each calendar month and be based on the national U.S. average price per gallon of diesel fuel as published by the Dept. of Energy. Information on the current average price of diesel fuel can be obtained at (202) 586-6966 or www.eia.doe.gov .

18. Calculation of Unaccompanied Air Baggage Charges: Unaccompanied air baggage shipments will be post-audited based on the following formula: dimension of container divided by 166 (converts to volume kilogram) x 45.36 x base line rate x TSP percentage. Volume weight is defined as the length, times the width, times the height (in inches), divided by 166 and multiplied by 0.4536. Where gross weight exceeds volume weight, TSP must charge for gross weight.

19. International Performance Bond: All TSPs approved to provide International General Transportation and Move Management Services are required as part of its filing to furnish a performance bond, in accordance with the HTOS (Section 2-4.7) and subject to the provisions of RFO Section 1-4. The performance bond MUST clearly identify that the bond is in force for the period **November 1, 2006, through October 31, 2007**, or later. A Certification of Continuation of Bond is acceptable. **A performance bond or Certification of Continuation of Bond currently on file does not satisfy this requirement and copies will not be accepted.** TSPs filing international rate offers are also required to adhere to the performance bond provisions outlined in RFO Section 1.4.1.3.1. Performance bonds must be submitted before the closing date of the rate filing window identified in RFO Section 1-2.5.

20. Basis for Determining Applicable Distance/Mileage: The following provision of this RFO supersedes all mileage references in the HTOS, with regard to determining applicable mileage/distance or Governing Publications. Per this RFO, auditing of household goods shipments handled pursuant to the HTOS will be based on mileage provided by ALK Technologies, Inc., Version **20** (coincides with PC*Miler **20**). The TSP industry will be notified of any future Version updates. Below is the basis for construction of mileage within the conterminous United States:

    - GENERAL: borders closed, shortest mileage, ferry on

    For a full description of Default Settings, please refer to:
    http://dtod-mtmc.belvoir.army.mil
    Once there, click on “industry” and then on “PC*Miler Default Settings.”

    Exception: GSA has determined that all surface household goods shipments between any point in the conterminous United States and a Canadian province will be based on Rand-McNally mileage.

21. Terms and Conditions for Bills of Lading Issued for Government Shipments: The following provision of this RFO supersedes any reference to the term “Government Bill of Lading” within the HTOS. Per this RFO, all Government shipments handled pursuant to the HTOS will be subject to the terms/conditions of 41 CFR 102-117 and 102-118. For a complete description of the terms/conditions, go to http://www.gsa.gov, look under “Policy” and “Transportation Management” and follow links to “41 CFR 102-117 Transportation Management” or “41 CFR 102-118 Transportation Payment and Audit.”

22. Separate Billings: All Federal agency household good billings must be billed to the appropriate Federal agency separately, one per voucher. Any agency owing payment to a TSP for a shipment of household goods, UAB, and/or a POV must be billed separately for each element of the shipment.

Any questions or comments may be directed to Kim Chancellor at (816) 823-3646 or via e-mail at Kim.Chancellor@gsa.gov

Sincerely,

/s/ Ed Hodges

Ed Hodges. Director
Centralized Household Goods
Traffic Management Program (CHAMP)
Federal Supply Service Bureau

Enclosure

SECTION 1
SPECIAL INSTRUCTIONS

1-1. General.

The following 2006-2007 Filing Cycle Special Instructions (SI) are provided in addition to the instructions set out in the Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof (Request for Offers (RFO) Section 2-4). By submission of a rate offer electronically, the submitting Transportation Service Provider (TSP) agrees to the following terms and conditions.

1-1.1. Terms/Conditions for Bills of Lading Issued for Government Shipments.

The following provision of this RFO supersedes any reference to the term "Government Bill of Lading" within the Household Goods Tender of Service (HTOS). Per this RFO, all Government shipments handled pursuant to the HTOS will be subject to the terms/conditions of 41 CFR 102-117 and 102-118.

1-1.2. Application of the Household Goods Tender of Service.

Except as otherwise provided hereafter, all provisions of the HTOS apply to this rate solicitation unless otherwise identified herein.

1-1.3. Effective Period.

Except as otherwise provided herein, offers made in response to this request will be for the period November 1, 2006, through October 31, 2007.

1-1.4. Eligibility to File.

All TSPs approved under the General Services Administration (GSA) Centralized Household Goods Traffic Management Program (CHAMP) Domestic and International, prior to the initial filing period due date as required in RFO Section 1-1.6.1, have the option to submit an offer under this request.

1-1.5. Electronic Transmission.

All submissions of rate filings must be accomplished via the Internet utilizing the File Transfer Protocol (FTP) or via the rate filing capabilities of the Transportation Management Services Solution (TMSS) system and meet the transmission requirements as defined in RFO Section 7. There will be no hard copy (paper) tenders accepted. If your firm has never submitted rates to GSA and intends to transmit its rate offer via FTP itself and will not be utilizing a Rate Filing Service Provider, it will need to contact the Program Management Office (PMO) located in Kansas City, Missouri (RFO Section 1-6). The TSP must submit a written request on company letterhead in order to receive an FTP User ID and Password. You may FAX your request to the PMO at (816) 823-3656. The response from GSA assigning your firm's User ID and Password will also be via FAX, so be sure to include your firm's FAX number when submitting your request. Requests may take several days to receive and process.

1-1.6. Filing Period.

1-1.6.1. Initial Filing.

Only firms approved to participate in CHAMP may submit offers in accordance with this request. Offers are due by 4:30 P.M. Central Standard Time, October 6, 2006, and will be reviewed and processed in accordance with RFO Section 1-2.

1-1.6.2. New Filings.

New carriers receiving permanent approval after February 1, 2006, and who have not previously been part of the Program, may submit an offer in response to this request any time after permanent approval has been granted. Offers are due by 4:30 P.M. Central Standard Time, October 6, 2006, and will be reviewed and processed in accordance with RFO Section 1-2.

1-1.6.3. Late Filings.

Offers not responding to this request as required in Section 1-1.6.1, Initial Filing, may submit an offer in response to this request. Offers are due by 4:30 P.M. Central Standard Time, March 29, 2007, and will be reviewed and processed in accordance with Section 1-2.

1-1.6.4. Supplemental Filings.

The supplemental filing allows the TSP to review and process any changes to its originally accepted offer and for the submission of new and late filings as defined in Section 1-1.6. Supplemental offers must be submitted in accordance with this request and are due by 4:30 P.M. Central Standard Time, March 29, 2007, and will be reviewed and processed in accordance with Section 1-2.

1-1.7. Re-Filings of Filing Deficiencies.

1-1.7.1. Non-Rate Related Technical Deficiencies.

TSP offers received between August 21, 2006, and October 6, 2006, or February 14, 2007, and March 29, 2007, which do not meet documentation requirements as stated in RFO Section 1-4 will be considered unacceptable, rates will not be included in the database, and the TSP will be notified by facsimile transmission or e-mail under RFO Section 1-3 for correction. Corrected documentation must be re-submitted by 4:30 pm CST on the closing date of rates, October 6, 2006, or March 29, 2007. In those instances where corrections are not received by 4:30 pm CST on the closing date of October 6, 2006, or March 29, 2007, rate offers will be considered unacceptable and TSPs will not be allowed to re-file until the next supplemental filing period or until a new RFO is distributed, whichever comes first. All corrected offers received by 4:30 pm CST on the closing date, October 6, 2006, or March 29, 2007, will be entered into the database in accordance with RFO Section 1-2.

1-1.7.2. Rate Filing Deficiencies.

TSP offers received between August 21, 2006, and October 6, 2006, or February 14, 2007, and March 29, 2007, which do not meet the rate filing requirements as stated in this RFO will be considered unacceptable, rates will not be included in the database, and the TSP or Rate Filing Service Provider will be notified by facsimile transmission or e-mail under RFO Section 1-3 for clarification and/or correction of offer. Corrections of deficiencies must be resubmitted by 4:30 pm CST on the closing date of rates, October 6, 2006, or March 29, 2007. In those instances where corrections are not received by 4:30 pm CST on the closing date of October 6, 2006, or March 29, 2007, offers will be considered unacceptable and the TSP will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received by 4:30 pm CST on the closing date of October 6, 2006, or March 29, 2007, will be entered into the database in accordance with RFO Section 1-2. **Electronic rate offers and error corrections will be accepted into the system, pending any errors, through the closing time of 4:30 pm CST on October 6, 2006, and March 29, 2007. A firm which submits a file on the closing day of October 6, 2006, or March 29, 2007, will <u>not</u> have an opportunity to correct any errors detected in that file after the closing time.**

1-1.7.3. Suspect Rate Offers.

TSP offers received between August 21, 2006, and October 6, 2006, or February 14, 2007, and March 29, 2007, with suspect rate offers (i.e. discounts that are considered to be in error; for example; 60% or greater discount offered for a domestic shipment) will be included in the database and identified as a “suspect record”. TSPs and/or Rate Filing Service Providers will be notified by facsimile transmission or e-mail under RFO Section 1-3 for clarification and/or correction of suspect offer. Corrections of suspect records must be resubmitted by 4:30 pm CST on the closing date of October 6, 2006, or March 29, 2007. In those instances where corrections are not received by 4:30 pm CST on the closing date of October 6, 2006, or March 29, 2007, suspect offers will be considered acceptable and the TSP will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received by 4:30 pm CST on the closing date of October 6, 2006, or March 29, 2007, will be entered into the database in accordance RFO with Section 1-2.

1-1.7.4. Rate Filing Service Provider.

If a TSP's offer is submitted in accordance with this RFO by a Rate Filing Service Provider, the Rate Filing Service Provider will be notified of the deficiencies and suspect rate offers and **not** the firm. The Rate Filing Service Provider will be notified by facsimile transmission or e-mail under RFO Section 1-3 for correction. Corrected offers must be resubmitted **by 4:30 pm CST** on the closing date of October 6, 2006, or March 29, 2007. In those instances where corrections are not received **by 4:30 pm CST** on the closing date of October 6, 2006, or March 29, 2007, offers will be considered unacceptable and TSPs will not be allowed to re-file until the next

supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received by 4:30 pm CST on the closing date of October 6, 2006, or March 29, 2007, will be entered into the database in accordance with RFO Section 1-2.

1-1.8. Letter of Intent Certification.

By the submission of a rate offer to GSA in accordance with this RFO, the submitting TSP certifies that: "I have read and will comply with all the provisions contained in this RFO and its Special Instructions dated August 21, 2006, as well as any supplements, changes, and/or reissues thereto and the GSA Household Goods Tender of Service (HTOS) dated June 12, 2002, as well as any supplements, changes, and/or reissues thereto and subsequent amendments. I further certify that the company for which rate offers have been submitted has the operating authority and insurance as required in RFO Section 1-4.1."

1-2. Accepted/Effective Date.

Offers will be accepted and entered into the computer database on the date indicated in RFO Section 1-2.5 or the first working day of the month, whichever occurs first.

1-2.1. Initial Filings.

Initial Filings allowable under RFO Section 1-1.6.1 will be processed in accordance with RFO Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in RFO Section 1-1.7.

1-2.2. New Filings.

New filings allowable under RFO Section 1-1.6.2, will be processed in accordance with RFO Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in RFO Section 1-1.7.

1-2.3. Late Filings.

Late filings of otherwise acceptable offers allowable under the limited terms specified in Section 1-1.6.3, will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in RFO Section 1-1.7.

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1-2.4. Supplemental Filings.

Supplements to accepted offers allowable under the limited terms specified in Section 1-1.6.4 will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in RFO Section 1-1.7.

1-2.5. Schedule of Accepted Effective Dates.

		Calendar Year 2006-2007		
	INITIAL FILINGS	NEW FILINGS	LATE FILINGS	SUPPLEMENTAL FILINGS
Date Received By	08-21-06 thru 10-6-06	08-21-06 thru 10-6-06	2-14-07 thru 3-29-07	2-14-07 thru 3-29-07
Computer Entry Date	11-01-2006 or before	11-01-2006 or before	5-01-2007 or before	5-01-2007 or before
Accepted/Effective Date	11-01-2006	11-01-2006	5-01-2007	5-01-2007

1-3. TSP Notifications.

1-3.1. Domestic Rate Filings.

For rate offers submitted via the FTP, the submitting TSP or RFSP will receive a summary from GSA stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by facsimile transmission or e-mail.

1-3.2. International Rate Filings.

For rate offers submitted via the FTP, the submitting TSP or RFSP will receive a summary from GSA stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by facsimile transmission or e-mail.

1-4. Documentation Requirements.

The following documentation is required to be on file with the PMO prior to the acceptance of a TSPs rate offer, but no later than RFO Section 1-2.5, Schedule of Accepted Rates, Date Received By. In the absence of any one or all required documents, the TSPs rates will not be accepted by the database. This provision will apply with respect to any deficiency noted on documents, however, that for the purposes of this item, any reference to non-rate related deficiencies shall be construed as a documentation deficiency and RFO Section 1-1.7.1 will apply. In those instances where corrections are not received in accordance with RFO Section 1-1.7.1, offers will be considered unacceptable and TSPs will not be allowed to re-file until the next supplemental filing period or until a new RFO is distributed, whichever comes first. TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the closing date. Rate files and error corrections submitted on the closing date will be accepted into the system, pending any errors. A TSP will not have an opportunity to correct any errors detected in a file submitted on the closing date after the final validation.

1-4.1. TSP Providing General Transportation and Move Management Services.

1-4.1.1. Trading Partner Agreement.

All TSPs approved to provide General Transportation Services and Move Management Services (MMS) are required as part of its filing to have on file with the PMO a signed Trading Partner Agreement (TPA). In the absence of a TPA the TSP's rate filing will be subject to the provision in RFO Section 1-4, above. A TPA CURRENTLY ON FILE SATISFIES THIS REQUIREMENT.

1-4.1.2. Certificate of Insurance.

By the submission of a rate offer to the GSA PMO in accordance with this request, the TSP certifies that it will maintain cargo liability insurance meeting the HTOS 2-4.6 requirements during the period of its accepted rate filing. GSA reserves the right to request from the TSP at any time a Certificate of Insurance evidencing the maintenance of such cargo liability during the filing cycle.

1-4.1.3. Performance Bond - International Only.

All TSPs approved to provide International General Transportation Services and International Move Management Services (MMS) are required as part of its filing to furnish a performance bond, in accordance with the HTOS 2-4.7, and subject to the provisions of RFO Section 1-4.1.3.1. The performance bond **MUST** clearly identify that the bond is in force for the period November 1, 2006 through October 31, 2007, or later. A Certification of Continuation of Bond is acceptable. **A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.**

1-4.1.3.1. Addendum to the Performance Bond - International Only.

All TSPs approved to provide international General Transportation Services and international Move Management Services are required as part of its filing to furnish a performance bond to the PMO in the amount of $75,000. By the submission of an international rate offer to the GSA in accordance with this request, the TSP certifies that it will comply with the following performance bond specifications: THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that the Principal will enter into bill of lading contracts with the Government from time-to-time during the effective period of this bond, for furnishing supplies or services to the Government, that the Government is represented by the department or agencies shown above, and that, based upon the Principal's desires, all such contracts will be covered by one bond, instead of by a separate performance for each contract. This performance bond serves to protect the Government in the event the carrier to whom the actual bill of lading contract is issued fails to effect delivery of the shipment set forth on the bill of lading. By this performance bond, the Surety(ies) underwrites and assumes the Principal's liability to the Government for excess reprocurement costs when, due to the Principal's failure to complete delivery of a shipment, the Federal civilian agency named in the bill of lading deems it necessary to reprocure transportation services from an alternate carrier. The Government shall be sole beneficiary of this bond in the event the Principal defaults and is unable to perform for whatever reason, including that of filing a petition in bankruptcy or an involuntary bankruptcy. THIS BOND WILL BE CONTINUOUS, and may be canceled at any time

by the Surety(ies) upon thirty (30) days written notice to the General Services Administration, Centralized Household Goods Traffic Management Program, Transportation Management Branch (6FBD-X), 1500 East Bannister Road, Building 6, Kansas City, Missouri 64131, representing the Government. Termination under this provision shall not effect or relieve the Surety(ies) of any obligation or liability that may have occurred prior to such termination. The time for commencing collection of monies owed the Government arising under the carrier's contracts with the Government is determined by: Title 28, United States Code, Section 2416; Title 31, United States Code, Section 3716; Title 31, United States Code, Section 3726; and Title 49, United States Code, Section 11706. IN WITNESS WHEREOF, the Principal and Surety(ies) have executed this performance bond and have affixed their seals on the date set forth above.
NOTE 1: The word "contracts" as used herein means agreements for transportation and services as provided in applicable bills of lading, associated tenders of service, rate tenders and tariffs, and the General Services Administration, Centralized Household Goods Traffic Management Program International Government Bill of Lading Rate Solicitation.
NOTE 2: The word "services" as used herein means all transportation and related services required to be performed in accordance with the applicable contract as defined above.

1-4.2. Submission To.

All required documents must be submitted as originals with original signatures to the address specified in RFO Section 1-6.

1-4.3. Place of Receipt.

Receipt of documentation requirements by any other office of the General Services Administration or by a Rate Filing Service Provider shall not be construed as receipt by the office specified in RFO Section 1-6.

1-4.4. Time of Submission.

The TPA and Performance Bond must be submitted in accordance with RFO Section 1-4. These provisions will apply with respect to deficiencies in any of these documents; provided, however, that for the purposes of this item any reference to rate related deficiencies in RFO Section 1-1.7.1.

1-5. TSP Certification Statement.

TSP certification of eligibility for the award of contracts for transportation.
(A) By submission of a rate offer electronically, the submitting TSP certifies that:

(1) Neither the TSP, nor any of its subsidiaries, officers, directors, principal owners, or principal employees is currently suspended, debarred, or in receipt of a notice of proposed debarment from any Federal agency as a result of civil judgment or criminal conviction or for any cause from GSA, or has been placed in temporary nonuse status by GSA for the routes covered by this tender as of the date that this rate tender is offered.

(2) The TSP is not a corporation, partnership, sole proprietorship or any other business entity which has been formed or organized following the suspension or debarment of, a subsidiary, officer, director, principal owner, or principal employee thereof (or from such an entity formed after receipt of a notice of proposed debarment).

(B) The following definitions are applicable to this certification:

(1) A subsidiary is a business entity whose management decisions are influenced by the TSP through legal or equitable ownership of a controlling interest in the firm's stock, assets, or otherwise.

(2) A principal owner is an individual or company, which owns a controlling interest in the TSP's stock, or an individual who can control, or substantially influence, the TSP's management, through the ownership interest of family members of close associates.

(3) A principal employee is a person(s) acting in a managerial or supervisory capacity (including consultants and business advisors) who is able to direct, or substantially influence, the carrier's performance of its obligations under is contracts for transportation with the Federal Government.

(C) The knowledge of the person who executes this certification is not required to exceed the knowledge which that person can reasonably be expected to possess, following inquiry, regarding the suspended or debarred status of the parties defined in (B) above.

(D) THE TSP HAS A CONTINUING OBLIGATION TO INFORM THE GSA OFFICE TO WHICH THIS RATE TENDER IS SUBMITTED OF ANY CHANGE IN CIRCUMSTANCES WHICH RESULTS IN ITS INELIGIBILITY FOR THE RECEIPT OF CONTRACTS FOR TRANSPORTATION.
(E) An erroneous certification of eligibility or failure to notify the GSA transportation zone office receiving this tender of a change in eligibility may result in a recommendation for administrative action against the carrier. Additionally, false statements to an agency of the Federal Government are subject to criminal prosecution pursuant to 18 USC 1001, as well as possible civil penalties.

1-6. Contact

Centralized Household Goods Traffic Management (CHAMP)
Program Management Office (PMO) in Kansas City, MO

General Services Administration
Property and Traffic Management Division (6FBD-X)
1500 East Bannister Road
Building 6
Kansas City, MO 64131

Kim Chancellor at Kim.Chancellor@gsa.gov

(816) 823-3646 or FAX (816) 823-3656

SECTION 2
REQUEST FOR OFFERS

2-1. Application of HTOS.

This RFO and any resulting offer is subject to the provisions of the GSA Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof (RFO Section 2-4).

2-2. Federal Agency Authorized to Use.

2-2.1. Application.

This request and any resulting offers are for the account of the U.S. Government and authorized cost reimbursable contractors, except when the relocation involves uniformed personnel of the Department of Defense, its contractors and uniformed personnel of the U.S. Coast Guard or Public Health Service.

2-2.2. Exception (Reserved).

2-3. Contracts.

The rates and charges offered and accepted pursuant to this request are applicable to shipments routed pursuant to any formal contract providing for MMS awarded by GSA or a Federal Civilian, non-DOD agency to the extent provided in the contract. Section 2-7.6, Industrial Funding Fee (IFF), of this RFO applies to such shipments.

2-4. Definitions.

2-4.1. Household Goods Tender of Service (HTOS).

The Household Goods Tender of Service (HTOS) is a combination of the Domestic Tender of Service (DTOS) effective January 2, 1996 and the International Tender of Service (ITOS) effective October 1, 1995. The HTOS has been officially published effective June 12, 2002, and is available on GSA's website at www.gsa.gov/transportation.

2-4.2. Government Rate Tender (GRT).

This is the term applied to the source document for the filing of rate offers under this RFO. The terms 415-G and GRT may be used interchangeably throughout this RFO. The GRT is published by the American Moving and Storage Association.

2-4.3. Domestic Transportation.

This is the term applied to the movement of the household goods (HHG) of relocated Government employees within the conterminous United States, including Alaska and Canada.

2-4.4. International Transportation.

This is the term applied to door-to-door container movement of HHG in lift vans between the conterminous United States (including Alaska and Canada) and an international country or off-shore location, or between two international countries or off-shore locations in lift vans. A TSP provides complete through service from origin residence to destination residence by surface ocean means.

2-4.5. General Transportation Services.

This is the term applied to transportation and accessorial services normally associated with a HHG move, such as set out in interstate and intrastate tariffs or the HTOS.

2-4.6. Move Management Services (MMS).

This is the term applied to a MMS Provider's arrangement, coordination, and monitoring of each relocating employee's HHG move, from initial notification of shipment booking through delivery at destination. Services as identified in RFO Section 2-6 will be provided within a TSP's approved scope of operations. No brokering of shipments will be allowed.

2-4.7. Transportation Service Provider.

This term applies to any participating TSP or forwarder that is approved in the Centralized Household Goods Traffic Management Program (CHAMP), Domestic and International, to provide General Transportation Services or MMS.

2-4.8. Special Agency Provisions.

Special agency provisions cited in this RFO are defined as specific terms and conditions applicable to a particular Federal department or agency.

2-4.9. Responsible Transportation Officer (RTO).

This term applies to the individual within the shipping or receiving Federal agency responsible for personal property traffic management functions.

2-4.10. Government Rate Tender (GRT)

This is the term applied to Household Goods Carriers Bureau Committee, American Moving & Storage Association, Government Rate Tariff, HCB415-G, supplements thereto and reissues thereof.

2-4.11. Unaccompanied Air Baggage (UAB).

This term applies to necessary personal items that are taken to a relocating employee's new duty station before their shipment of household goods arrives. The determination of items considered as UAB is at the discretion of each Federal Agency.

2-4.12. DUNS Number.

This term applies to a Data Universal Number System. DUNS numbers are issued by Dun & Bradstreet and consist of nine digits.

2-5. Filing Possibilities.

2-5.1. Filing Instructions.

Instructions for the submission of offers are set out in RFO Section 5.

2-5.2. General Government Rates or Charges.

TSPs submitting offers pursuant to this RFO may file offers that apply to all Federal agencies. The term *general government* will be used to describe such offers. Offers submitted may be for the TSP's full scope of operation or any part thereof.

2-5.3. Agency Specific Rates or Charges.

TSPs submitting offers pursuant to this RFO may file offers that apply to a specific Federal agency as defined in RFO Section 3 and Section 5. The term *agency specific* will be used to describe such offers. Offers submitted may be for the TSP's full scope of operation or any part thereof.

2-5.3.1. Application of Rates.

Agency specific rates will apply only to shipments for which the specific agency/location identified in RFO Section 3 and Section 5, issues the Government Bill of Lading (GBL)/Commercial Bill of Lading (CBL).

2-5.4. Combination of General Government and Agency Specific.

TSPs submitting offers pursuant to this RFO may file offers that apply for both general government and agency specific. If the TSP files both general government and agency specific offers, the TSP may base its submission on any part or parts of its approved scope of operation without regard to consistency between general government and agency specific. For example, a TSP with an approved scope of operation of all domestic service areas may offer general government rates and charges between all domestic service areas, but offer agency specific rates and charges between only two (2) service areas for Federal Agency X, while offering agency specific rates and charges between four (4) different service areas for Federal Agency Y.

2-5.5. Alternating Agency Specific Offers.

TSPs may file alternating, agency specific offers as identified in RFO Section 5-1. Alternating rate offers will apply specifically to those Federal agencies/locations identified in Section 5-1 and may alternate with any other accepted offer.

2-5.6. Non-Alternating Agency Specific Offers.

TSPs may file non-alternating, agency specific offers as identified in RFO Section 3 and Section 5-1. Non-alternating offers will apply specifically to those Federal agencies/locations identified in RFO Section 3 and Section 5-1 and will not alternate with any other accepted offer.

2-5.7. Move Management Offers.

TSPs submitting offers pursuant to this RFO may file rate offers for move management services (RFO Sections 2-4.5 and 2-6) that apply to all Federal agencies. The term *move management services* (*MMS*) will be used to describe such offers. Offers submitted may be for the TSP's full scope of operation or any part thereof.

2-6. Move Management Services (MMS).

2-6.1. Performance of Services.

The MMS Provider or TSP will provide the MMS outlined in RFO Section 2-6 in conjunction with transportation services. The MMS Provider must comply with service, delivery timeframe, billing, reporting, and liability requirements set out in the HTOS, as applicable, together with all other requirements set out therein, except to the extent waived by the Responsible Transportation Officer (RTO) as defined in the HTOS.

2-6.2. Memorandum of Understanding (MOU).

The MMS Provider and the shipping agency must enter into a written MOU setting out the terms and conditions of the MMS Provider requirements as identified in Section 2-6. In those instances when the shipping agency requests GBL/CBL preparation and maintenance under Section 2-6.6.3, the MOU should contain at a minimum, specific instructions on GBL/CBL preparation and maintenance including instructions to complete each block of the GBL/CBL. If requested by the MMS Provider and/or shipping agency, the GSA PMO identified in RFO Section 1-6 will review the agreed-to MOU.

2-6.3. Performance as TSP.

The MMS Provider may file rates within its current approved scope of operations, be subject to the Customer Satisfaction Index (CSI) rating system, and comply with the requirements for paying GSA its IFF specified in RFO Section 2-7.6.

2-6.4. Commissions.

An MMS Provider may not charge a commission to a TSP or forwarder to which it tenders a HHG shipment.

2.6.5. Required Services.

2-6.5.1. General.

The MMS Provider must arrange, coordinate, and monitor each relocating employee's HHG move from initial notification of the move by the shipping agency through completion of all move-related transactions required under this RFO Section 2-6.5. A HHG move within the conterminous United States (CONUS) (as defined in Section 5-2) is defined as a basic move consisting of one shipment of HHG and personal effects and, when specifically authorized by the shipping agency, shipment of one or more privately owned vehicles (POV's). A HHG move to/from an international location (as defined in Section 5-3) is defined as a basic move consisting of one surface shipment of HHG and personal effects and, when specifically authorized by the shipping agency, one or more unaccompanied baggage shipments and shipment of one or more POV's. Multiple origins and/or destinations may be involved for both CONUS and international shipments. Following are the services the MMS Provider must provide:

2-6.5.2. TSP Selection.

The employing agency may select the TSP to move the relocating employee's HHG or may delegate this responsibility to the MMS Provider in which case the agency will furnish the MMS Provider with TSP selection criteria. Any TSP selected to move a Federal civilian, non-DOD employee's HHG must participate in CHAMP and have approved rates on file with GSA. The MMS Provider must be capable of accessing the GSA Transportation Management Services Solution System (TMSS) to obtain query information for use in selecting a TSP to transport a shipment when requested by the employing agency.

2-6.5.3. Shipment Booking.

The MMS Provider must schedule the move with the selected TSP; order a pre-move survey; and identify and obtain written authorization from the Federal agency (RTO) authorizing the move for storage-in-transit (SIT) or any special service (e.g., shuttle service, special crating, third party servicing, elevator charges, long carry, and/or stair carry). The MMS Provider must indicate in writing all services authorized and identify those that will be paid as an entitlement of the employee, those that will be advanced but charged back to the employee, and any service the employee requests that may not be authorized on the GBL/CBL. The Provider must inform the employee prior to service performance of any service that will be advanced but charged back to the employee. The Provider may develop a generic form for the purpose of this item. Any service shown on a generic form that is not applicable to a particular shipment must be "crossed out" or marked "none" or "not applicable" prior to submitting the form to the RTO for written authorization/approval.

2-6.5.4. Ensuring TSP Performance.

Notwithstanding the provisions of RFO Section 2-6.6, "Origin and Destination On-Site Quality Control", the MMS Provider must ensure that transportation services furnished are in accordance with provisions of the HTOS. The MMS Provider must take any action deemed necessary and appropriate to protect the interests of the shipping agency, ensure proper TSP performance, and protect the real and personal property of the relocating employee. In the event the MMS Provider's failure to direct performance in accordance with this Section causes damage to the shipping agency or relocating employee, other then damage to HHG, the MMS Provider is liable to the shipping agency and/or the relocating employee for such damages.

2-6.5.5 Arranging Storage in Transit (SIT).

If a Federal agency authorizes SIT, the MMS Provider must arrange storage in accordance with the GSA HTOS. The MMS Provider must notify the employee of the authorized SIT duration and location and provide the employee SIT-Provider contact information within five (5) calendar days after delivery into SIT.

2-6.5.5.1. Monitoring Shipments in SIT.

The MMS Provider must monitor shipments in SIT and provide a written request for disposition instructions from the employee or shipping agency destination facility representative at least ten (10) working days before expiration of the authorized SIT period. The written request must inform employees of their personal financial responsibility for any charges incurred for storage in excess of the maximum period authorized. The MMS Provider is responsible for arranging for delivery of shipments from SIT.

2-6.5.5.2. SIT in Excess of 180 Days.

If storage exceeds 180 days, the MMS Provider must ascertain the condition of the employee's property at the end of the 180-day SIT period to protect the Government's and the relocating employee's right to recover for TSP caused losses or damages. The warehouse automatically is considered the shipment's destination upon expiration of the 180-day SIT period and the MMS Provider's responsibility for the shipment ends. The shipment then becomes subject to the warehouse's rules, procedures, and charges, including local delivery out of storage. The employee is responsible for payment of storage charges for any period of storage in excess of 180 days. In the event of any discrepancy between HTOS provisions and the provisions of this Section for purposes of SIT, the provisions of this Section apply.

2-6.5.6. Completion of GSA Form 3080.

The MMS Provider must furnish the relocating employee a GSA Form 3080, "Household Goods Carrier Evaluation Report" for completion of the section entitled, "Relocating Employee's Response" (www.gsa.gov/forms). The Provider must instruct the employee to return the evaluation form upon completion to the shipping agency for completion of the section entitled, "BL Issuing Officer's Response." The Provider also must follow-up in an attempt to ensure both the employee and shipping agency complete their respective portions of the form and return it to GSA at the address identified in RFO Section 1-6. If the employee has not completed the form within 30-days from the date of delivery of the HHG to the new residence, the Provider will so advise the shipping agency.

2-6.5.7. Service Performance Audit.

The MMS Provider must audit transportation billings and complete a certification document certifying by line item whether billed services (including any services specifically requested by the employee) were or were not necessary, properly authorized, and actually performed (this audit is unrelated to an agency's audit of the actual billing charges). The Provider may develop a form for this purpose and must, if requested, have it pre-approved by the shipping agency.

2-6.5.8. Management Information Reports.

The Government will require certain management information reports that may or may not be commercially standard. If the MMS Provider has a commercial report that would meet a stated specific need, it may propose that an agency use that report instead of the one specified as long as it can satisfactorily demonstrate how the proposed substitution would meet the ordering activity's needs. Reports must contain both monthly/quarterly and year-to-date totals, when appropriate. The MMS Provider must provide required reports to the ordering activity within 15 business days following the month/quarter services were performed.

2-6.5.8.1. Ordering Agency Reports.

If requested by the shipping agency, the MMS Provider must furnish the following reports in the manner specified by the agency with regard to format, content, and frequency. Data elements may be revised by the ordering activity.

2-6.5.8.2. Shipment Summary.

A summary of the total number of shipments handled for the specified period further broken down into the following incremental categories: number of shipments by agency activity, number of shipments by TSP, number of interstate shipments, number of intrastate shipments, and number of international location shipments. For each category the Provider must show total line-haul and accessorial charges.

2-6.5.8.3. Claims Summary.

A summary of the total number of loss/damage claims handled for the specified period further broken down into the following incremental categories: number of claims by agency activity, number of claims by TSP, number of interstate claims, number of intrastate claims, number of international location claims, average number of days between the date of claim filing and date of issue of initial settlement offer; average number of days between the date of receipt of the initial settlement offer and the date of final settlement, average amount claimed and settled interstate, average amount claimed and settled intrastate, and average amount claimed and settled on international locations. For each claim not settled within 30 days and/or 60 days when approved by the shipping agency's RTO an explanation for the delay must be supported by the Delay Codes identified in the HTOS Section 9.

2-6.5.8.4. Counseling Contact Summary Report.

A summary report of counseling contacts (when an agency has chosen that optional service) showing employee name, date of initial contact, and current status of the move including date for the pre-move survey, packing date, pickup date, and actual or proposed delivery date into SIT and/or residence.

2-6.5.8.5. On-time Services Summary Report.

A summary report listing employee name, scheduled pickup date, actual pickup date, scheduled delivery dates into SIT and/or residence, actual delivery dates into SIT and/or residence, scheduled date for delivery out of SIT, and actual date for delivery out of SIT. When scheduled and actual dates are different, an explanation must be provided.

2-6.5.8.6. Specially Requested Reports.

Special one-time reports furnished to the RTO when the shipping agency requests and the GSA PMO identified in RFO Section 1-6 approves.

2-6.5.9. Customer Service.

The MMS Provider shall provide a 24-hour, toll-free telephone number to assist in tracking/tracing shipments; resolving problems that occur during any phase of the move, including quality control problems; and in filing post-delivery claims for agencies that choose that optional service.

2.6.6. Optional Services.

2-6.6.1. General.

If requested by the shipping agency, the MMS Provider must provide the following services.

2-6.6.2. Employee pre-move counseling.

Employee pre-move counseling (as distinguished from a TSP/forwarder-provided pre-move survey) includes information on TSP/forwarder commercial moving practices affecting all aspects of a HHG move. It also includes Government-specific information on Federal HHG entitlements and allowances prescribed in the Federal Travel Regulation (41 CFR chapters 300-304) and the ordering agency's internal regulations, including weight allowances. The counseling includes informing the relocating employee about services he/she is authorized at Government expense as well as any requested services that are not the Government's financial responsibility and which the employing agency will charge back to the employee. Some of these services are: extra pickup/delivery; temporary SIT authorized by the shipping agency; non-temporary (permanent) storage (NTS); unauthorized items; assembly/ disassembly of property; shipment of perishable items; exclusion of firearms and hazardous materials; level of service coverage, options, and costs; reporting concealed damages, employee rights and responsibilities, third-party servicing; packing/unpacking and crating/ uncrating; preparation and filing of claims; name and address of origin/destination storage; and delivery out of storage. The counseling also includes explaining the Government's role concerning Commuted Rate Schedule moves as prescribed in the FTR and limitations of the Government's financial obligations for reimbursements on such moves. Following is an availability listing of publications that contain information important in the employee pre-move counseling process:

- FTR: Available on the Internet at:
  http://www.gsa.gov
- CHAMP: Available on the Internet at:
  http://www.gsa.gov/transportation/hhg

- Agency specific regulations/procedures: (Contact appropriate agency for availability)

2-6.6.3. Preparation of shipment documentation.
If a Federal agency opts to have the MMS Provider prepare a GBL/CBL, the MMS Provider must comply with the terms and conditions set forth in 41 CFR 102-117 and 102-118. The MMS Provider must complete, and distribute copies of, each GBL/CBL following instructions published in the GSA Federal Supply Service Guide, "How to Prepare and Process U.S. Government Bills of Lading" (National Stock Number 7610-00-682-6740) or as instructed by the Federal agency (RTO). The Provider must provide a legible memorandum copy of all GBLs/CBLs prepared and distributed to the RTO prior to shipment pickup dates.

2-6.6.4. Data Communications Capabilities.
The MMS Provider must: (1) provide on-line electronic access to all database information pertaining to task orders and applicable shipment records; (2) provide the RTO or designee and the GSA Program Management Office in Kansas City, Missouri (RFO Section 1-6), on-line access to all database information pertaining to task orders and shipment records for all accounts established under the terms of this RFO and the HTOS; (3) establish sufficient safeguards to prevent unauthorized access to the database information; (4) make the electronic access available through an asynchronous modem with a baud rate of at least 2400; and (5) furnish clear documentation setting out procedures for access to and use of the database.

2-6.6.4.1. Database Elements.
The database must contain, but not necessarily be limited to, the following elements: task order information; shipment information sufficient to generate the reports specified in Section 2-6.5. The database maintained for shipments must be maintained in a separate directory with separate shipment records for each employee move. Shipment files must not be commingled with other data maintained for shipments not applicable to this RFO. Each shipment record must contain all applicable information required for that particular shipment, including any claims filed for the TSP, status of the claim, etc. (continuous computer terminal screen, if necessary). Performance data documenting how the move was handled must be collected independently and also maintained in this file. The Provider must provide facility for the RTO or designee and the GSA PMO (RFO Section 1-6) to extract and consolidate data such as TSP performance in the event specific reports are required.

2-6.6.4.2. Database Maintenance.
The MMS Provider must update the database on a 24-hour basis at a minimum and provide for on-line electronic access to database elements for a period of one year from date of pickup. After one year, hard copy records may be maintained as required by the Examination of Records Clause contained in GSA Form 3504.

2-6.6.5. On-site Quality Control Service. If a shipping agency requests, the MMS Provider must arrange for quality control personnel to provide on-site inspection service at the origin/destination residence at pickup/delivery. Inspection services include, but are not limited to: verification of correct inventory coding, use of proper packing materials, appropriate article servicing, equipment and personnel suitability, and satisfactory performance of unpacking. The actual cost of the service to be performed is negotiable between the MMS Provider and the shipping agency. The agreed upon price must be stated in a written document and retained by both parties. The document will be construed as a one-time only amendment to the Provider's rate filing. A copy of the written document must be included in the MMS Provider's voucher for payment. The Provider may engage outside sources to perform these services provided that they are representatives or employees of a HHG TSP, freight forwarder, or agent thereof.

2-6.6.6. Quality Assurance Plan.
If requested by the shipping agency, the MMS Provider must provide the shipping agency with a quality assurance plan to assist in assuring quality service and must also designate quality assurance personnel to execute the plan.

2-6.6.7. Claims Preparation, Filing, and Settlement Assistance.
If the employee or shipping agency requests, the MMS Provider must provide immediate loss/damage claim preparation/filing assistance, including follow-up assistance for any subsequently discovered loss or damage. The Provider must review and negotiate any settlement offer that is inconsistent with the TSP's liability or HTOS provisions, and in the case of an impasse must refer the complete file to the shipping agency. The MMS Provider also must counsel the employee about potential consequences of signing any

full and unconditional release on any offer of settlement before all claims resulting from a particular move have been resolved.

2-6.6.8. Prepayment Audit.

2-6.6.8.1. MMS Provider Responsibilities.

A TSP that offers move management services under the HTOS may, at the request of a client agency, conduct the prepayment audit of transportation bills after obtaining audit certification from GSA, Office of Transportation Audits. If the TSP intends to subcontract the prepayment audit, any auditor it uses (other than a GSA Prepayment Audit Schedule contractor) must be GSA-certified to conduct the prepayment audit. TSPs/auditors may obtain prepayment audit certification from the GSA Audit Division (FBA) at the address identified in RFO Section 2-6.6.8.2. The MMS provider will conduct or arrange to have conducted, a prepayment audit of each transportation billing and supplemental billing for service performed under the HTOS at the request of the client agency.

2-6.6.8.2. Certification.

Any auditor (other than a GSA Prepayment Audit Schedule contractor) desiring to perform a prepayment audit service must be certified by the GSA Audit Division (FBA) to do so. Certification may be obtained by contacting: General Serviced Administration
Federal Supply Service
Audit Division (FBA)
1800 F Street, N.W.
Washington, DC 20405
http://www.gsa.gov

2-6.6.8.3. Procedures.

The Prepayment Audit procedures are subject to provisions of the Federal Management Regulations (FMR) part 102-118 (41 CFR part 102-118). Procedures reflect requirements and may be used in addition to any other required procedures published in the FMR, in developing the MMS provider/agency MOU. The prepayment auditor must adjust billed charges as appropriate based on the service performance audit as specified, and the prepayment audit before submitting the billing invoice, along with the service performance audit certification, to the ordering agency for payment.

2-6.6.8.4. Adjustments.

Upon instructions from the ordering agency, the MMS provider must advise the TSP and/or the agency via a statement of differences submitted either electronically or in writing within seven (7) days of receipt of the bill of any adjustment the auditor makes. The statement of differences must include the following:

(a) TSP's standard alpha code (SCAC);
(b) TSP bill number;
(c) Amount billed;
(d) Amount paid;
(e) Agency name;
(f) TSP's tax payer identification number (TIN);
(g) Document reference number (DRN)
(h) Payment voucher number;
(i) Complete tender or tariff authority, including the governing item or section number, and

The MMS provider must annotate the following information on all transportation bills that have been completed:

(a) TSP's standard alpha code (SCAC);
(b) TSP bill number;
(c) Amount billed;
(d) Amount paid;
(e) Agency name;
(f) TSP's tax payer identification number (TIN);
(g) Document reference number (DRN)
(h) Payment voucher number;
(i) Complete tender or tariff authority with the applicable rate authority, including the governing item or section number;
(j) Copy of any statement of differences sent to the TSP; and
(k) The date invoice received from the TSP.

2-6.6.8.5. Appeal Procedures.

The agency must establish an appeal process that directs TSP appeals to an agency official or to the MMS provider with responsibility for providing adequate consideration and review of the circumstances of the claim. Review of an appeal must be completed within thirty (30) days. If the TSP disputes the findings and the agency or MMS provider as appropriate, cannot resolve the dispute with the TSP, all relevant documents including a complete billing history and the appropriation or fund charged should be forwarded to GSA for the rendering of a decision. TSP claims must be submitted within three (3) years beginning the day after the latest of the following dates (except in time of war):

(a) Accrual of the cause of action;
(b) Payment of charges for the transportation involved;
(c) Subsequent refusal for over payment of those charges; or
(d) Deduction made to a TSP claim by the Government under 31 U.S.C. 3726.

2-6.6.8.6. Performance Standards for Service Performance Audit and Prepayment Audit

The Government must comply with provisions of the Prompt Payment Act (31 U.S.C. 3901 (a)(5). The MMS provider therefore must ensure that within seven (7) days of receiving the TSP's bill, it has completed the service performance transportation/MMS billing, accompanied by the service performance audit certification, in the hands of the ordering agency for payment. The MOU between the ordering agency and the MMS provider must stipulate whether the agency or the MMS provider will be responsible for remitting payment to the TSP. If the MMS provider is to remit payment to the TSP, the agency must issue and forward the remittance by check or electronic transfer to the MMS provider in time for the agency to be deemed "in compliance" with provisions of the Prompt Payment Act. The MMS provider will not be liable for any late payment interest charge the agency may accrue on a transportation payment that is not in compliance with the Prompt Payment Act requirements.

2-7. Special Provisions Affecting Rates or Charges.

2-7.1 General.

In lieu of the Item 190-1 of the GRT 415-G, supplements thereto and reissues thereof, or similar provisions, and except as otherwise noted in this RFO, all surface HHG shipments transported pursuant to the provisions of the RFO are deemed to be released at a value equal to $5.00 per pound times the actual total weight (in pounds) of the shipment, and a valuation charge will not be assessed in conjunction therewith. Except as otherwise noted, the remaining provisions of Item 190-1 will apply. There will be no additional cost for this level of service. The provisions in RFO Section 2-7 will apply.

2-7.1.1. ALK Associates Mileage

Any reference in the HTOS to the mileage company Rand-McNally should be modified to reflect ALK Technologies, Inc., Version 20 (coincides with PC*Miler 20). For rate offers effective November 1, 2006, the percentage stated in the submitting TSP's offer will be based on mileage provided by ALK Associates. One exception is that GSA has determined that all surface household goods shipments between any point in the conterminous United States and a Canadian province will be based on Rand McNally mileage.

2-7.1.2. Shipments of Unaccompanied Air Baggage

Unaccompanied air baggage shipments will be packed in Tri-wall containers measuring no more than 15 cube. All TSPs must have written approval from the RTO certifying officer authorizing any exceptions to the Tri-wall measurements. TSPs who are invoicing for charges other than by gross weight must show the container cube and number of containers on the invoice before a prepayment audit is approved. Where gross weight exceeds volume weight, TSP must charge for gross weight. Items which are typically not considered UAB items and are placed in a larger than specified container size on the GBL will not be approved by DOS prepayment auditors.

2-7.2. Rates or Charges

2-7.2.1. DOMESTIC.

2-7.2.1.1. Household Goods

The percentage(s) stated in the submitting TSP's offer represents a bottom-line discount off the total cost of the move based on the rates and charges published in GRT for a specific domestic move. The bottom-line discount does not apply to the charges specified in the following instances.

2-7.2.1.1.1. Where No SIT.

The bottom-line discount does not apply to third party services, the GSA IFF, or valuation charges when shipment is declared in excess of the base valuation.

2-7.2.1.1.2. Where SIT is at Origin.

The bottom-line discount does not apply to GSA IFF, storage, pickup, long distance carry; elevator/stair carry, piano/organ carry, third party servicing applicable to pre-storage servicing, or valuation charges when shipment is declared in excess of the base valuation.

2-7.2.1.1.3. Where SIT is at Destination.

The bottom-line discount does not apply to GSA IFF, storage, pickup, long distance carry; elevator/stair carry, piano/organ carry, third party servicing applicable to post-storage servicing, or valuation charges when shipment is declared in excess of the base valuation.

2-7.2.1.1.4. Where SIT is at other than Origin or Destination.

The bottom-line discount does not apply when SIT occurs at other than origin or destination when approved by the RTO, GSA IFF, storage, delivery, long distance carry, elevator/stair carry, piano/organ carry, third party services, or valuation charges when shipment is declared in excess of the base valuation.

2-7.2.1.2. Storage-In-Transit (SIT) Discount.

TSPs submitting offers for the movement of HHG must offer a percentage (%) discount applicable to all storage charges including pickup or delivery out of storage. For shipments stored outside of the 50-mile radius, the bottom line discount will apply to the pickup or delivery out portion.

2-7.2.1.3. Unaccompanied Air Baggage (UAB) - Alaska Only.

The percentage (%) stated in the submitting TSP's offer for UAB shipment represents a single-factor rate based on the base-line rate set out below per kilogram (kg) volume weight and includes the following services: (a) packing, including use of packing containers and materials from origin to destination; (b) servicing of appliances; and (c) from origin residence all land and air transportation to the destination residence.

Weight Group	Base-Line per Kilogram(KG)
45 to 134 kg	US$1.16
135 to 224 kg	US$1.05
225 to 314 kg	US$1.00
315 to 404 kg	US$0.96
405 and over kg	US$0.91

2-7.2.1.4. Privately Owned Vehicle (POV).

2-7.2.1.4.1. Domestic.

The amount stated in the submitting TSP's offer for the shipment of an POV represents a **price per mile** for vehicles applicable to the following services (a) preparation of vehicle; (b) pickup at origin; (c) transportation from origin to destination; (d) delivery to final destination; and (e) valuation based on the current value of the vehicle.

2-7.2.1.4.2. Minimum Charge.

In those instances when the distance for shipping a POV is less than 300 miles, a minimum charge of 300 times the offered price per mile will apply

2-7.2.1.4.3. Alaska Only.

The amount stated in the submitting TSP's offer for the shipment of an POV represents a **flat price** for vehicles applicable to the following services (a) preparation of vehicle; (b) pickup at origin; (c) transportation from origin to destination; (d) delivery to final destination; and (e) valuation based on the current value of the vehicle.

2-7.2.1.4.4. Vehicle Sizes.

Charge must be offered only on the following sizes and in accordance with RFO Section 2-7.2.1.4.1 and 2-7.2.1.4.3.

1. Category 1 (CAT-1): Vehicles less than 300 cubic feet in physical measurement;
2. Category 2 (CAT-2): Vehicles between 300 and 800 cubic feet in physical measurement; and,
3. Category 3 (CAT-3): Vehicles exceeding 800 cubic feet in physical measurement.

2-7.2.2. INTERNATIONAL.

2-7.2.2.1. Household Goods (HHG).

2-7.2.2.1.1. General.

The percentage (%) cited in the submitting TSP's offer for the surface HHG represents a single-factor rate based on the Base-Line Rates specified in Section 2-7.2.2.6 per 100 pounds net weight including full replacement value TSP liability as defined in HTOS, Section 10 and Section 2-7.5. The application of rates from/to the international point for the surface HHG shipment shall be based on the net weight of the shipment in pounds. Minimum weight is 1,000 pounds.

2-7.2.2.1.2. Services Included.

1. Packing, including use of packing containers and materials from origin to destination, and unpacking. Shipping containers and packing materials furnished by the TSP will remain the property of the TSP.
2. Servicing and unservicing of appliances, except third party service.
3. All land, water, and air transportation, EXCEPT
   (a) additional land transportation charges for shipments picked up or delivered from or to storage-in-transit;
   (b) bunker fuel charges, port congestion surcharges, and/or war risk surcharges where applicable and when actually billed to the TSP by ocean freight TSP pursuant to regularly filed tariff(s) with the Federal Maritime Commission. Such charges will be separately stated on the GBL/CBL and supported by prorated paid ocean TSP invoices of the actual amount; and,
   (c) shipments of unaccompanied air baggage.
4. Export and import documentation services involving customs clearances.
5. Removal and placement of each article in the residence/warehouse or other building.
6. Hoisting or lowering of an article.
7. Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge (except Item 5 in Section 2-7.2.2.1.3, below.
8. Ferry, tunnel and bridge charges/tolls.

2-7.2.2.1.3. Services Excluded.

1. Storage, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable custom documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, Section 17 when performed by TSP. When such services are performed by a third party, billing will be at the actual cost charged to the TSP, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications.
2. Any Government or public authority ordered charges for inspection, disinfestation, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP.
3. Servicing of articles requiring services of third parties.
4. When an article cannot be picked up or delivered from a residence by the conventional method (doorways, stairs, elevator to floor) or the structural nature of the residence must be changed to accommodate a pickup or delivery (removal of windows, doors, etc), the TSP, upon approval by the RTO will be authorized third party service. This exception is directed at the pickups and deliveries from high rise apartment buildings and is not intended to be used for minor hoisting and lowering, such as 1st floor balconies in apartments and single family dwellings.
5. Shipments picked up or delivered to a mini warehouse, which involve a carry in excess of 100 feet between the TSP vehicle and the outside entrance door of the actual storage area, the RTO may authorize an excessive distance carry charge as defined in the HTOS, Section 17.

2-7.2.2.2. Rates and Charges for Accessorial Services.

The rates and charges set out in HTOS, Section 17 are base-line rates. The percentage (%) stated in the submitting TSP's Tender for accessorial services represents the amount to be charged as a percentage (%) less than, equal to, or greater than the rates and charges set out in Section 17.

2-7.2.2.3. Rates or Charges For Storage-In-Transit (SIT).

The percentage (%) stated in the submitting TSP's Tender for SIT represents the amount to be charged as a percentage (%) less than, equal to, or greater than the rates and charges set out in the HTOS, Section 17 for the storage and pickup/delivery, including full replacement value TSP liability as defined in HTOS, Section 10 and Section 2-7.5.

2-7.2.2.4. Unaccompanied Air Baggage (UAB)

The percentage (%) stated in the submitting TSP's offer for UAB shipment represents a single-factor rate based on the base-line rate set out in Section 2-7.2.2.6.2.2 per kilogram (kg) volume weight including full replacement value TSP liability as set out in the HTOS, Section 10 and includes the following services: (a) packing, including use of packing containers and materials from origin to destination; (b) servicing of appliances; and (c) from origin residence all land and air transportation to the destination residence. A TSP may charge as a separate line item a fuel surcharge for UAB shipments. TSPs must provide a copy of the original airway bill to the agency for reimbursement. Any excessive costs charged by foreign or overseas air carriers will be negotiated and paid at the discretion of the agency. Exceptions to the UAB surcharge are identified in Section 3.

2-7.2.2.5. Privately Owned Vehicle (POV).

The amount stated in the submitting TSP's tender for the shipment of a POV represents a flat charge applicable to the following services:
(1) preparation of vehicle;
(2) pickup at origin;
(3) transportation from origin to destination;
(4) containerization or below deck storage in the ocean going vessel;
(5) delivery to final destination; and,
(6) valuation based on the current value of the vehicle.

2-7.2.2.5.1. Vehicle Sizes.

The flat charge must be stated in whole dollars and may be offered only on the following sizes:
1. Category 1 (CAT-1): Vehicles less than 300 cubic feet in physical measurement;
2. Category 2 (CAT-2): Vehicles between 300 and 800 cubic feet in physical measurement; and,
3. Category 3 (CAT-3): Vehicles exceeding 800 cubic feet in physical measurement.

2-7.2.2.5.2. Motorized Vehicles.

All motorized vehicles shipped pursuant to this RFO are hereby certified to be exempt from applicable HAZMAT requirements (49 CFR 176.905) unless stated otherwise on the bill of lading, and therefore no charges will be permitted for HAZMAT 'shipping requirements' or 'surveys' under this RFO pursuant to these cited regulatory requirements.

2-7.2.2.5.3. Application of Transit Time.

In lieu of the transit times listed in Section 12 of the HTOS, the following privately owned vehicle transit times will apply. When requested, the transit times identified in RFO Section 2-7.2.2.5.4. will apply on any privately owned vehicle shipment released by the applicable Federal agency between the points identified in this section. The TSP shall notify the Federal department or agency as applicable, in writing of the port(s) it intends to use that will meet the transit time requirements.

2-7.2.2.5.2.1. Transit Time Penalty.

In the event that the TSP fails to meet the transit times, it must notify the Federal agency as applicable, within 24-hours of the delay. The TSP shall be responsible for arranging for, or the reimbursement of, a rental car on behalf of the transferee. Reimbursement or the rental of a like vehicle will be limited to a vehicle of the same, or comparable, size/model as being shipped by the transferee. The RTO has the authority to waive the penalty in whole or in part based on circumstances of the delay.

2-7.2.2.5.4. Transit Time Schedule.

BETWEEN AND	*ALASKAN POINTS	GUAM	HAWAIIAN ISLANDS	PUERTO RICO	VIRGIN ISLAND-ST.THOMAS/ ST.CROIX	VIRGIN ISLAND-ST.JOHN
AK	-	25	15	20	20	20
AL	20	28	20	15	15	15
AR	20	28	20	15	15	15
AZ	15	26	15	20	20	20
CA	15	25	15	20	20	20
CO	15	26	15	20	20	20

CT	20	28	20	15	15	15
DC	20	28	20	15	15	15
DE	20	28	20	15	15	15
FL	20	29	20	15	15	15
GA	20	29	20	15	15	15
IA	20	29	20	20	20	20
ID	15	28	15	20	20	20
IL	20	29	20	15	15	15
IN	20	29	20	15	15	15
KS	15	29	15	20	20	20
KY	20	29	20	15	15	15
LA	20	28	20	15	15	15
MA	20	28	20	15	15	15
MD	20	28	20	15	15	15
ME	20	29	20	15	15	15
MI	20	30	20	20	20	20
MN	20	30	20	20	20	20
MO	15	29	15	20	20	20
MS	20	28	20	15	15	15
MT	15	28	15	20	20	20
NC	20	29	20	15	15	15
ND	20	28	20	20	20	20
NE	15	29	15	20	20	20
NH	20	29	20	15	15	15
NJ	20	28	20	15	15	15
NM	15	26	15	20	20	20
NV	15	26	15	20	20	20
NY	20	28	20	15	15	15
OH	20	29	20	15	15	15
OK	20	28	20	20	20	20
OR	15	25	15	20	20	20
PA	20	28	20	15	15	15
RI	20	28	20	15	15	15
SC	20	29	20	15	15	15
SD	20	28	20	20	20	20
TN	20	28	20	15	15	15
TX	15	28	15	15	15	15
UT	15	26	15	20	20	20
VA	20	28	20	15	15	15
VT	20	29	20	15	15	15
WA	15	25	15	20	20	20
WI	20	30	20	20	20	20
WV	20	28	20	15	15	15
WY	15	28	15	20	20	20
GUAM	25	-	20	30	30	30
HAWAII	20	15	-	20	20	20
PUERTO RICO	20	30	25	-	10	10
VIRGIN ISL. – ST. THOMAS /ST. CROIX	25	30	25	10	-	10
VIRGIN ISL. – ST. JOHN	25	30	25	10	10	-

*Alaskan Points include the following cities: Anchorage, Cordova, Fairbanks, Juneau, Ketchikan, Kodiak, Petersburg, Sitka, and Wrangell.

2-7.2.2.6. Base-Line Rates.

2-7.2.2.6.1. Surface.

2-7.2.2.6.1.1. Surface Base-Line Rate Table.

The following base-line rate table is applicable to the HHG effects surface shipments.
The international base line table charges per hundred weights have been increased by 2%, effective with this RFO.

Weight Group	Base-Line Rate per hundred weight (cwt)
1,000 to 1,999 lbs	US$122.33
2,000 to 3,999 lbs	US$110.82
4,000 to 7,999 lbs	US$104.55
8,000 to 11,999 lbs	US$100.37
12,000 to 15,999 lbs	US$98.28
16,000 and over	US$96.19

2-7.2.2.6.2.2. Unaccompanied Air Baggage (UAB)

The following base-line rate table is applicable to the shipment of UAB.

Weight Group	Base-Line per Kilogram(KG)
45 to 134 kg	US$1.16
135 to 224 kg	US$1.05
225 to 314 kg	US$1.00
315 to 404 kg	US$0.96
405 and over kg	US$0.91

2-7.3. Application of Rates or Charges.

Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup. In those instances where the submitting TSP does not offer a rate, it will be construed as NO RESPONSE.

2-7.3.1. Exception.

Except in supplemental filings, items left blank will indicate NO CHANGE.

2-7.3.2. Unaccompanied Air Baggage (UAB).

Rates or charges applicable to UAB **will apply** when shipped independent of surface HHG.

2-7.3.3. Privately Owned Vehicles (POV).

Rates or charges applicable to POV **will apply** when shipped independent of the surface HHG.

2-7.4. Alaska Only.

2-7.4.1. Combination of Rates - Applies to Domestic Shipments Only

2-7.4.1.1. Accepted offer does not include Alaska Service Areas (RFO Section 5-2).

In the event that a TSP handles a shipment between points in the conterminous United States and Alaska and it does not have any offer accepted by GSA for such a movement, the applicable charges shall be based on a combination of the rates set out in the TSP's accepted offer between Service Area 2 and Service Areas 1 through 16, inclusive, and of the charges in Section 2, Parts E and F, including Section 6 of the applicable GRT, supplements thereto and reissues thereof; provided, however, these charges will alternate with all other applicable combination or through rates and/or charges that a TSP may have on file on the date that a shipment is picked-up.

2-7.4.1.2. Accepted Offer Includes Alaska Service Areas (RFO Section 5-2).

The provisions of RFO Section 2-7.4.1.1 do not apply when GSA has accepted a TSP's offer to handle shipments between points in the conterminous United States, Service Area 1 through 16, inclusive, and Alaska Service Areas defined in RFO Section 5-2.

2-7.4.2. Intra Alaska.

Transportation charges for shipments moving between two points in the State of Alaska (intrastate Alaska) will be published in Section 7 of Tariff STB HGB 415-G, as revised. For distances in excess of 1,000 miles, the rates applicable for each "Add'l 100 miles" as shown in Section 3 of the 415-G, will apply for each 100 miles, or fraction thereof, in excess of 1,000 miles, in addition to the base transportation charge for 1,000 miles in Section 7.

2.7.5. Released Value.

2-7.5.1. General.

2-7.5.1.1. Surface and Unaccompanied Air Baggage Released (UAB) Value.

All surface and UAB applicable to domestic and international shipments are released at full value.

2-7.5.1.2.Privately Owned Vehicle Released Value.

All POV shipments applicable to domestic and international shipments are released at current market value.

2-7.5.1.3. Application of Tariff or Bureau Issued GRT.

Item 190 of GRT or any comparable item in an otherwise applicable intrastate tariff, will not apply.

2-7.5.1.4. Cost included in TSP's offer.

The cost of released value as defined in this provision will be included in the TSP's offer. Except as provided in RFO Sections 2-7.5.2.2.and 2-7.5.3.2. TSP may not charge a Federal agency for full replacement value.

2-7.5.2. DOMESTIC.

2-7.5.2.1. Transportation.

2-7.5.2.1.1. Exception to Item 190-1 of GRT.

In lieu of the released value identified in Item 190-1 of the GRT, supplement thereto and reissues thereof, all domestic shipments moving pursuant to CHAMP, except as otherwise noted in this RFO, are released at the base value of $5.00 times the net weight of the shipment applicable to both shipments in transit and SIT. The storage liability charge does not apply for the base released valuation. All other provisions of Item 190-1 and this RFO will apply.

2-7.5.2.2. Employee's Increase in Base Valuation.

The employee has the right to increase the value in excess of the base valuation established by this provision and in accordance with the following.

2-7.5.2.2.1. Transportation.

In the event that the employee declares a value greater than the base valuation, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $5.00 times the weight.

2-7.5.2.2.2. Storage-in-Transit.

In the event that the employee declares a value greater than the base valuation, a Full Value Protection Service Storage Liability Charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of shipments released at full value of $5.00 times the weight.

2-7.5.3. INTERNATIONAL.

2-7.5.3.1. Transportation.

In accordance with the HTOS Section 10, all international shipments moving under CHAMP are released at a base value of $5.00 times the net weight of the shipment in pounds, except as otherwise noted in this RFO.

2.7.5.3.2. Employee's Increase in Base Valuation.

The employee has the right to increase the value in excess of the base valuation established by this provision and in accordance with the following.

2-7.5.3.2.1. Transportation.

In the event that the employee declares a value greater than the base valuation, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $5.00 times the weight.

2-7.5.3.2.2. Storage-in-Transit.

In the event that the employee declares a value greater than the base valuation, a Full Value Protection Service Storage Liability Charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of shipments released at full value of $5.00 times the weight.

2-7.6. GSA Industrial Funding Fee (IFF) (formerly Shipment Charge)

2-7.6.1. Amount of Charge.

The IFF is due on the total net transportation charges billable to the government excluding fees for storage-in-transit (SIT) (to include first day of storage, each additional day of storage and pickup and delivery (drayage)). For Domestic shipments, the GSA IFF will be 2.50% of the household goods net charges (includes line-haul, accessorial, packing charges, fuel surcharges, etc.), excluding storage-in-transit (SIT) charges, per shipment subject to the following provisions. For International shipments, the GSA IFF will be 1.50% of the household goods net charges (includes line-haul, accessorial, packing charges, fuel surcharges, etc.), excluding storage-in-transit (SIT) charges, per shipment subject to the following provisions. GSA's IFF will be assessed only against the household goods element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed.

2-7.6.2. Cost Included in TSP's Offer.

The cost of GSA IFF must be included in the TSP's offer.

2-7.6.3. First Shipment.

The first shipment of a relocation performed pursuant to the HTOS is defined as a surface shipment of HHG effects, shipment of a POV, or UAB, all or any one of which are tendered to the TSP by the shipping Federal Agency as the first component of a shipment for a relocating employee. On a multiple element domestic or international shipment at Government expense (either all or some combination of HHG, POV, or UAB), GSA's IFF will be assessed only against the household goods element of the net transportation charge (excluding SIT). An IFF is not accessed against POV and UAB shipments unless an agreement has been developed. If there are multiple HHG shipments, an IFF is assessed on each HHG shipment.

2-7.6.4. Supplemental Shipments.

A supplemental shipment of a relocation performed pursuant to the HTOS is defined as any surface shipment, including a POV, or UAB tendered to the TSP by the shipping Federal Agency after the tender of the first component of a shipment for a relocating employee. On a multiple element domestic or international shipment at Government expense (either all or some combination of HHG, POV, or UAB), GSA's IFF will be assessed only against the household goods element of the net transportation charge (excluding SIT). An IFF is not accessed against POV and UAB shipments unless an agreement has been developed. If there are multiple HHG shipments, an IFF is assessed on each HHG shipment.

2-7.6.5. Payment of Charge.

The TSP will remit the IFF to GSA on a calendar year quarter basis in accordance with the terms of the HTOS. IFF payments remitted to GSA by approved CHAMP TSPs will be based on the number of shipments billed pursuant to CHAMP for which service was performed. Calculation of the IFF should be rounded out two decimal points. (example: .345 rounded to .35; .322 rounded to .32)

2-7.6.6. Verification of IFF.

To ensure that the IFF is correctly applied to the calendar year quarter for which submission is received, the check or attached documentation must identify the quarter (i.e.1stqtr00, 3rdqtr00), and the GBL/BL number or include with the IFF submission a copy of the shipment report containing such information.

2-7.6.7. Failure to Submit IFF.

Failure to submit the Industrial Funding Fee due GSA for household goods shipments handled, will result in immediate placement of the TSP in temporary non-use status pending revocation of the TSP's approval.

2-7.7. Length of Storage-in-Transit. (HTOS 4-11.1)

Notwithstanding any other provisions of the GRT, the TSP must provide, when required, SIT at destination for shipments handled under the HTOS. SIT is defined as the holding of a shipment or portion thereof at or in the facilities or warehouse used by the TSP for storage, pending further transportation. A shipment may be held in SIT for a period not to exceed 180 days, unless extended by mutual agreement between the RTO and the TSP, after which time, liability as TSP shall terminate, the applicable interstate or international character of the shipment or portion thereof shall cease, the warehouse shall be considered the destination of the property, the warehouseman shall be agent for the shipper, and the property shall then be subject to the rules, regulations, and charges of the warehouseman.

2-7.8. Unpacking and Debris Removal - RESERVED.

2-7.9. Excessive Distance Carry.

Notwithstanding any other provisions of the Item 160 of the GRT, any reference to a distance of less than 100 feet will be construed as 100 feet.

2-7.10. Delivery Out of Storage-in-Transit.

Charges for pickup or delivery out of storage as provided in Item 210 of the GRT, will apply depending upon the location of the warehouse when the point of original pickup or delivery and warehouse are both located within the same municipality or within a distance of 50 miles or less. Any references to a distance of 30 miles will be construed as a distance of 50 miles.

2-7.11. Crating Services.

Regardless of possible use of a third party service for crating, crating services will be quoted, billed and paid as provided in the GRT. In the event that a third party is used to provide crating services and the charges are in excess of those provided in the GRT, the RTO has the authority to waive and negotiate the excess crating charges in whole or in part, based on the circumstances of the use of third party services.

2-7.12. Weight Variance.

In the event the actual shipment weight is greater than 115% of the premove survey weight, the TSP must notify the RTO or its designated representative prior to billing the Federal Agency of the original weighing and be prepared to justify the difference. In the event the TSP fails to notify the RTO or third party representative, the TSP stipulates that the agreed weight of the shipment will be 115% of the premove survey weight. In the event the TSP fails to adequately justify the difference between the actual and premove survey weights, the TSP stipulates that the agreed weight of the shipment will be 115% of the premove survey weight. The agreed weight shall take precedence over the actual weight for the assessment of transportation, accessorial, and storage-in-transit charges when based on weight. The RTO has the authority to waive this provision.

2.7.12.1. Verification of Weight Variance.

In order to apply the weight variance rule, it is recommended that a copy of the premove survey be included with the billing voucher and other documents.

2-7.13. Exceptions to Item 118 of GRT

The provisions of Item 118 of the GRT, Attempted Delivery to Residence from SIT, will not apply:

1) When the delivery is attempted after 5 PM or before 8 AM unless previously agreed to or requested by the shipper; or
2) When the delivery is attempted between the hours of 8 AM and 5 PM but at a time other than that previously requested or agreed to by the shipper; or
3) If delivery is not attempted or shipper is not otherwise contacted, within 90 minutes of the prearranged and agreed to delivery time.

2-7.14. Shipments of Unaccompanied Air Baggage

All unaccompanied air baggage shipments will be packed in Tri-wall containers measuring no more than 15 cube. All TSPs must have written approval from the BL certifying officer authorizing any exceptions to the Tri-wall measurements. TSPs who are invoicing for charges other than by gross weight must show the container cube and number of containers on the invoice before a prepayment audit is approved. Where gross weight exceeds volume weight, TSP must charge for gross weight.

2-7.15. Reweighing of Shipments Which Exceed 18,000 Pounds

Prior to the commencement of the unloading of a shipment weighed at origin which exceeds the 18,000 pound maximum weight allowance, the TSP shall reweigh the shipment at destination. This reweigh must take place at a supervised scale and be conducted by an authorized weigh master. The charges to the Federal agency shall be based on the lower of the two weights and copies of both sets of weight tickets shall be provided to the Federal agency prior to submitting the invoice for payment.

2-7.16. Non-Temporary Storage

Tender rates will apply into the TSP warehouse for non-temporary storage. Rates for monthly non-temporary storage per each hundred pounds and rates for full value protection per each $100 of value must be negotiated between the TSP and the federal agency.

2-8. Claim Settlement Penalty.

In the event that the TSP fails to settle a claim within 30 days after receipt due to TSP's failure, the TSP will pay a $25.00 per day penalty to the Federal agency. The total penalty shall not exceed $250.00. The RTO has the authority to waive the penalty in whole or in part based on circumstances of the delay.

2-9. Exception Status.

The following provision applies; accepted offers may be placed in an exception status and rates will be withdrawn from GSA Cost Comparison data base upon failure to meet HTOS requirements, pending temporary non-use, suspension and/or debarment. In those instances where shipment takes place after effective date of exception status, the TSP's offer(s) as indicated on this tender will apply and remain in effect until terminated as provided by RFO.

2-10. Extension of Offer by the Government.

The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with the RFO for up to ninety (90) calendar days.

2-11. Rights Reserved.

2-12. Termination.

The following provisions apply in lieu of Item 20e, Optional Form 280.

(a) Accepted offers may be terminated and the TSP placed in a temporary non-use status by the Government immediately upon determination that a TSP has failed to satisfactorily respond to a show cause notice;

(b) Accepted offers may be terminated by the Government immediately upon the debarment or suspension of the TSP in accordance with 41 CFR 101-40.4;

(c) Except as provided in (a) and (b) above, accepted offers may be terminated at any time by either party hereto upon sixty (60) days notice in writing to the other. Termination under this clause shall not affect, or relieve any part of, any obligation or liability that may have accrued prior to such termination; and,

(d) Upon termination of the offer under (a), (b), or (c) above, or as provided in the HTOS, the TSP shall be paid any sum due the TSP for services performed under this offer to the date of such termination, and in the event of partial termination shall be paid in accordance with the terms of this offer for any services furnished under the portion of the offer that is not terminated; provided, however, any such payments shall be without prejudice to any claim which the Government may have against the TSP under the provisions of the HTOS or otherwise and the Government shall have the right to offset any such claims against such payment.

A copy of the OF280 is available by contacting the PMO (RFO Section 1-6).

2-13. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT.

The Government, by written notice, may terminate all or part of the rate offer(s) accepted in accordance with the RFO, in whole or in part, when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be liable only for payment for services rendered before the effective date of the termination.

2-14. Item 21, Optional Form 280.

By submission of a rate offer to the GSA in accordance with this request, the submitting firm agrees to and/or meets the terms and conditions of the Uniform Tender of Rates and/or Charges for Transportation Services, Optional Form 280, except as provided in RFO Section 2-12. In addition to the provisions of Item 21, Optional Form 280, the following provision applies: (5) on commercial bills of lading endorsed with the following legend, "Transportation under this tender is for the (name of specific agency) and the actual total transportation charges paid to the TSP(s) by the shipper will be reimbursed by the Government. This may be confirmed by contacting the agency at_____.

SECTION 3
NON-ALTERNATING - SPECIAL AGENCY PROVISIONS

3-1. General.

TSPs may file non-alternating, agency specific offers as identified below. Non-alternating offers will apply specifically to those Federal agencies/locations identified below and will not alternate with any other accepted offer. By submission of a rate offer under this RFO Section 3, the submitting TSP agrees to the following terms and conditions applicable to a specific agency. The offer is also subject to the provisions as set out in this RFO and the provisions of the HTOS, supplements thereto and reissues thereof (RFO Section 2-4).

3-2 Department Of Veterans Affairs (VA) – Domestic (DVADC)

TSPs submitting offers in accordance with RFO Section 3-2, may file offers applicable between the points specified in RFO Section 5-2 and identified as Agency Specific Codes in RFO Section 5-1.

3-2.1. Released Valuation.

In lieu of released value as provided for in Item 190-1 of GRT, STB HGB 415-G, supplements thereto and reissues thereof, all domestic VA shipments shall be released at $6.50 with a maximum TSP liability of $117,000.00 applicable to both shipments in transit and SIT. Except as noted otherwise, the remaining provisions of Item 190-1 will apply. There will be no additional cost to the VA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-2.2. Excess Released Value.

3-2.2.1. Transportation.

In the event the employee declares a value greater than the base valuation of $6.50 for domestic shipments, times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of domestic shipments released value of $6.50 times the weight or $117,000.00 whichever is less.

3-2.2.2. Storage-In-Transit.

In the event that the employee declares a value greater than $6.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation in excess of $6.50 per pound released value or $117,000.00 whichever is less.

3-2.3. Weight Variance.

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all VA domestic shipments shall be subject to a 110% weight variance.

3-2.4. Rate Basis.

By submission of a rate offer under RFO Section 3-2, the TSP must have the ability to self-pack, load, and haul 85 percent or greater of VA interstate (including Alaska) and intrastate shipments. This is defined as a TSP who can contain a movement of property within its own operational capabilities without recourse to another TSP.

3-2.5. Volume.

The VA is estimating that the volume of domestic shipments under this RFO is 1,150 shipments.

3-3 Department Of Veterans Affairs (VA) – International (DVADC)

TSPs submitting offers in accordance with RFO Section 3-3, may file offers applicable between the points specified in RFO Section 5-2 and 5-3 and identified as Agency Specific Codes in RFO Section 5-1.

3-3.1. Released Valuation.

In lieu of the TSP liability at $5.00 as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, all international VA shipments shall be released at $8.50 with a maximum TSP liability of $153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the VA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-3.2. Excess Released Value.

3-3.2.1. Transportation.

In the event the employee declares a value greater than the base valuation of $8.50 for international shipments, times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of international shipments released value of $8.50 times the weight or $153,000 whichever is less.

3-3.2.2. Storage-in-Transit.

In the event that the employee declares a value greater than $8.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation in excess of $8.50 per pound released value or $153,000.00 whichever is less.

3-3.3. Weight Variance.

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all VA international shipments shall be subject to a 110% weight variance.

3-3.4. Volume.

The VA is estimating that the volume of international shipments under this RFO is 40 shipments.

3-4. Department of State (DOS) – International (DOSDC)

3-4.1. General.

TSPs submitting offers in accordance with RFO Section 3-4, may file offers applicable between the points specified in RFO Section 5-2 and 5-3 and identified as Agency Specific Codes in RFO Section 5-1. DOS is only accepting corporate level TSPs. All bookings and matters related to this RFO will be handled at the corporate level. Corporate may select origin agents as they see fit.

3-4.1.1. Shipment Tracking

All TSPs offering rates for international DOS shipments must have a secure Internet website where travelers can track the status of their personal effects. Access must be password controlled and available only to traveler and/or it's agency.

3-4.1.2. Shipment Reporting

All TSPs offering rates will be required to provide shipping details to include weights and pieces within seven calendar days from the day after the shipment is picked up. Reports should reach the DOS office via e-mail to: daily_tender_reports@state.gov. In addition, a copy of the shipping details must be provided to the pertinent embassy or consulates where the shipment is destined. DOS will periodically provide each TSP a list of e-mail addresses for all embassy and consulates.

3-4.1.3. Document Security

All TSPs are to refrain from the practice of asking travelers for a copy of his/her travel passport or driver's license in conjunction with country customs clearances. Only under extraordinary circumstances and as requested in writing by a given country or customs office should an actual copy of the passport or driver's license be requested.

3-4.1.4. Staffing Requirement

All TSPs must use trained personnel qualified in their assigned duties in packing and handling of personal property. TSPs personnel must include at least one employee that is fluent in English at origin and destination services. TSP personnel must also be fluent in language of foreign country.

3-4.1.5. Packed By Owner

TSPs must ensure that packing lists do not include any items listed as "packed by owner (PBO)" or "contents unknown." Such descriptions are an immediate flag for close attention by Customs and Transportation Security Agency Officials, who could place shipments on hold pending search, which will severely delay delivery.

3-4.1.6. Shipment of Boats/Kayaks/Canoes

DOS will not authorize the shipment of boats/kayaks/canoes. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP must refuse the shipment of boats/kayaks/canoes. Acceptance of boats/kayaks/canoes renders the TSP solely responsible for all handling costs.

3-4.1.7. Powertrack Participation

TSPs submitting international offers under RFO Section 3-4 must participate with Powertrack. Questions regarding Powertrack usage/participation may be forwarded to State Dept.

3-4.2. Household Goods

The percentage (%) cited in the submitting TSP's offer for the surface HHG represents a single-factor rate based on the Base-Line Rates specified in Section 2-7.2.2.6 per 100 pounds net weight including full replacement value TSP liability as defined in HTOS, Section 10 and RFO Section 3-4.6. The application of rates from/to the international point for the surface HHG shipment shall be based on the net weight of the shipment in pounds. Minimum weight is 1,000 pounds.

3-4.2.1. Services Included.

1. Packing, including use of packing containers and materials from origin to destination, and unpacking. Shipping containers and packing materials furnished by the TSP will remain the property of the TSP. All liftvans must be of new wood and in compliance with the ISPM#15 Standard**.**
2. Servicing and unservicing of appliances, except third party service.
3. All land, water, and air transportation, **EXCEPT** as identified in A and B.
   A. Services that DOS will not authorize are listed below:
      - Additional land transportation charges for shipments picked up or delivered from or to storage-in-transit;

- UAB surcharges;
- Port congestion surcharges, and/or war risk surcharges (also known as security surcharges) for areas not affected by war.

B. Services that DOS may authorize, at the discretion of the agency, include the items listed below:
- War and security surcharges for areas affected by war, at the discretion of the agency;
- Bunker fuel surcharges. Charges must be separately stated on the GBL/CBL and supported by prorated paid ocean TSP invoices of the actual amount

4. Export and import documentation services involving customs clearances.
5. Removal and placement of each article in the residence/warehouse or other building.
6. Hoisting or lowering of an article.
7. Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge (except Item 5 in Section 3-4.2.2.)
8. Ferry, tunnel and bridge charges/tolls.

3-4.2.2. Services Excluded.

1. Storage, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable custom documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, Section 17 when performed by TSP. When such services are performed by a third party, billing will be at the actual cost charged to the TSP, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications.
2. Any Government or public authority ordered charges for inspection, disinfestation, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP.
3. Servicing of articles requiring services of third parties.
4. When an article cannot be picked up or delivered from a residence by the conventional method (doorways, stairs, elevator to floor) or the structural nature of the residence must be changed to accommodate a pickup or delivery (removal of windows, doors, etc), the TSP, upon approval by the RTO will be authorized third party service. This exception is directed at the pickups and deliveries from high rise apartment buildings and is not intended to be used for minor hoisting and lowering, such as 1st floor balconies in apartments and single family dwellings.
5. Shipments picked up or delivered to a mini warehouse, which involve a carry in excess of 100 feet between the TSP vehicle and the outside entrance door of the actual storage area, the RTO may authorize an excessive distance carry charge as defined in the HTOS, Section 17.

3-4.3. Application of Transit Times on International Shipments.

In lieu of the transit times identified in Section 12 of the HTOS, the following criteria shall be used for determining international required delivery dates (RDD) on DOS shipments between the United States and foreign countries:

- For transit times 56 days or higher, subtract 10 days to establish the new RDD, except for the new lanes added to this RFO as identified in RFO Section 3-4.5.
- Transit times for country to country moves shall be 60 days, unless otherwise directed by the State Dept.

3-4.4. Application of International Rates for Specific Cities within China

TSPs submitting offers in accordance with RFO Section 3-4, may file offers applicable to and from specific points within the country of China, as identified below. City codes are identified in RFO Section 5-3.

Beijing
Chengdu
Guangzhou
Shanghai
Shenyang

3-4.5. Application of International Rates for Additional International Countries.

TSPs submitting offers in accordance with RFO Section 3-4, may file offers applicable to and from additional countries, as identified below. Country codes are identified in RFO Section 5-3. TSPs filing rates for international moves must be an approved TSP in CHAMP-I and must have received approval through GSA for the countries identified below as part of the TSPs approved scope of operations.

Afghanistan
Azerbaijan
Cape Verde
Equatorial Guinea
Estonia
Gambia
Grenada
Guinea-Bissau
Holy See
Kyrgyzstan
Latvia
Lesotho
Liberia
Macedonia
Marshall Islands
Moldova
Mongolia
Niger
Palau
Rwanda
Sao Tome/Principe
Swaziland
Tajikistan

3-4.6. Released Valuation –International.

3-4.6.1. Transportation.

In lieu of the TSP liability at $5.00 as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, the TSP must offer surface shipments being released at a base value of $8.50 times the net weight of the shipment in pounds. All other provisions of Section 10 of the HTOS and this RFO will apply. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-4.7. Excess Released Value.

3-4.7.1. Transportation.

In the event the employee declares a value greater than the base valuation of $8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $8.50 times the weight.

3-4.7.2. Storage-in-Transit.

In the event that the employee declares a value greater than $8.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation in excess of $8.50 per pound released.

3-4.8. International Volume.

The DOS is estimating that the volume of shipments under this RFO is 1,200 shipments.

3-5. Department of State (DOS) – Domestic (DOSDD)

3-5.1. General.

TSPs submitting offers in accordance with RFO Section 3-4, may file offers applicable between the points specified in RFO Section 5-2 and identified as Agency Specific Codes in RFO Section 5-1.

3-5.2. Released Valuation – Domestic.

In lieu of the TSP liability at $5.00 as provided for in the RFO Sections 2-7.5.2 and 2-7.5.3, the TSP must offer shipments being released at a base value of $6.50 times the net weight of the shipment in pounds. All other provisions of Section 10 of the HTOS and this RFO will apply. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-5.3. Excess Released Value.

3-5.3.1. Transportation.

In the event the employee declares a value greater than the base valuation of $6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $6.50 times the weight.

3-5.3.2. Storage-in-Transit.

In the event that the employee declares a value greater than $6.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation in excess of $6.50 per pound released.

3-5.4 Application of Rate Offers.

Effective with this RFO, all domestic rate offers solicited for the DOS must incorporate the following accessorial services:

- ATC Charges
- All long carry charges at origin
- All long carry charges at destination
- All stair carries
- One-time elevator charge
- All charges associated with heavy or bulky items, to include piano/organ.
- All charges for shuttle service
- Crating and uncrating charges up to $250 (any amount above this must be approved by DOS)
- All uncrating
- Extra labor and all charges associated with Mini-storage.

3-5.5. Shipment of Boats/Kayaks/Canoes – Domestic

DOS will not authorize the shipment of boats/kayaks/canoes. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP must refuse the shipment of boats/kayaks/canoes. Acceptance of boats/kayaks/canoes renders the TSP solely responsible for all handling costs.

3-5.6. Powertrack Participation – Domestic

TSPs submitting domestic offers under RFO Section 3-5 must participate with Powertrack. Questions regarding Powertrack usage/participation may be forwarded to State Dept.

3-5.7. Domestic Volume.

The DOS is estimating that the volume of shipments under this RFO is 1,000 shipments.

SECTION 4
EVALUATION AND ACCEPTANCE

4-1. Evaluation.

4-1.1. General.

Evaluation of a TSP's offer for transportation services will be based on the combination of the TSP's service performance and its offered charges. That combination will take the form of a Value Index (VI) as explained below.

4-1.2. Performance Evaluation.

4-1.2.1. DOMESTIC. For the 2006-2007 Filing Cycle, evaluation of the TSP's service performance will be based on data collected from Traffic Managers for a twelve (12) month period and a Customer Satisfaction Index (CSI) measuring each individual TSP's performance against the average level of performance will be assigned. In those instances when there was no data furnished, the TSP will be considered "Unindexed" and its performance will not be a factor in the evaluation.

4-1.2.2. INTERNATIONAL. For the 2006-2007 Filing Cycle, evaluation of the TSP's service performance will be based on data collected from Traffic Managers for a twelve (12) month period and a Customer Satisfaction Index (CSI) measuring each individual TSP's performance against the average level of performance will be assigned. In those instances when there was no data furnished, the TSP will be considered "Unindexed" and its performance will not be a factor in the evaluation.

4-1.3. Value Index (VI).

4-1.3.1. Computation. A TSP's VI is computed at the time **each** cost comparison is run. The computation uses the following steps:

(1) A base total charges is computed for the cost comparison by adding together
- Total Transportation Charges (line-haul, packing, and accessorial);
- SIT Charges for 30 days (pickup/delivery & storage);
- The greatest vehicle price offered by all TSPs for that cost comparison, if applicable; and
- The UAB Charge, if applicable (average of the weight breaks found in the base-line rate table in RFO Section 2-7).

This base total is absent any discounts or percentages.

(2) The average charge by all TSPs on that route is calculated.
(3) The average discount is calculated by subtracting the average charge from the base total charges (#1 and #2 above)
(4) The charge for each individual TSP is calculated based on its offered discounts/percentages/rates.
(5) Each individual TSP's discount is calculated by using the absolute value (abs) of the amount determined by subtracting the TSP's charge from the base total charges (abs (#1 and #4 above)
(6) The Discount Index (DI) for each TSP is computed by dividing each TSP's discount by the average discount and multiplying the result by 100 (#5/#2, above)*100).
(7) The VI for each TSP is finally computed by summing 70% of the TSP's Customer Satisfaction Index (CSI) with 30% of the DI ((.7*CSI)+(.3*#6, above)).

Example 1. If a TSP's CSI is 105.37 and its DI is 91.55, its VI = 101.22
((105.37*.70) + (91.55*.30)).

Example 2. If a TSP has no CSI and its DI is 137.96, its VI = 41.39
((0*.70) + (137.96 * .30)).

4-2. Acceptance.

4-2.1. Domestic.

Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use based on the VI as computed in RFO Section 4-1.3, and in accordance with provisions of RFO Section 4-3.

4-2.2. Agency Specific.

Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use based on the VI, and in accordance with provisions of RFO Section 4-3.

4-2.3. International.

Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use based on the VI as computed in RFO Section 4-1.3, and in accordance with the provisions of RFO Section 4-3.

4-3. Cost Comparison Listing.

4-3.1. Definitions.

4-3.1.1. New TSP. New TSP as used in this provision means a TSP approved to participate in the GSA's CHAMP after February 1, 2006.

4-3.1.2. Indexed TSP. Indexed TSP as used in this provision means any TSP, except a new TSP, for which GSA can calculate a CSI.

4-3.1.3. Unindexed TSP. Unindexed TSP as used in this provision means any TSP, except a new TSP, for which GSA cannot calculate a CSI for this Filing Cycle.

4-3.1.4. Filing Cycle. Filing Cycle as used in this provision means the period November 1, 2006 through October 31, 2007, unless such period is changed by the PMO in Kansas City, Missouri.

4-3.2. TSP Categories.

4-3.2.1. Category 1. All new TSPs will be listed on the cost comparison in cost ascending order.

4-3.2.2. Category 2. Category 2 TSPs are those with VI of 100.0 or greater. All TSPs with a VI equal to or greater than 100.0 as computed in accordance with RFO Section 4-1.3 will be listed in VI descending order. TSPs with a VI less then 100.0 will be listed in no order and be identified as Category 3 TSPs.

4-3.2.2.1.Category 3. Category 3 are all TSPs with a VI of 99.99 or less and all unindexed TSPs. These TSPs will be randomly selected and randomly sorted on each cost comparison requested by a Federal Agency.

SECTION 5
FILING CODES AND ABBREVIATIONS

5-1. Agency Specific Codes.

Listed below are the Federal civilian agencies/locations for which GSA is requesting offers for agency specific. The following codes will be used when completing electronic rate transmission record requirements that apply to a specific agency as specified in RFO Section 6.

Federal Agency Name	Location	Code	Application	Type
Federal Bureau of Prisons Relocation Service	Washington, DC	FBPDC	Domestic & International	Alternating
Federal Aviation Agency	Washington, DC	FAAIN	International (**Excluding** off-shore points of Hawaii, Puerto Rico, Guam, & Virgin Islands)	Alternating
Federal Aviation Agency	Oklahoma City, OK	FAADC	Domestic (**Including** off-shore points of Hawaii, Puerto Rico, Guam, & Virgin Islands)	Alternating
Drug Enforcement Agency	Washington, DC	DEADC	Domestic & International	Alternating
Department of State - (refer to Section 3-3)	Washington, DC	DOSDC	International	Non-Alternating
Department of State - (refer to Section 3-3)	Washington, DC	DOSDD	Domestic	Non-Alternating
Department of Veterans Affairs - (refer to Section 3-2)	Washington, DC	DVADC	Domestic & International	Non-Alternating

5-2. Domestic Service Areas.

The following codes will be used when completing electronic rate transmission record requirements as defined in RFO Section 6.

5-2.1. Interstate Identification Codes.

Service Area Pair Definitions	Service Area
Points in the State of California	0100
Points in the States of Washington and Oregon	0200
Points in the States of Nevada and Utah	0300
Points in the States of Idaho, Montana, North Dakota, South Dakota, and Wyoming	0400
Points in the State of Colorado	0500
Points in the States of Arizona and New Mexico	0600
Points in the States of Oklahoma and Texas	0700
Points in the States of Iowa, Kansas, Missouri, and Nebraska	0800
Points in the States of Michigan, Minnesota, and Wisconsin	0900
Points in the States of Illinois, Indiana, Kentucky, and Ohio	1000
Points in the States of Arkansas, Alabama, Louisiana Mississippi, and Tennessee	1100
Points in the State of Florida	1200
Points in the States of Georgia, North Carolina, and South Carolina	1300
Points in the States of Delaware, District of Columbia, Maryland, Virginia, and West Virginia	1400
Points in the States of Connecticut, Rhode Island, Massachusetts, New Jersey, New York, and Pennsylvania	1500
Points in the States of Maine, New Hampshire, and Vermont.	1600

Points in Alaska:	
- Anchorage, Alaska	2200
- Cordova, Alaska	2201
- Fairbanks, Alaska	2202
- Juneau, Alaska	2203
- Ketchikan, Alaska	2204
- Kodiak, Alaska	2205
- Petersburg, Alaska	2206
- Sitka, Alaska	2207
- Wrangell, Alaska	2208
Points in Canada:	
- Alberta, Canada	2300
- British Columbia, Canada	2301
- Labrador, Canada	2302
- Manitoba, Canada	2303
- New Brunswick, Canada	2304
- Newfoundland, Canada	2305
- Nova Scotia, Canada	2306
- Ontario, Canada	2307
- Prince Edward Isle, Canada	2308
- Quebec, Canada	2309
- Saskatchewan, Canada	2310
- Northwest Territory, Canada	2311
- Yukon, Canada	2312

Note: If submitting a rate offer for an intra Alaska shipment, please use the service area pairs (2200-2208) listed above, in lieu of the intrastate identification codes in Section 5-2.2.

5-2.2. Intrastate Identification Codes.

State	Code
Points in Alaska:	
- Anchorage, Alaska	AN00
- Cordova, Alaska	CV00
- Fairbanks, Alaska	FB00
- Juneau, Alaska	JN00
- Ketchikan, Alaska	KN00
- Kodiak, Alaska	KD00
- Petersburg, Alaska	PB00
- Sitka, Alaska	SA00
- Wrangell, Alaska	WG00
Alabama	AL00
Arizona	AZ00
Arkansas	AR00
California	CA00
Canadian Provinces:	
- Alberta	AB00
- British Columbia	BC00
- Labrador	LB00
- Manitoba	MB00
- New Brunswick	NB00
- Newfoundland	NF00
- Northwest Territories	NT00
- Nova Scotia	NS00
- Ontario	ON00
- Prince Edward Island	PE00
- Quebec	PQ00
- Saskatchewan	SK00
- Yukon	YT00
Colorado	CO00
Connecticut	CT00
Delaware	DE00
District of Columbia	DC00
Florida	FL00
Georgia	GA00
Idaho	ID00
Illinois	IL00
Indiana	IN00
Iowa	IA00
Kansas	KS00
Kentucky	KY00
Louisiana	LA00
Maine	ME00
Maryland	MD00
Massachusetts	MA00
Michigan	MI00
Minnesota	MN00
Mississippi	MS00
Missouri	MO00

Montana	MT00
Nebraska	NE00
Nevada	NV00
New Hampshire	NH00
New Jersey	NJ00
New Mexico	NM00
New York	NY00
North Carolina	NC00
North Dakota	ND00
Ohio	OH00
Oklahoma	OK00
Oregon	OR00
Pennsylvania	PA00
Rhode Island	RI00
South Carolina	SC00
South Dakota	SD00
Tennessee	TN00
Texas	TX00
Utah	UT00
Vermont	VT00
Virginia	VA00
Washington	WA00
West Virginia	WV00
Wisconsin	WI00
Wyoming	WY00

5-3. International Service Areas.

5-3.1. International Identification Codes.

The following codes will be used when completing electronic rate transmission record requirements as defined in RFO Section 6.

5-3.1.1.International Country Codes.

Country	Code
Afghanistan	111A
Albania	120A
Algeria	1250
American Samoa	060A
Angola	1410
Antigua	1490
Argentina	150A
Armenia	101A
Australia	160A
Austria	1650
Azerbaijan	112A
Azores	735A
Bahamas	1800
Bahrain	1810
Bangladesh	1820
Barbados	1840

Belarus	102B
Belgium	1900
Belize	2270
Benin	103B
Bermuda	1950
Bolivia	2050
Bosnia-Herzegovina	104B
Botswana	2100
Brazil	220A
Brunei	2320
Bulgaria	2450
Burkina Faso	9270
Burma	2500
Burundi	2520
Cambodia	2550
Cameroon	2570
Canary Islands	830C
Cape Verde	113C
Cayman Islands	2680
Central African Republic	2690
Chad	2730
Chile	2750
China (all other points)	2800
- Beijing	28BG
- Chengdu	28CU
- Guangzhou	28GU
- Shanghai	28SI
- Shenyang	28SG
Colombia	2850
The Republic of Congo	105C
Costa Rica	2950
Cote D'ivoire	106C
Croatia	4400
Cuba	3000
Cyprus	3050
Czech Republic	3100
Denmark	3150
East Timor	107D
Djibouti	3170
Dominican Republic	3200
Ecuador	3250
Egypt	9220
El Salvador	3300
England	925E
Equatorial Guinea	114E
Eritrea	108E
Estonia	115E
Ethiopia	3350
Fiji	3380
Finland	3400
France	3500
Gabon	3880

Gambia	116G
Georgia	109G
Germany	3940
Ghana	3960
Greece	4000
Grenada	117G
Guadeloupe	4070
Guam	170G
Guatemala	4150
Guinea	4170
Guinea-Bissau	119G
Guyana	4180
Haiti	4200
Hawaiian Islands of Hawaii, Kauai, Maui,. Oahu	210H
Holy See	120H
Honduras	4300
Hong Kong	4350
Hungary	4450
Iceland	4500
India	4550
Indonesia	4580
*Iraq	110I
Ireland	4700
Israel	4750
Italy	4800
Ivory Coast	4850
Jamaica	4870
Japan	490J
Jerusalem (added as a city under Israel)	111J
Jordan	5000
Kazakhstan	5250
Kenya	5050
Korea (South)	5150
Kuwait	5200
Kyrgyzstan	121K
Laos	5300
Latvia	122L
Lebanon	5400
Lesotho	123L
Liberia	124L
Libya	112L
Lithuania	5420
Luxembourg	5700
Macedonia	125M
Madagascar	5750
Malawi	5770
Malaysia	5800
Mali	5850
Malta	5900
Marinas Island	591M

Marshall Islands	127M
Mauritania	5920
Mauritius	5930
Mexico	5950
- Ciudad Juarez, Chihuahua	59CJ
- Guadalajara, Jalisco	59GD
- Hermosillo, Sonora	59HM
- Matamoros, Tamaulipas	59MM
- Merida, Yucatan	59MR
- Mexico City, DF	59MC
- Monterrey, Nuevo Leon	59MT
- Nogales, Sonora	59NG
- Nuevo Laredo, Tamaulipas	59NL
- Tijuana, Baja California	59TJ
Micronesia	0630
Moldova	128M
Monaco	6070
Mongolia	129M
Morocco	6100
Mozambique	6150
Namibia	8210
Nepal	6250
Netherlands	6300
Netherlands Antilles	6400
New Zealand	6600
Nicaragua	6650
Niger	130N
Nigeria	6700
Northern Ireland	925I
Northern Mariana Islands	0690
Norway	6850
Okinawa	490K
Oman	6160
Pakistan	7000
Palau	131P
Panama	7100
Papua New Guinea	7120
Paraguay	7150
Peru	7200
Philippines	7250
Poland	7300
Portugal	7350
Puerto Rico (main island only)	180P
Qatar	7470
Romania	7550
Russia	8250
Rwanda	132R
Saint Lucia	7700
Saipan	069S
Sao Tome/Principe	133S
Saudi Arabia	7850
Scotland	925S

Senegal	7870
Serbia and Montenegro	113S
Sierra Leone	7900
Singapore	7950
Slovak Republic	114S
Slovenia	7890
Solomon Islands	789S
South Africa	8010
Spain	8300
Sri Lanka	2720
Sudan	8350
Suriname	8400
Swaziland	135S
Sweden	8500
Switzerland	8550
Syria	8580
Tahiti	350T
Taiwan	2810
Tajikistan	136T
Tanzania	8650
Thailand	8750
Togo	115T
Trinidad	205T
Tunisia	8900
Turkemenistan	116T
Turkey	9050
Uganda	9100
Ukraine	9280
United Arab Emirate	8880
Uruguay	9300
Uzbekistan	117U
Venezuela	9400
Vietnam	9450
Virgin Islands of St. Thomas and St. Croix	190V
Virgin Islands of St. John	200V
Western Samoa	9630
Yemen	9650
Yugoslavia	9700
Zaire	2910
Zambia	9900
Zimbabwe	8180

*Shipments to Iraq will be considered door-to-door but actually delivered to a military location within the Green Zone.

5-4. Taxpayer Identification Number (TIN).

Under the Debt Collection Improvement Act of 1996, all TSPs are required to furnish its TIN as part of it's rate offer. 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.

SECTION 6
FORMAT REQUIREMENTS

6-1. Format Requirements.

TSPs or Rate Filing Service Providers submitting rate offers in response to this RFO, MUST submit their rate offers electronically either via the File Transfer Protocol (FTP) instructions located in Section 7 or via the filing capabilities of GSA's Transportation Management Services Solution (TMSS) system. TSPs or Rate Filing Service Providers submitting rate offers via FTP must adhere to the following format requirements set out in RFO Section 6-2 below. TSPs filing rate offers using TMSS must contact the PMO for access to the rate filing module if they do not already have TMSS access. TSPs may use the TMSS help screens for additional assistance with rate filing. TSPs have the option to modify rates globally or per traffic lane. Submissions received from TSPs or Rate Filing Service Providers not conforming to FTP or TMSS record requirements will not be accepted by TMSS and the TSP will be notified as set in out in RFO Section 1-1.6.

Important Notes on Changes in Rate Filing Process:

1. All TSPs must obtain access to TMSS in order to keep their contact information current by updating such information online in TMSS.
2. The following record header types that were used in preceding rate filings are discontinued.
    a. H2- TSP's Authorized Official
    b. H3- TSP's Authorized Official Title
    c. H4- TSP's Street Address
    d. H5- TSP's City/State/Zip Code
    e. H6- TSP's Telephone Number/Facsimile Number.
    f. H7- TSP's Internet Address.

3. The fields in record types 'H2' to 'H7' are now available online in TMSS and should be updated by logging into the TMSS system to keep the information current.
4. Record type 'H1' is mandatory and all TSPs must file this record. This record now contains an additional field 'TSP's Government Representative' which was in record type 'H2' in preceding rate filings.
5. A new record replaces the earlier record type 'H2'. This is an **optional** record and should be filed only by a Rate Filing Service Provider [RFSP]. The information provided in this record will be used by TMSS for notifying any file processing related issues to the RFSP. The TSP will not receive any notifications if the rates are being filed by an RFSP.
6. The rate record has two additional fields a) Facsimile Number and b) Email Address. The email field is **mandatory** and all TSPs must file this record. Fax numbers are optional, but preferred. The email address provided in the rate record will be used subsequently by TMSS for booking notification. The email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email Id should be provided in this record.
7. For booking notifications to be sent by TMSS to the TSPs, 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. In such cases, the communication via e-mail addresses will be optional. TSPs interested in this approach are required to contact GSA's program office (FBL) at (703) 605-5618 and the Government will evaluate such requests for implementation.
8. When the rate file preparation 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.

6-2. Header Records.

6-2.1. Header Record.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H1
SCAC	4	3-6	4 Digit Standard Carrier Alpha Code
Separator	1	7-7	\ [backslash]
TSP Name	45	8-52	Name of the carrier
Separator	1	53-53	\ [backslash]
Effective Date--YYYYMMDD	8	54-61	**Initial Filing, New Filings**: must be 20061101 **Late Filings, Supplemental Filings**: 20070501
Separator	1	62-62	\ [backslash]
Taxpayer Identification Number	9	63-71	TIN/EIN assigned by the IRS to the TSP. (no dashes)
Separator	1	72-72	\ [backslash]
DUNS Number	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	\ [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	\ [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.

6-2.2. Header Information of Rate Filing Service Provider (RFSP): Optional Record, required only when RFSP is filing rates on behalf of TSP.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H2
RFSP Code	4	3-6	4 Digit 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 FTP file transmission and confirmation

6-2.3. Example.

H1ABCD\YOUNG MOVING AND STORAGE\20061101\13214567\12345DUNS\1234\KAnderson
H2HHGB\RATE FILING SERVICES, INC\888-555-1234\888-555-6789\JohnDoe@RFSI.COM

Note: Zero fills or spaces are not required; if an entry is longer that the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

6-3. Rate Record

Record Field	Maximum Positions	Positions	Contents
Tender Identifier	2	1-2	Enter "01" for **GDTS**, General Domestic Transportation Services**;** Enter "02" for **ADTS**, Agency Specific Domestic Transportation Services; Enter "03" for **GDMS** General Domestic Move Management Services; Enter "04" for **ADMS** Agency Specific Domestic Move Management Services; Enter "05" for **GITS**, General International Transportation Services; Enter "06" for **AITS**, Agency Specific International Transportation Services: (Use this code for off-shore shipments to/from CONUS & between off-shore points with FAADC) Enter "07" for **GIMS**, General International Move Management Services; Enter "08" for **AIMS**, Agency Specific International Move Management Services*;* (Use this code for off-shore shipments to/from CONUS & between off-shore points with FAADC)
Separator	1	3	Use a comma (,)
TSP Tender Number **NOTE**: A separate Tender Number should be assigned to identify each type of Tender Identifier, above.	4	4-7	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	8	Use a comma (,)
Agency ID	5	9-13	***Domestic***: For Tender Identifier 01,03 - ZERO FILL. For Tender Identifier 02,04 use AGENCY CODE IN SECTION 5.1. ***International***: For Tender Identifier 05,07 – ZERO FILL. For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.
Separator	1	14	Use a comma (,)
Origin	4	15-18	***Domestic***: *Interstate*-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; *Intrastate*-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 (For intrastate Alaska,

Record Field	Maximum Positions	Positions	Contents
			use SERVICE AREA CODE IN SECTION 5.2.1) ***International***: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3
Separator	1	19	Use a comma (,)
Destination	4	20-23	***Domestic***: *Interstate*-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; *Intrastate*-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) ***International***: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3
Separator	1	24	Use a comma (,)
Transportation Percentage	4	25-28	***Domestic including Alaska and Canada*** **:** For Tender Identifiers 01,02,03,04 - Bottom Line Discount: Enter the Bottom-Line Discount being offered; for example: 0045 (45%) ***International*****:** For Tender Identifiers 05,06,07,08- Single-Factor Rate: Enter the Single Factor Rate being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	29	Use a comma (,)
Category 1 Vehicle	6	30-35	***Domestic*** **(except Alaska)**: price per mile; example 000050 ($.50). ***International*** **(including Alaska)**: Flat price per vehicle less than 300 cubic feet; example: 000975 ($975); 003900 ($3900).
Separator	1	36	Use a comma (,)
Category 2 Vehicle	6	37-42	***Domestic*** **(except Alaska)**: price per mile; example 000050 ($.50). ***International*** **(including Alaska)**: Flat price per vehicle between 300–800 cubic feet; example: 000975 ($975); 003900 ($3900).
Separator	1	43	Use a comma (,)
Category 3 Vehicle	6	44-49	***Domestic*** **(except Alaska)**: price per mile; example 000050 ($.50). ***International*** **(including Alaska)**: Flat price per vehicle over 800 cubic feet; example: 000975 ($975); 003900 ($3900)
Separator	1	50	Use a comma (,)
Storage-in-Transit (SIT) Percentage	4	51-54	***Domestic including Alaska and Canada:*** For Tender Identifiers 01,02,03,04 - SIT Discount: Enter the SIT discount being offered; for example: 0045 (45%) ***International:*** For Tender Identifiers 05,06,07,08- SIT Percentage: Enter the SIT percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	55	Use a comma (,)
Accessorial	4	56-59	***Domestic including Alaska and Canada :*** For

Record Field	Maximum Positions	Positions	Contents
			Tender 01,02,03,04 - Accessorial Discount: ZERO FILL; example: 0000 ***International:*** For Tender Identifiers 05,06,07,08: Enter the Accessorial Services percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	60	Use a comma (,)
Unaccompanied Air Baggage (UAB)	4	61-64	***Domestic***: For Tender Identifiers 01,02,03,04 - **Applies to Alaska shipments only**: Enter the UAB percentage being offered; for example: 0045 (45%). For all points **except Alaska** ZERO FILL; example: 0000 ***International:*** For Tender Identifiers 05,06,07,08: Enter the UAB percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	65-65	Use a comma (,)
Phone Number **NOTE**: When using an "800" number, remember that in some areas the number is not accessible in certain locations.	12	66-77	***General Transportation***: Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application. The phrase LOCAL AGENT may be used. **MMS Provider**: Phone number ***must be*** a toll free number used to book shipments.
Separator	1	78-78	Use a comma (,)
Facsimile Number	12	79-90	Facsimile Number that requesting customer agency may utilize to contact TSP.
Separator	1	91-91	Use a comma (,)
Email Address	45	92-136	Email address that requesting customer agency must utilize in order to book the shipment for this particular from/to rate application. This email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email Id must be provided in this record. Booking notifications will be sent to this email address.

6-3.1. Examples.

01,1234,00000,0100,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
02,1236,DEADC,0700,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
03,1300,00000,0100,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
04,1301,FBPDC,1400,0100,0000,000000,000000,0000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
05,1237,00000,210H,1410,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
06,1238,DOSDC,210H,925E,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
06,1238,FAADC,210H,180P,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
07,1302,00000,3940,210H,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
08,1303,FAAIN,210H,5150,0000,000000,0000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
08,1303,FAADC,210H,CA00,0000,000000,0000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM

TIPS:
1. Rate Edit Criteria: The following is a list of the rate edit criteria that GSA uses during the review and validation of carrier rate submissions to insure that the requirements as provided in this request are met.

Missing Header Record, Must provide record type H1

Invalid record type, Must be H1
Valid TSP's Government Representative must be provided
Invalid Taxpayer Identification Number
Invalid record type, Must be H2
RFSP's Name must be provided
Valid RFSP's Email Address must be provided
Invalid RFSP's SCAC number
Invalid SCAC number
Invalid Phone Number
Invalid Fax Number
Email ID is required
Invalid Move Management Phone Number
Invalid Domestic Origin
Invalid International Origin
Invalid International Origin for FAADC
Invalid Domestic Destination
Invalid International Destination
Invalid International Destination for FAADC
Invalid International Route
Invalid Domestic Service Pair Combination
Invalid Agency Code
Type 1,2,3,4 Records Rejected, No Domestic Transportation TPA on File
Type 1,2 Records Rejected, Carrier Not Authorized For General Domestic Transportation
Type 5,6,7,8 records Rejected. No International Bond on file.
Type 5,6,7,8 Records Rejected, No International TPA on File
Type 5,6,7,8 Records Rejected, Carrier Not Authorized for International Transportation
Domestic Records that contain rates over 100%
(40% offered discount means 60% of the rates/charges in the GRT; 100% offered discount means zero (0)% of the rates/charges in the GRT or no charge for the service)
Records that don't contain valid rates for Domestic Non-Alaskan Routes
Records that don't contain valid rates for Domestic; Alaskan Routes
Records that don't contain valid rates for International
Suspect Alaskan records with auto rates > $20,000
Suspect Alaskan records with auto rates < $5.00 (AK should be flat rate vs. cents per mile)
Suspect records auto rates < $0.30
Not within the TSP's Approved Scope of Operation
Suspect records – Domestic Rates Discounted over 60%

2. International Discounts:
(a) 40% offered discount means 40% of the baseline rate;
(b) 100% offered discount means 100% of the baseline rate;
(c) 115% offered discount means 115% of the baseline rate or 15% more than the base line rate.

3. If you submit a percentage of all zeros, this will be considered a rate related deficiency (Section 1.1.7).

4. If you submit an offer for the household goods shipment, either domestic and/or international, you MUST submit an offer for the UAB, POV, and accessorial (Section 2-7.3):

(a) All vehicle rates must be non-zero
(b) UAB: Domestic, including Canada, is zero (0);
International, and Alaska, must be non-zero
(c) All SIT must be non-zero
(d) Accessorial; Domestic, including Alaska and Canada, is zero (0);
International must be non-zero

SECTION 6
FORMAT REQUIREMENTS

6-1. Format Requirements.

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Important Notes on Changes in Rate Filing Process:

1. All TSPs must obtain access to TMSS in order to keep their contact information current by updating such information online in TMSS.
2. The following record header types that were used in preceding rate filings are discontinued.
    a. H2- TSP's Authorized Official
    b. H3- TSP's Authorized Official Title
    c. H4- TSP's Street Address
    d. H5- TSP's City/State/Zip Code
    e. H6- TSP's Telephone Number/Facsimile Number.
    f. H7- TSP's Internet Address.

3. The fields in record types 'H2' to 'H7' are now available online in TMSS and should be updated by logging into the TMSS system to keep the information current.
4. Record type 'H1' is mandatory and all TSPs must file this record. This record now contains an additional field 'TSP's Government Representative' which was in record type 'H2' in preceding rate filings.
5. A new record replaces the earlier record type 'H2'. This is an **optional** record and should be filed only by a Rate Filing Service Provider [RFSP]. The information provided in this record will be used by TMSS for notifying any file processing related issues to the RFSP. The TSP will not receive any notifications if the rates are being filed by an RFSP.
6. The rate record has two additional fields a) Facsimile Number and b) Email Address. The email field is **mandatory** and all TSPs must file this record. Fax numbers are optional, but preferred. The email address provided in the rate record will be used subsequently by TMSS for booking notification. The email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email Id should be provided in this record.
7. For booking notifications to be sent by TMSS to the TSPs, 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. In such cases, the communication via e-mail addresses will be optional. TSPs interested in this approach are required to contact GSA's program office (FBL) at (703) 605-5618 and the Government will evaluate such requests for implementation.
8. When the rate file preparation 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.

6-2. Header Records.

6-2.1. Header Record.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H1
SCAC	4	3-6	4 Digit Standard Carrier Alpha Code
Separator	1	7-7	\ [backslash]
TSP Name	45	8-52	Name of the carrier
Separator	1	53-53	\ [backslash]
Effective Date--YYYYMMDD	8	54-61	**Initial Filing, New Filings**: must be 20061101 **Late Filings, Supplemental Filings**: 20070501
Separator	1	62-62	\ [backslash]
Taxpayer Identification Number	9	63-71	TIN/EIN assigned by the IRS to the TSP. (no dashes)
Separator	1	72-72	\ [backslash]
DUNS Number	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	\ [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	\ [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.

6-2.2. Header Information of Rate Filing Service Provider (RFSP): Optional Record, required only when RFSP is filing rates on behalf of TSP.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H2
RFSP Code	4	3-6	4 Digit 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 FTP file transmission and confirmation

6-2.3. Example.

H1ABCD\YOUNG MOVING AND STORAGE\20061101\132145678\12345DUNS\1234\KAnderson
H2HHGB\RATE FILING SERVICES, INC\888-555-1234\888-555-6789\JohnDoe@RFSI.COM

Note: If all positions are not utilized, spaces (use space bar) are required in the header record(s) identified in RFO Sections 6-2.1. and 6-2.2. If an entry is longer that the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

6-3. Rate Record

Record Field	Maximum Positions	Positions	Contents
Tender Identifier	2	1-2	Enter "01" for **GDTS**, General Domestic Transportation Services**;** Enter "02" for **ADTS**, Agency Specific Domestic Transportation Services; Enter "03" for **GDMS** General Domestic Move Management Services; Enter "04" for **ADMS** Agency Specific Domestic Move Management Services; Enter "05" for **GITS**, General International Transportation Services; Enter "06" for **AITS**, Agency Specific International Transportation Services: (Use this code for off-shore shipments to/from CONUS & between off-shore points with FAADC) Enter "07" for **GIMS**, General International Move Management Services; Enter "08" for **AIMS**, Agency Specific International Move Management Services*;* (Use this code for off-shore shipments to/from CONUS & between off-shore points with FAADC)
Separator	1	3	Use a comma (,)
TSP Tender Number **NOTE**: A separate Tender Number should be assigned to identify each type of Tender Identifier, above.	4	4-7	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	8	Use a comma (,)
Agency ID	5	9-13	***Domestic***: For Tender Identifier 01,03 - ZERO FILL. For Tender Identifier 02,04 use AGENCY CODE IN SECTION 5.1. ***International***: For Tender Identifier 05,07 – ZERO FILL. For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.
Separator	1	14	Use a comma (,)
Origin	4	15-18	***Domestic***: *Interstate*-For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; *Intrastate*-For Tender Identifiers 01,02,03,04: Use SERVICE AREA

Record Field	Maximum Positions	Positions	Contents
			CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) ***International***: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3
Separator	1	19	Use a comma (,)
Destination	4	20-23	***Domestic***: *Interstate*-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; *Intrastate*-For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) ***International***: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3
Separator	1	24	Use a comma (,)
Transportation Percentage	4	25-28	***Domestic including Alaska and Canada*** **:** For Tender Identifiers 01,02,03,04 - Bottom Line Discount: Enter the Bottom-Line Discount being offered; for example: 0045 (45%) ***International*****:** For Tender Identifiers 05,06,07,08- Single-Factor Rate: Enter the Single Factor Rate being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	29	Use a comma (,)
Category 1 Vehicle	6	30-35	***Domestic*** **(except Alaska)**: price per mile; example 000050 ($.50). ***International*** **(including Alaska)**: Flat price per vehicle less than 300 cubic feet; example: 000975 ($975); 003900 ($3900).
Separator	1	36	Use a comma (,)
Category 2 Vehicle	6	37-42	***Domestic*** **(except Alaska)**: price per mile; example 000050 ($.50). ***International*** **(including Alaska)**: Flat price per vehicle between 300–800 cubic feet; example: 000975 ($975); 003900 ($3900).
Separator	1	43	Use a comma (,)
Category 3 Vehicle	6	44-49	***Domestic*** **(except Alaska)**: price per mile; example 000050 ($.50). ***International*** **(including Alaska)**: Flat price per vehicle over 800 cubic feet; example: 000975 ($975); 003900 ($3900)
Separator	1	50	Use a comma (,)
Storage-in-Transit (SIT) Percentage	4	51-54	***Domestic including Alaska and Canada:*** For Tender Identifiers 01,02,03,04 - SIT Discount: Enter the SIT discount being offered; for example: 0045 (45%) ***International:*** For Tender Identifiers 05,06,07,08- SIT Percentage: Enter the SIT percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	55	Use a comma (,)

Record Field	Maximum Positions	Positions	Contents
Accessorial	4	56-59	***Domestic including Alaska and Canada :*** For Tender 01,02,03,04 - Accessorial Discount: ZERO FILL; example: 0000 ***International:*** For Tender Identifiers 05,06,07,08: Enter the Accessorial Services percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	60	Use a comma (,)
Unaccompanied Air Baggage (UAB)	4	61-64	***Domestic***: For Tender Identifiers 01,02,03,04 - **Applies to Alaska shipments only**: Enter the UAB percentage being offered; for example: 0045 (45%). For all points **except Alaska** ZERO FILL; example: 0000 ***International:*** For Tender Identifiers 05,06,07,08: Enter the UAB percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	65-65	Use a comma (,)
Phone Number **NOTE**: When using an "800" number, remember that in some areas the number is not accessible in certain locations.	12	66-77	***General Transportation***: Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application. The phrase LOCAL AGENT may be used. **MMS Provider**: Phone number ***must be*** a toll free number used to book shipments.
Separator	1	78-78	Use a comma (,)
Facsimile Number	12	79-90	Facsimile Number that requesting customer agency may utilize to contact TSP.
Separator	1	91-91	Use a comma (,)
Email Address	45	92-136	Email address that requesting customer agency must utilize in order to book the shipment for this particular from/to rate application. This email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email Id must be provided in this record. Booking notifications will be sent to this email address.

6-3.1. Examples.

01,1234,00000,0100,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
02,1236,DEADC,0700,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
03,1300,00000,0100,1400,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
04,1301,FBPDC,1400,0100,0000,000000,000000,0000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
05,1237,00000,210H,1410,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
06,1238,DOSDC,210H,925E,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
06,1238,FAADC,210H,180P,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
07,1302,00000,3940,210H,0000,000000,000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
08,1303,FAAIN,210H,5150,0000,000000,0000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
08,1303,FAADC,210H,CA00,0000,000000,0000000,000000,0000,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM

TIPS:
1. Rate Edit Criteria: The following is a list of the rate edit criteria that GSA uses during the review and validation of carrier rate submissions to insure that the requirements as provided in this request are met.

Missing Header Record, Must provide record type H1
Invalid record type, Must be H1
Valid TSP's Government Representative must be provided
Invalid Taxpayer Identification Number
Invalid record type, Must be H2
RFSP's Name must be provided
Valid RFSP's Email Address must be provided
Invalid RFSP's SCAC number
Invalid SCAC number
Invalid Phone Number
Invalid Fax Number
Email ID is required
Invalid Move Management Phone Number
Invalid Domestic Origin
Invalid International Origin
Invalid International Origin for FAADC
Invalid Domestic Destination
Invalid International Destination
Invalid International Destination for FAADC
Invalid International Route
Invalid Domestic Service Pair Combination
Invalid Agency Code
Type 1,2,3,4 Records Rejected, No Domestic Transportation TPA on File
Type 1,2 Records Rejected, Carrier Not Authorized For General Domestic Transportation
Type 5,6,7,8 records Rejected. No International Bond on file.
Type 5,6,7,8 Records Rejected, No International TPA on File
Type 5,6,7,8 Records Rejected, Carrier Not Authorized for International Transportation
Domestic Records that contain rates over 100%
(40% offered discount means 60% of the rates/charges in the GRT; 100% offered discount means zero (0)% of the rates/charges in the GRT or no charge for the service)
Records that don't contain valid rates for Domestic Non-Alaskan Routes
Records that don't contain valid rates for Domestic; Alaskan Routes
Records that don't contain valid rates for International
Suspect Alaskan records with auto rates > $20,000
Suspect Alaskan records with auto rates < $5.00 (AK should be flat rate vs. cents per mile)
Suspect records auto rates < $0.30
Not within the TSP's Approved Scope of Operation
Suspect records – Domestic Rates Discounted over 60%

2. International Discounts:
(a) 40% offered discount means 40% of the baseline rate;
(b) 100% offered discount means 100% of the baseline rate;
(c) 115% offered discount means 115% of the baseline rate or 15% more than the base line rate.

3. If you submit a percentage of all zeros, this will be considered a rate related deficiency (Section 1.1.7).

4. If you submit an offer for the household goods shipment, either domestic and/or international, you MUST submit an offer for the UAB, POV, and accessorial (Section 2-7.3):

(a) All vehicle rates must be non-zero
(b) UAB: Domestic, including Canada, is zero (0);
International, and Alaska, must be non-zero
(c) All SIT must be non-zero
(d) Accessorial; Domestic, including Alaska and Canada, is zero (0);
International must be non-zero

SECTION 7
ELECTRONIC SUBMISSION

7-1. Rate Tender Transmission. The below information applies only to FTP, not TMSS.

7-1.1. ELECTRONIC TRANSMISSION.

All electronic rate transmissions submitted in accordance with this request MUST be accomplished via the Internet utilizing the File Transfer Protocol (FTP) or via the rate filing capabilities of TMSS as defined in RFO Section 1-1.5.

7-1.2. FORMAT REQUIREMENTS.

Format requirements, as set out in this RFO Section 6 must be strictly adhered to. Submissions received from TSPs or TSPs Rate Filing Service Providers not conforming to format requirements will be found unacceptable.

7-1.3. FILE PREPARATION.

In order to transfer the file via the FTP, 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.
Note: The type of software you will be utilizing will determine what must be done to prepare the file for transmission.

7-1.3.1. File Naming Convention.

Implementation of the Transportation Management Services Solution (TMSS) has created the need for the development of a File Naming Convention. This File Naming Convention applies to any initial, new, late, or supplemental rate offer(s) transmitted in accordance with the RFO.

FILE NAME	MAXIMUM POSITIONS	POSTIONS	CONTENTS
Prefix	3	1-3	Must be HHG
TSP's SCAC	4	1-4	***RFSP***: If transmitting rates on behalf of a TSP, enter **TSP's** SCAC. 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			File Extensions will NOT be supported.

Example of filenames:
File name where assigned SCAC has four positions: HHGABCD001 where 'ABCD' 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: HHGABCD001
TSP transmitting two files: First File Name: HHGABCD001, Second File Name: HHGABCD002
TSP transmitting three files: First File Name: HHGABCD001, Second File Name: HHGABCD002, Third File Name: HHGABCD003.

If as a TSP or Rate Filing Service Provider, you are unsure as to your firm's SCAC or code in GSA's CHAMP, contact Kim Chancellor as identified in RFO Section 1-6.

The File Naming Convention identified above MUST be strictly adhered to. If your firm 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. Failure to do so will result in the rate offer(s) not being picked up from the TSPs or TSPs Rate Filing Service

Provider directory on the FTP and/or automatic rejection of the rate offer(s). TSPs will not receive Email or Fax notifications for transmitting files with non-standard file names.

7-1.4. ACCESSING THE FTP.

GSA is unable to provide specific instructions on how to access the FTP, how to upload a file onto the FTP, how to download a file from the FTP, or how to move around in the FTP due to the fact that accessing and operating within the FTP are dependent upon the type of FTP software utilized by a firm. Consequently, a firm will need to contact their FTP provider for assistance. FTP utilities such as WS_FTP95LE are widely used and could serve the purpose, however, GSA does not mandate these products and you are free to choose your own FTP software. Listed below is information GSA can provide. The address to GSA's FTP directory and two different methods (there are others) by which to access a firm's individual directory in which a firm's rate file(s) will need to be uploaded.

7-1.4.1. FTP ADDRESS.

Existing user codes/passwords will be carried over from ITMS to TMSS. The letters FTP will prefix the new user codes. Example: If your existing user code was ABCD the new user code will be FTPABCD. The password will remain the same.

The new FTP server address to be used for transmitting files to TMSS is: **159.142.4.2**

7-1.4.2. DIRECTORY ACCESS.

Once you have placed a file within your firm's directory using FTP, you may verify that your firm's file was successfully transmitted. If the file doesn't appear in your firm's directory, you will need to "Upload" the file again. The will only assist you in verifying that your firm's rate offer file was transferred successfully and WILL NOT verify that the contents of your firm's rate offer file have been formatted correctly.

7-1.7. Confirming Rate Transmission.

At the end of each business day during the rate filing period, an automated process will search for rate files from TSPs and RFSPs and process them.
An e-mail confirmation acknowledging the receipt and processing of the file will be sent to the TSP's e-mail address OR the RFSP's email address if an RFSP has filed on behalf of the TSP. The e-mail 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 e-mail address be kept on file. Error files will be generated and placed in the firm's directory and will be named as HHGSCAC999ERR where SCAC is the SCAC of the TSP (Not the RFSP), 999 is the original file number assigned by the TSP or RFSP. You need to connect to FTP to download the error file/s, if any. TSPs and RSVPs will receive notification of rate filing deficiencies in accordance with RFO Section 1-1.7.

SECTION 8
TRAFFIC VOLUME

8-1. Historical Traffic Volume.

Identifies on the following pages is historical traffic volume for fiscal year 2005. The data provided should not be interpreted as a guarantee to the TSP that future 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.

8-1.1. Domestic

The data referenced below is derived from properly formatted shipment reports submitted by approved participants in CHAMP during Calendar Year 2005. These totals do not reflect the actual number of shipments in CHAMP for 2005 due to possible errors in reporting.

Traffic History
Domestic
2005

State/Territory		Outbound	Inbound	Intrastate
Alaska		122	95	14
Alabama		146	95	12
Alberta		0	0	4
Arkansas		89	102	13
Arizona		346	434	97
British Columbia		1	5	0
California		860	778	249
Colorado		389	300	40
Connecticut		65	41	3
Delaware		26	16	0
District of Columbia		90	443	0
Florida		512	540	74
Georgia		412	374	27
Idaho		121	126	27
Illinois		303	180	33
Indiana		120	87	9
Iowa		73	37	23
Kansas		110	97	34
Kentucky		137	85	14
Louisiana		143	113	13
Maine		28	34	3
Maryland		595	1058	8
Massachusetts		161	93	0
Michigan		204	141	25
Minnesota		148	122	45
Mississippi		109	129	21
Missouri		164	123	14
Montana		167	159	54
Nebraska		78	76	21

State/Territory		Outbound	Inbound	Intrastate
Nevada		144	163	14
New Brunswick		2	0	0
New Hampshire		36	26	1
New Jersey		234	146	10
New Mexico		198	419	58
New York		346	190	26
North Carolina		243	233	26
North Dakota		82	86	11
Ohio		225	127	24
Oklahoma		147	107	26
Ontario		3	15	0
Oregon		213	216	69
Pennsylvania		297	199	54
Quebec		16	2	0
Rhode Island		28	18	0
South Carolina		109	220	15
South Dakota		96	122	41
Tennessee		162	159	12
Texas		629	616	196
Utah		181	132	29
Vermont		17	15	1
Virginia		905	1068	58
Washington		319	229	23
West Virginia		134	146	9
Wisconsin		140	92	26
Wyoming		100	96	23

8-1.2. International

International shipment data is currently not available for posting for Calendar Year 2005.

U.S. Department of State
International Personal Property Rate Solicitation

ALGERIA	***Algiers***	**Deminter Algeria International Movers** 14 Rue Hadj Ahmed Mohamed, Hydra, Alger Tel: (213-21)481-297/ 603-306 Fax: 213-21-481-283 E-mail: deminter@wissal.dz Point of contact: Ms. Ahlem Menar - Import/Export Manager
		Demenagements l'Eclair 05 Rue Yahia Ben Hayet, Hydra, Alger Tel: (213-21) 605-694/281-459 Fax: 213-21-608-783 E-mail: demenagementeclair@hotmail.com Point of contact: Mr. Mustapha Osmani/General Manager
ARGENTINA	***Buenos Aires***	**Argentina International Moving SRL** Calle Suipacha 612, 3rd floor St. E 10008 Buenos Aires, Argentina POC: Daniel Oviedo or Norma Gonzalez Tel: 011-5411-4325-4364 Fax: 011-5411-4322-2297
		Lift-Van International Co. SAC Ruta 202, Nro. 3449 1611 Don Torcuato, Prov. of Buenos Aires POC: Santiago Bosch or Thomas Evans Tel: 011-5411-4741-7447 Fax: 011-5411-4741-7211
ARMENIA	***Yerevan***	**Anergo-2** 26 Nairi Zarian St Contact person: Grigor Khachatryan E-mail: anergo@rambler.ru Tel: +374-1-251769
		Nomad Express 1 Baghramyan St, apt. 55 Contact person: Vahram Jotyan E-mail: nomad@arminco.com Tel: +374-1-587457
AUSTRALIA	***Canberra***	**Allied Pickfords** 184 Gilmore Road Queanbeyan, NSW 2620 POC Clara Adam Tel: 61-2-6298-8403 Fax: 61-2-6297-8572 email: Clara.Adam@alliedpickfords.com.au
		Wridgways 39-41 Endurance Road Queanbeyan NSW 2620 POC: Jody Went Phone: +61 2 6297 5444 Fax: +61 2 6299 2253 E-mail: Jody.Went@wridgways.com.au
		Grace Removals Group 28 Sheppard St. Hume ACT 2620 Attn: Peter Millington

Tel: 61-2-6260-1344
Fax: 61-2-6260-1587
email: pmillington@grace.com.au

Melbourne

Allied Pickfords
202-228 Greens Road
Dandenong, Vic 3171
Tel: 61-3-9797-1500
Fax: 61-3-9797-1555

Grace Removals Group
195-201 Princes Highway
Hallam Vic 3803
POC: Garry Thompson
Tel: 61-3-9796-5155
Fax: 61-3-9796-5221

John Ryan Removals Pty Ltd.
1-5 Longford Court
Springvale, Vic 3171
Tel: 61-3-9547-0911
Fax: 61-3-9562-3079

Kent International Moving
P.O. Box 1405
Clayton South Vic 3169
POC: Pepe Pietropaolo
Tel: 61-3-9271-5000
Fax: 61-3-9271-5050

Sydney

Chess Hanley's Moving & Shipping P/L
13 Bessemer Street
Blacktown NSW 2148
Australia
Phone (612) 9671 8400
Fax (612) 9671 8485
POC: Ms. Lorraine Bentley
Email: lorraineb@chessmoving.com.au
Web: www.chessmoving.com.au

Trans International Moving & Shipping
9 Goulburn Street
Kings Park NSW 2148
Australia
Phone (612) 9852 8888
Fax (612) 9671 1666
POC: Ms. Karen Dixon
Email: Karen.Dixon@transinternational.com.au
Web: www.transinternational.com.au/contact_us/index.html

Australian Vanlines NSW
161 Magowar Road
Girraween NSW 2145
Australia
Phone (612) 9896-0699
Fax (612) 9896-4345
POC: Mr. Ron Lovatt
Email: ronlovatt@vanlines.com.au
Web: vanlines.com.au/about/contact.htm

U.S. Department of State
International Personal Property Rate Solicitation

AUSTRIA	***Vienna***	**A. Kuehner & Sohn** Girakstrasse 15 A-2100 Korneuburg Tel: 43-1-2262 74544/ext. 10 Fax: 43-1-2262 74544/44 E-mail: moving@kuehner.co.at POC: Erich Bauer-Kuehner
		E. Fall Fronius Strasse 13 A-2380 Perchtoldsdorf Tel: 43-1-865-9533 Fax: 43-1-869-1323 or 43-1-865-9533/30 E-mail: office@e-fall.com POC: Mr. Otto Schmideg
		Gebrueder Lang Ohg Obachgasse 4 A-1220 Vienna Tel: 43-1-512-5201/ext. 22 Fax: 43-1-513-8346 E-mail: info@lang-moving.at POC: Mr. Boris Ceselkovski
		Interdean Eitnergasse 5 A-1232 Vienna Tel: 43-1-865-4706 Fax: 43-1-865-4708 e-mail: Vienna.office@interdean.at POC: Mr. Philip Mader
		Zdenko Dworak Schemmerlstrasse 72 A-1110 Vienna Tel: 43-1-769-9363/ext. 14 Fax: 43-1-769-9355 E-mail: office@zdenkodworak.at POC: Mr. Peter Rozsenits
BAHRAIN	***Manama***	**Gulf Packing Company** P.O. Box 5035 Manama, Kingdom of Bahrain Mr. Abdulhussain Khalfan Tel: 973-17-749-040 Fax: 973-17-749-020

email: gulfpack@batelco.com.bh

Circle Freight International
P.O. Box 5069
Manama, Kingdom of Bahrain
POC: Mr. Sinil Kumar
Tel: 973-17-735-355 or 973-17-731-904
Fax: 973-17-735-193
email: cfibah@batelco.com.bh or Sunikumar@eagle.com

Al-Dana Freight Forwarders
Cargo-Shipping-Packing
PO Box 10340
Manama, Kingdom of Bahrain
Mr. Jamal Izzat
Tel: 973-17-702-670 or 973-17-701-908
Fax: 973-17-701-073
Email: aldanafw@batelco.com.bh

BARBADOS — ***Bridgetown***

Michael Graves Associates
Charmichael House
Charmichael
St. George, Barbados
Tel: 1-246-426-2417
Fax: 1-246-435-1847
POC: Michael Greaves and Eric Clarke
Email: mgreavesassoc@sunbeach.net

BELGIUM — ***Brussels***

Gosselin World Wide Moving
Belcrownlaan 23
2100 Deurne
POC: Edithe Verhoeven
Tel: 00-32-3-360-5508

Interdean
JB Vinkstraat 9
3070 Kortenberg
POC: Samira Eembeeck
Tel: 00-32-2-758-0444

Putters International
Erasmuslaan 30
B-1804 Cargovil-Zemst
POC: Luc Putters
Tel: 00-32-2-721-4040

Antwerp

Gosselin World Wide Moving
Belcrownlaan 9a
2100 Antwerp, Belgium

Gosselin World Wide Moving
Keesinglaan 28
B-200 Deurne, Belgium
Mr. Eddy Bonne Tel: 32-3-325-78-50

BELIZE — ***Belize City***

Peter G. Searle
1 ½ Miles Northern Highway
P.O. Box 1059
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