

September 14, 2016

This Request for Offers (RFO) transmits the issuance of the 2016-2017 Filing Cycle Special Instructions for the filing of rates in the General Service Administration's (GSA's) Extended Storage Tender of Service (XTOS), specific to the Filing Cycle for the period December 16, 2016 through October 31, 2017.

For the 2016-2017 cycle, the rate offer filing windows are as follows:

- Main: 9/14/2016 – 10/27/2016
- Supplemental: 2/1/2017 – 3/13/2017

Accessing XTOS Rates in TMSS: All TSPs approved in CHAMP have the accessibility to view extended storage rate offers housed in TMSS. Instructions for accessing the rate offers is below:

- Go into the HHG Queries module.
- Enter the starting date for the storage.
- At the top of the screen, the word General is defaulted in the drop down box. Change this to Non-Alternating.
- The next drop down box is labeled SRO. Click the drop down arrow & select EXSTG (basic extended storage shipments), or CCNTL (climate controlled extended storage).
- Enter the Zipcode of the storage location, or select the state/city & then select Find.
- **Do Not** enter anything in the Destination Fields at the right of the screen.
- Next enter the weight of the extended storage shipment.
- Select the Query button to view the rate offers.
- On the next screen, click on the button labeled Click Here for Delivery Rates to view rate offers for delivery out of extended storage.

Performance Bond: All TSPs approved to provide service under the XTOS are required as part of its rate submission to furnish a new performance bond in the amount of **\$20,000**, in accordance with Section 1-4 of this RFO, or a Certification of Continuation of Bond. The performance bond/Certification of Continuation MUST clearly identify that the bond is in force for the period November 1, 2016, through October 31, 2017, or later. A performance bond or Certification of Continuation of Bond currently on file does not satisfy this requirement. Electronic copies will only be accepted with the condition that the hard copy will be provided via regular mail. **Performance bonds/Certifications of Continuation must be submitted prior to the transmission of rate offers as the system will not validate submitted rate offers without a valid bond on file.** The effective dates of performance bonds &/or Certifications of Continuation certificates must be 11/1/2016 – 10/31/2017. A performance bond on file for the GSA Centralized Household Goods Traffic Management Program (CHAMP) International program does not satisfy this requirement. A complete separate bond is required for the XTOS.

Industrial Funding Fee: The Industrial Funding Fee (IFF) will be 2.50% of the net shipment charges billable to the Government, to include the following services: packing, drayage, handling in charges, and first month of extended storage. IFF payments remitted to GSA will be based on the **packing date** for which service was performed.

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.1stqtr16), or include with the IFF submission a copy of the shipment detail containing such information. **Documentation of IFF paid for XTOS shipments must be identified.**

Fuel Surcharge: All fuel charges must be incorporated into the pricing structure for each shipment, within a 50 mile radius. Anything outside of the 50 miles must be approved by the ordering agency. Additional charges for fuel outside of a 50 mile radius are allowed.

Reweighing of Shipments Exceeding 18,000 Lbs:

When the initial weighing of a shipment results in a weight which exceeds 18,000 pounds, the TSP MUST reweigh the shipment prior to the actual commencement of unloading the shipment for delivery to residence. If a reweigh is not performed, the TSP MAY NOT invoice for more than 18,000 pounds.

When a shipment is reweighed in accordance with XTOS Section 1C, the lower of the two net scale weights shall be used for determining the applicable charges and copies of both sets of weight tickets must be submitted to the Agency responsible for the payment of the charges prior to invoicing for charges. The TSP may bill the Agency for the cost of the reweigh scale charge but no reweigh service charge will apply

Taxpayer Identification Number (TIN): GSA will no longer be accepting TINs upon the submission of rate records. For those TSPs submitting rate offers via the Formatting Instructions provided in Section 6, please insert 9 spaces (space bar) in positions 63-71 as identified in Section 6-2.1 Header Record.

Mileage Application: Effective December 16, 2016, Web Based Version 30 of ALK Technologies, Inc. will apply.

Rate Offers from 2015-2016 Filing: All rate offers in the Transportation Management Services Solutions (TMSS) system will automatically expire on December 15, 2016. If a TSP does not want to make any changes to their currently filed rate offers, but wants to continue the same rate offer to become effective again on December 16, 2016, the TSP must go in to TMSS and “carry over” its rates as identified below. **Please note: a new performance bond or continuation certificate for a current bond must be on file before carrying over XTOS rates. An error will be generated from the system if a bond is not updated before selecting the rates to be carried over.** If a TSP does not “carry over” existing rates or does not upload new rate offers during the initial filing window, any rate offers currently in TMSS will be deleted from TMSS effective December 15, 2016. Rate offers effective during the supplemental filing period of May 1, 2017 do not require a change; however, TSPs have the option to modify existing rates or add rates during the supplemental filing window. TSPs have the option to file new rates for extended storage during the initial filing window. During a supplemental filing window, TSPs may add, change, or remove existing rates.

TSPs have three (3) different options when filing rate offers:

1. Utilize the rate filing capabilities in TMSS. When using this method to add new rates, please select **interstate** for the filing.

- TSPs must have access to the “HHG Rate Filing” module within TMSS. A firm’s TMSS Group Administrator can give access to this module. Once the “HHG Rate Filing” module has been accessed, a continuation of existing rates button will be displayed as a pop-up screen. The message will prompt the TSP 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 “HHG Rate Filing” module the **following day** and do so; and
- If a TSP rejects the continuance of rate offers, the rate filing module screens will be displayed so that the TSP may begin the rate filing process.

2. Utilize the Format and Electronic Submission instructions found in Sections 6 and 7 of this RFO.

3. Utilize the services of a Rate Filing Service Provider (RFSP).

Viewing XTOS Rates in TMSS HHG Query: When performing a HHG Query in TMSS on extended storage shipments, select the drop down list under “Type” and select “Non-Alternating”. From the next drop down list, select EXSTG (for basic extended storage) or CCNTL (for climate controlled storage).

When viewing the query results, rates for origin services are displayed on the first screen. Access to delivery rates are displayed upon selecting the “Click Here for Delivery Rates” button on the first query screen.

Viewing XTOS Rates in TMSS HHG Report: The headers within the HHG Report module are stored file names from the database. Therefore, please make a note of the following mapping when you review the rates for extended storage under SRO codes EXSTG or CCNTL.

- Auto 1 Rates for Packing/Loading/Drayage
- Auto 2 Rates for Warehouse Handling
- Auto 3 Monthly Storage Rates
- SIT Rates for Delivery Within 50 Miles
- Acc Svcs Rates for Delivery Handling Out

Reporting XTOS Shipments: The reporting mechanism is contained within TMSS, so a TSP must log in to the system to file a report. Complete instructions for submitting and editing XTOS reports are located in the XTOS Section 20. Negative reports are not required.

To access the reporting module for extended storage shipments, log in to TMSS and select the link TSP XTOS Reporting. Input the items below into the data entry fields:

- ❖ SCAC: Select the SCAC. For Rate Filing Service Providers, a list of SCACs will be available to select from.
- ❖ Stor Loc (i.e. Storage location): From the drop down list, select the state where the shipment is stored.
- ❖ Reference #: Enter a TSP reference number for the shipment. Can be up to 15 numbers which identify the XTOS shipment.
- ❖ Weight: Enter the weight of the shipment, up to 5 digits.
- ❖ Dt of packing: Select the date of packing from the pop-up calendar. If packing continued into additional days, enter the last day.
- ❖ Dt into Ext Stor: Select the date the shipment went into extended storage.
- ❖ Stor Typ – From the drop down list, select either Extended or Climate Controlled Storage
- ❖ Rpt Yr/Qtr: From the drop down list, select the appropriate calendar year and quarter in which the shipment is being reported. This field is based on the packing date, for determining the proper calendar year/quarter.
- ❖ Amt Invoiced: Enter the total amount invoiced to the agency for the XTOS shipment during the quarter. (include decimal points, i.e. 530.75)
- ❖ Agcy FAIC: Enter the agency's new 10 digit FAIC code.
- ❖ Emp Last Name: Enter the employee's last name, up to 45 characters.

Once all information is entered, click on the “Create” button. This will submit your entry for reporting the XTOS shipment.

Any questions or comments may be directed to Kim Chancellor at (816) 823-3650 or via e-mail at Kim.Chancellor@gsa.gov

Sincerely,

/s/ Kim J. Chancellor

Kim J. Chancellor

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