

August 28, 2006

Dear Transportation Service Providers (TSPs):

This Request for Offers (RFO) transmits the Special Filing Instructions (SFI) for the submission of non-alternating rate offers on behalf of the **National Industries for the Blind and Severely Handicapped (NIB/NISH), Western Distribution Center (WDC), French Camp, CA, and Eastern Distribution Center (EDC), Burlington, NJ** for freight-all-kinds (FAK) traffic. Please note that rate offers for this RFO for the **WDC, and EDC** are on a two (2) year filing cycle and will not expire until **October 31, 2008 with option to extend**. Rate offers filed in response to this RFO and this SFI will be in accordance with the terms and conditions of the General Services Administration's (GSA's) Standard Tender of Service (STOS), this RFO and this SFI. Please note that in some instances this RFO and this SFI will deviate from and will supersede those published in the STOS, General Freight Tender of Service No. 1-F (GSA TOS No. 1-F), supplements and reissues thereto.

Traffic to be included under this RFO and this SFI will be FAK shipments moving via closed van for all less than truckload (LTL) (0 pounds to 10,000 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments. Rates will be applicable only to interstate shipments moving in the Continental United States (CONUS) and the identified intrastate shipments within CONUS.

Please be aware that rate offers for these facilities will automatically expire on October 31, 2006; consequently, it is imperative that all firms submit new rate offers electronically in accordance with this RFO and this SFI if a firm wants rates effective November 1, 2006.

All Transportation Service Providers (TSPs) who have met GSA's approval requirements per the STOS 1-F Section 2, Participation, may submit rate offers in accordance with this RFO and this SFI. Rate Filing Service Providers (RFSP) who have a valid Trading Partner Agreement on file with the Program Management Office (PMO) and have met all other approval requirements established by GSA may act as a RFSP on behalf of approved firms. Rate offers submitted in response to this RFO and this SFI must be submitted to GSA in accordance with Sections 8, 9, 10,11 & 12 - **NO PAPER RATE OFFERS WILL BE ACCEPTED.**

TSPs and RFSPs have the option of submitting rates per Section 11 and 12 or by utilizing the rate filing capabilities of GSA's Transportation Management Services Solution system (TMSS). TSPs and RFSPs are highly encouraged to file rates early in the filing period to assure sufficient time to correct unacceptable rate filings prior to the close date of October 02, 2006.

**Please note the following significant items:**

- 1. Transaction Fee, August 25, 2006 Federal Register Notice: Beginning November 1, 2006, GSA will start a phased implementation of the TMSS pre-payment audit and payment modules.**

**A. TSPs will realize savings: TSPs will realize additional savings through reduction in administrative requirements to process invoices. TSPs that provide transportation services for GSA, Global Supply, and NIB/NISH will benefit from TMSS electronic billing, electronic rate submission, automated prepayment audit, faster payments, online transaction tracking, automated reports, and complete audit history trails.**

**B. The 4% does not go into effect until January 1, 2007: The transaction fee of 4% identified in the Federal Register Notice dated August 25, 2006 will become effective January 1, 2007. While the 4% does not go into effect until January 1, 2007, TSPs should consider the 4% when filing rates for the November 01, 2006 effective date. There will be no opportunity to adjust rate when the 4% becomes effective on January 01, 2007.**

**C. TSPs required to remit 4 %: TSPs will be required to remit a 4% transaction fee (the transaction fee applies to the total net transportation charges including the fuel surcharge) for all transportation invoices, paid after December 31, 2006, directly to GSA each quarter rather than having TMSS generate an automatic deduction of the fee from each invoice prior to payment. TMSS will generate quarterly reports for TSPs that list each transaction, total transportation charges, and the applicable transaction fee.**

**D. TSPs to submit invoices via TMSS: TSPs that provide transportation services for GSA, Global Supply and NIB/NISH will be required to submit all invoices in TMSS either manually or via EDI.**

**E. Monitoring 4% Transaction Fee: GSA will continue to monitor the shipment volume to determine if the 4% fee needs future adjustments. GSA wants to ensure that the appropriate percentage is being applied.**

- 2. VENDOR Numbers Required for Payment: All TSPs that submit acceptable rate offers for the traffic identified in this RFO and this SFI will be required to access TMSS to verify that GSA's Finance Office has a valid Vendor Number on file. Prior to the rate effective date of November 1, 2006, GSA will distribute via the E-Mail Notification system specific instructions on how to verify that TSPs have correct Vendor Number information on file. The instructions provided will also assist TSPs in changing incorrect Vendor Numbers or obtaining new Vendor Numbers. TSPs not currently subscribing to the E-Mail Notification system should subscribe by going to [www.gsa.gov/transportation](http://www.gsa.gov/transportation) and clicking on "E-Mail Notifications" to ensure receipt of the instructions when they are provided. GSA's Finance Office will be unable to pay**

TSPs that do not have valid Vendor Numbers on file in TMSS. Delays on the part of TSPs in verifying/obtaining Vendor Numbers will delay payment.

3. TMSS On-Line Booking Requests: TSPs participating in this RFO and this SFI are required to respond electronically via TMSS to all on-line booking requests generated by TMSS and sent by a participating agency. As a result, by the submission of a rate offer(s) in accordance with this RFO and this SFI, the submitting TSP certifies that it possesses the ability to respond electronically via TMSS to all shipments booked on-line.
4. NIB/NISH Traffic: One new NIB/NISH work center has been added to Section 8 of this RFO and this SFI: South Texas Lighthouse for the Blind in Victoria, TX (NTX11). In addition, several other changes to existing addresses, phone numbers and/or point of contacts have been made and are highlighted in red within Paragraph 8-1.B.
5. Continuation of Existing Rate Offers Filed with an Effective Date of November 1, 2006 via TMSS: 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 PMO.) 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. However, TSPs have the option to modify existing rates or add rates.

**\*\*\*NOTE: This continuance of existing rate button only applies to the traffic identified in this RFO. Rates filed in accordance with the General RFO dated March 08, 2006 do not expire until April 30, 2007. Please refer to the General RFO for supplemental filing opportunities & instructions.**

6. **EDC Traffic:** Due to the implementation of the 4% Transaction Fee, the EDC will not exercise the option year identified in paragraph 1-1 of the RFO dated September 01, 2005 and amended September 29, 2005. As a result TSPs must submit new rate offers for an effective date of November 1, 2006.
7. **The inclusion of a new Non-Alternating Guaranteed Zone Service Areas:** GSA has included Non-Alternating Guaranteed Zone Service Areas, for the EDC which incorporates New Cumberland, PA, Dover, DE, Norfolk, VA, Washington, DC and the New York/Northern New Jersey area.
8. **Data Universal Numbering System (DUNS) and E-Mail address:** TSPs submitting rate offers under this RFO and this SFI may provide a valid Data Universal Numbering System (DUNS), (optional) within the header record of the rate file. TSPs submitting rates via TMSS may also provide a DUNS number on the appropriate TMSS screen. A DUNS number is defined as a unique nine character identification number provided by Dun & Bradstreet (D&B). 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 do this by calling 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.
9. **Taxpayer ID number (TIN) and E-Mail address:** TSPs submitting rate offers under this RFO and this SFI must provide a valid TIN within the header record of the rate file. TSPs submitting rates via TMSS are also mandated to provide a TIN number on the appropriate TMSS screen. A TIN is defined as a business entity's Employer Identification Number (EIN). Rate offers will not be accepted without a valid TIN on file. TSPs must also submit an email address with each rate submitted and are encouraged to provide a fax number.
10. **Electronic Rate Filing:** All rate offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. Any electronic transmissions that do not conform to the formatting requirements specified in this RFO and this SFI in Sections 8, 9, 10, 11, & 12 will not be accepted. NOTE: If your firm intends to transmit its own rate offer via FTP instead of using a RFSP or the TMSS on-line rate filing capabilities and you do not have a user id and password for the FTP server, you will need to contact the PMO as identified in Section 12.
11. **Electronic Rate Submission by FTP:** Electronic rate offers must be submitted to GSA in accordance with the time frames identified in this RFO and this SFI per Section 1-2. Per Section 12, once a rate file is submitted by

FTP, 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 of October 02, 2006. Rate files and error corrections submitted on the closing date of October 02, 2006, will be accepted and validated at 10:00am, 1:00pm, and 4:30pm CST. TSPs and RFSPs will not have an opportunity to correct any errors detected in a file submitted during the 4:30pm validation (**see Section 1, Paragraph 1-2.B and Section 12 for further details**). Rate offers created using TMSS are validated in real time.

If you have any questions, please contact Jim Stroup of my staff at (816) 823-3646 or via e-mail at [jim.stroup@gsa.gov](mailto:jim.stroup@gsa.gov).

Sincerely,

Enclosure