

## SECTION 1 SPECIAL INSTRUCTIONS

### 1-1. General.

The following Filing Cycle Special Instructions of the General Services Administration (GSA's) 2018-2019 Request for Offers (RFO) are provided in addition to the instructions set out in the Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof. By submission of a rate offer(s) 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.

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.

##### 1-1.2.1. Application of the Household Goods Tender of Service.

Unless otherwise noted, all provisions of the HTOS apply to this RFO.

##### 1-1.2.2. Application of the GSA Domestic 500A-2018 Tariff (GSA500A).

Unless otherwise noted, all provisions of the GSA500A apply to domestic shipments moved under this RFO .

#### 1-1.3. Effective Period.

Except as otherwise provided herein, rate offers made in response to this RFO will be for the period November 1, 2018 through October 31, 2019.

#### 1-1.4. Eligibility to File.

All TSPs approved to participate in the GSA's Centralized Household Goods Traffic Management Program (CHAMP) for either the Domestic and/or the International Program(s) prior to the Initial Filing period due date as required in Section 1-1.6.1 have the option to submit a rate offer(s) in response to this RFO.

#### 1-1.5. Electronic Transmission.

All submissions of rate offers must be accomplished via the Internet utilizing the "HHG Rate Filing" module within the Transportation Management Services Solution (TMSS) system. When using the "HHG Rate Filing" module, TSPs can either utilize the rate filing screens to create/add/delete rate offers or they can "upload" manually created rate offers.

#### 1-1.6. Filing Period.

##### 1-1.6.1. Initial Filing.

Only those TSPs approved to participate in CHAMP may submit rate offers in accordance with this RFO. Rate offers are due by 10:00 P.M. Central Time, September 24, 2018 and will be reviewed and processed in accordance with Section 1-2.

##### 1-1.6.2. New Filings.

New TSPs receiving permanent approval and who have not previously been part of CHAMP may submit a rate offer(s) in response to this RFO any time after permanent approval has been granted. Rate offers are due by 10:00 P.M. Central Time, September 24, 2018 and will be reviewed and processed in accordance with Section 1-2.

##### 1-1.6.3. Late Filings.

Rate offers not responding to this RFO as required in Section 1-1.6.1, Initial Filing, may submit a rate offer(s) in response to this RFO during the Supplemental Filing identified in Section 1-2. Rate offers are due by 10:00 P.M. Central Time, March 11, 2019 and will be reviewed and processed in accordance with Section 1-2.

##### 1-1.6.4. Supplemental Filings.

The Supplemental Filing allows a TSP to review and process any changes to its originally accepted rate offer(s) and for the submission of New and Late Filings as defined in Section 1-1.6. Supplemental rate offers must be submitted in accordance with this RFO and are due by 10:00 P.M. Central Time, March 11, 2019 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 rate offers received between August 23, 2018 and September 24, 2018 or February 1, 2019 and March 11, 2019 which do not meet documentation requirements as stated in Section 1-4 will be considered unacceptable, rate offers will not be included in the database, and the TSP will be notified by email in accordance with Section 1-3 for correction. Corrected documentation must be re-submitted by 10:00 P.M. Central Time on the rate filing closing date of September 24, 2018 or March 11, 2019. In those instances where corrections are not received by 10:00 P.M. Central Time on the rate filing closing date of September 24, 2018 or March 11, 2019, 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 rate offers received by 10:00 P.M. Central Time on the rate filing closing date of September 24, 2018 or March 11, 2019 will be entered into the database in accordance with Section 1-2.

### **1-1.7.2. Rate Filing Deficiencies.**

TSP rate offers received between August 23, 2018 and September 24, 2018 or February 1, 2018 and March 11, 2019 which do not meet the rate filing requirements as stated in this RFO will be considered unacceptable, rate offers will not be included in the database, and the TSP or Rate Filing Service Provider (RFSP) will be notified by email in accordance with Section 1-3 for clarification and/or correction of rate offers. Corrections of deficiencies must be resubmitted by 10:00 P.M. Central Time on the rate filing closing date of September 24, 2018 or March 11, 2019. In those instances where corrections are not received by 10:00 P.M. Central Time on the rate filing closing dates, rate 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 rate offers received by 10:00P.M. Central Time on the closing dates 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 10:00 P.M. Central Time on September 24, 2018 or March 11, 2019. A TSP or RFSP which submits a file for the last rate offer(s) validation at 10:00 P.M. CST on the closing day of September 24, 2018 or March 11, 2019 will not have an opportunity to correct any errors detected in that file after the closing time.**

### **1-1.7.3. Suspect Rate Offers.**

TSP rate offers received between August 23, 2018 and September 24, 2018 or February 1, 2018 and March 11, 2019 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 RFSPs will be notified by email in accordance with Section 1-3 for clarification and/or correction of suspect offers. Corrections of suspect records must be resubmitted by 10:00 P.M. Central Time on the closing date of September 24, 2018 or March 11, 2019. In those instances where corrections are not received by 10:00 P.M. Central Time on the rate filing closing date of September 24, 2018 or March 11, 2019, suspect rate 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 rate offers received by 10:00 P.M. Central Time on the rate filing closing date of September 24, 2018 or March 11, 2019 will be entered into the database in accordance with Section 1-2.

### **1-1.7.4. Rate Filing Service Provider (RFSP).**

If a TSP's rate offer is submitted in accordance with this RFO by a RFSP, the RFSP will be notified of the deficiencies and suspect rate offers and **not** the TSP. The RFSP will be notified by email in accordance with Section 1-3 for correction. Corrected rate offers must be resubmitted by 10:00 P.M. Central Time on the rate filing closing date of September 24, 2018 or March 11, 2019. In those instances where corrections are not received by 10:00 P.M. Central Time on the rate filing closing date of September 24, 2018 or March 11, 2019, rate offers will be considered unacceptable and RFSPs/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 rate offers received by 10:00 P.M. Central Time on the rate filing closing date of September 24, 2018 or March 11, 2019 will be entered into the database in accordance with 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 23, 2018, as well as any supplements, changes, and/or reissues thereto and the GSA Household Goods Tender of Service (HTOS) with an effective date of November 1, 2018, 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.**

Rate offers will be accepted and entered into the computer database on the date indicated in 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 Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in 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 Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in Section 1-1.7.

**1-2.3. Late Filings.**

Late filings of otherwise acceptable rate 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 Section 1-1.7.

**1-2.4. Supplemental Filings.**

Supplements to accepted rate 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 Section 1-1.7.

**1-2.5. Schedule of Accepted/Effective Dates.**

	INITIAL FILINGS	NEW FILINGS	LATE FILINGS	SUPPLEMENTAL FILINGS
Date Received By	8-23-18 thru 9-24-18	8-23-18 thru 9-24-18	2-01-19 thru 3-11-19	2-01-19 thru 3-11-19
Computer Entry Date	11-01-2018 or before	11-01-2018 or before	5-01-2019 or before	5-01-2019 or before
Accepted/Effective Date	11-01-2018	11-01-2018	5-01-2019	5-01-2019

**1-3. TSP Notifications.**

**1-3.1. Domestic Rate Filings.**

For rate offers submitted via the “Upload Rate File” function of TMSS, 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 email.

**1-3.2. International Rate Filings.**

For rate offers submitted via the “Upload Rate File function of TMSS, 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 email.

**1-4. Documentation Requirements.**

The following documentation is required to be on file with the Program Management Office (PMO) prior to the acceptance of a TSP's rate offer, but no later than Section 1-2.5, Schedule of Accepted/Effective Dates, Date Received By. In the absence of any one or all required documents, the TSP's rate offer(s) 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 Section 1-1.7.1 will apply. In those instances where corrections are not received in accordance with Section 1-1.7.1, 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. TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the rate filing closing date. Rate offer files and error corrections submitted on the rate filing closing date will be accepted into the system, pending any errors. A TSP or RFSP will not have an opportunity to correct any errors detected in a file submitted on the rate filing closing date after the final validation.

#### **1-4.1. TSPs 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 offer filing will be subject to the provision in 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 RFO, the TSP certifies that it will maintain cargo liability insurance meeting the HTOS Section 2.4.7 requirements during the period of its accepted rate offer 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 Section 2-4.8, and subject to the provisions of Section 1-4.1.3.1. The performance bond **MUST** clearly identify that the bond is in force for the period **November 1, 2018 through October 31, 2019, 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 procurement 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 procure 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, Relocation Services Branch (QMCCB), 2300 Main Street, Kansas City, Missouri 64108, 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 Section 1-6.

#### **1-4.3. Place of Receipt.**

Receipt of documentation requirements by any other office of GSA or by a RFSP shall not be construed as receipt by the office specified in Section 1-6.

#### **1-4.4. Time of Submission.**

The TPA and Performance Bond must be submitted in accordance with 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 offer related deficiencies in 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 its 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  
Employee Relocation Resource Center (QMCG)  
2300 Main Street  
Kansas City, MO 64108

Robyn Bennett, [robyn.bennett@gsa.gov](mailto:robyn.bennett@gsa.gov)

(816) 823-3644

OR

Kim Chancellor, [kim.chancellor@gsa.gov](mailto:kim.chancellor@gsa.gov)

(816) 823-3650