

September 27, 2017

TO ALL TRANSPORTATION SERVICE PROVIDERS APPROVED TO PARTICIPATE IN THE CENTRALIZED HOUSEHOLD GOODS TRAFFIC MANAGEMENT PROGRAM:

This Request for Offers (RFO) transmits the issuance of the 2017-2018 Filing Cycle Special Instructions for the filing of rate offers in the General Services Administration's (GSA's) Centralized Household Goods Traffic Management Program (CHAMP) specific to the Filing Cycle for the period January 1, 2018 through October 31, 2018. This RFO and Special Instructions (hereinafter referred to as RFO) are in accordance with the Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof. Transportation Service Providers (TSPs) 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 rate offers in accordance with this RFO.

While we strongly encourage TSPs to read the entire RFO, we've highlighted below the major changes new to this RFO and others that have been carried over from previous RFOs that need to be highlighted again. These, along with other changes to the RFO, have been highlighted in "red" within the documents themselves.

**Due Dates:** Rate offers must be submitted in accordance with this RFO by the Initial Filing due date of 10:00 PM Central Time, November 14, 2017 and/or the Supplemental Filing due date of 10:00 PM Central Time, March 12, 2018. Rate offers received after these dates and/or not submitted in accordance with this RFO will not be accepted.

**Industrial Funding Fee (IFF):** The below identifies changes to the IFF owed by TSPs for shipments moving under this RFO.

1. Domestic IFF: A **3.50%** IFF is due on the total net transportation charges billable to the Government (includes line-haul, accessorial, packing charges, fuel surcharges, etc... **and Storage-in-Transit (SIT) (to include first day of storage, each additional day of storage and pickup and delivery (drayage)). A 3.50% IFF is also due on the total net charges billable to the Government for the shipment of Privately Owned Vehicles (POVs).** An IFF is not assessed against Unaccompanied Air Baggage (UAB) shipments unless an agreement has been developed. Please refer to Section 2-7.6 of this RFO for additional information on the application of the IFF.

2. International IFF: A **3.50%** IFF is due on the total net transportation charges billable to the Government (includes line-haul, accessorial, packing charges, fuel surcharges, etc... **and SIT (to include first day of storage, each additional day of storage and pickup and delivery (drayage)). A 3.50% IFF is also due on the total net charges billable to the Government for the shipment of POVs.** An IFF is not assessed against UAB shipments

unless an agreement has been developed. Please refer to Section 2-7.6 of this RFO for additional information on the application of the IFF.

**HTOS:** Due to the revised HTOS published on September 26, 2017 for an effective date of January 1, 2018, many items contained in the Cover Letters of previous RFOs are now duplicative to those in the revised HTOS and have been removed from the Cover Letter of this RFO. TSPs are strongly encouraged to review the HTOS with an effective date of January 1, 2018 in its entirety. In addition to being distributed on September 26, 2017, the HTOS will also soon be accessible at <https://www.gsa.gov/portal/content/103864>.

**GSA Domestic 500A Tariff (GSA500A):** The GSA500A is the tariff by which all domestic rate offers submitted in accordance with this RFO are based on.

1. The GSA500A-2016 Tariff became effective on December 16, 2016. Due to the new structure of the GSA500A, many changes were highlighted in the 2016-2017 RFO Cover Letter. To review those changes, TSPs can access the 2016-2017 RFO Cover Letter at <https://www.gsa.gov/portal/content/103864>.

2. The GSA500A-2017 Tariff is being issued and distributed along with this RFO and has an effective date of January 1, 2018. In addition to this distribution, it will also soon be accessible at <https://www.gsa.gov/portal/content/103864>.

**New Non-Alternating, Agency Specific Standing Route Order (SRO):** A new SRO – CONDI – has been added to Section 3 of this RFO. CONDI replaces the previous SROs for the Department of the Interior, Interior Business Center (NBCCO), the Department of the Interior, Geological Survey (GEOVA), the Department of Agriculture, Forest Service (FSVNM) and the Department of the Interior, National Park Service (NPSNE). As a result of this new SRO CONDI, please note that for TSPs utilizing the “carry over” option within the Transportation Management Services Solution (TMSS) system that rate offers previously accepted for NBCCO, GEOVA, FSVNM and/or NPSNE will not “carry over.” TSPs electing to submit rate offers for CONDI must submit new rate offers in accordance with the instructions provided at the end of this letter.

**Changes to Existing Non-Alternating and Alternating, Agency Specific SROs:** In recent meetings it was indicated that rate offers would no longer be accepted for the U.S. Postal Service under the SRO USPDC. This serves as notice that rate offers for USPDC will continue to be accepted and that changes have been made to USPDC. Changes have also been made to the SROs for the Department of the Treasury, Administrative Resource Center (ARCWV) and the Department of State (DOSDD, DOSDC, DOSHW and DOSSA). Please note that the destination serviced under **DOSSA** has been changed to **N'Djamena** and the **Destination Code of 2730** must be used. All changes are identified in Section 3 of this RFO and have been highlighted in “red.” In addition, the SRO for the Department of the Treasury, Office of the Comptroller of the Currency (OCCDC) can now be found under Section 3.5 of this RFO. Please also note that the alternating SROs for the Department of Transportation,

Federal Aviation Administration - FAADC and FAAIN - have been removed from this RFO. Rate offers will not be accepted for either FAADC or FAAIN for an effective date of January 1, 2018. And as always, please review Section 3 of this RFO closely for any other Agency Specific requirements and changes.

**Alaska Shipments:** Item 227, Alaska Shipments of the GSA500A has been clarified. With regards to intra-state Alaska shipments, rate offers accepted in accordance with this RFO for shipments moving intra-state Alaska only apply when both the origin is within a 50 mile radius of the TSP's Port Facility at the named point(s) in Alaska (see named points in Section 5.2.1 of this RFO) and is on the Alaskan Road system, and the destination is within a 50 mile radius of the TSP's Port Facility at the named point(s) in Alaska and is on the Alaskan Road system. For shipments moving intra-state Alaska where the origin is not within a 50 mile radius of the TSP's Port Facility at the named point(s) in Alaska or is within a 50 mile radius of the TSP's Port Facility but not on the Alaskan Road system and/or the destination is not within a 50 mile radius of the TSP's Port Facility at the named point(s) in Alaska or is within a 50 mile radius of the TSP's Port Facility but not on the Alaskan Road system, the OTO provisions of HTOS Section 4.4. will apply.

**POV Recall Requirements:** Due to the status of POV recalls which involve electrical systems and could potentially start a fire resulting in damage to the POV and/or other property, GSA is encouraging TSPs to work with each individual Agency on protocols for accepting POV shipments. It is noted that employees, Agencies, and/or TSPs may check a POV recall status at the following website by entering a Vehicle Identification Number (VIN): [www.nhtsa.gov/recalls](http://www.nhtsa.gov/recalls).

**General Valuation:** All shipments moved under CHAMP are released based on Full Replacement Value – at \$6.00 times the net weight of the shipment in pounds applicable to both shipments in transit and SIT (see specific SROs identified in Section 3 of this RFO for exceptions to the \$6.00 valuation).

**Mileage Application:** Effective January 1, 2018, Web Based Version 31 of ALK Technologies, Inc. will apply (see 2-7.1.1. of this RFO for additional information and application).

**International Performance Bond:** All TSPs approved to provide International General Transportation and International Move Management Services are required as part of their filings to furnish a performance bond in accordance with Section 2-4.8 of the HTOS and subject to the provisions of Section 1-4 of this RFO. The performance bond MUST clearly identify that the bond is in force for the period **November 1, 2017 through October 31, 2018**, 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 Section 1.4.1.3.1. of this RFO. Performance bonds 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

**Fuel Policy:**

1. For domestic shipments, please refer to Item 16 of the GSA500A.

2. For international shipments, the TSP can only be compensated for a fuel surcharge on that portion of the shipment handled under traffic in the conterminous U.S. to the port or from the port to a point in the conterminous U.S. The fuel surcharge shall be calculated in accordance with the Fuel Policy identified in Item 16 of the GSA500A. In the event the shipment is transported from origin to port or port to destination on an ocean line through bill of lading, the TSP is not entitled to the GSA fuel surcharge calculation and can only pass through any fuel surcharge that may be generated from the ocean line. The TSP must provide a copy of the original bill to the Agency for reimbursement.

**Fuel Surcharge for UAB Shipments:** 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. There is no fuel surcharge calculation for land transportation for UAB. Please refer to Section 3 of this RFO for Department of State requirements.

**Bunker Fuel Surcharges:** A TSP may charge as a separate line item a fuel surcharge for bunker charges on international shipments and/or Alaskan water charges. The TSP must provide a copy of the original bill to the Agency for reimbursement. Please refer to Section 3 of this RFO for Department of State requirements.

**Snow Removal Clarification:** Unless it is for TSP convenience, snow removal is the responsibility of the relocating employee. If a TSP runs in to issues with this, they are to immediately contact the Bill of Lading Issuing Officer (BLIO).

**Submission of Rate Offers:** All rate offers in TMSS automatically expire on December 31, 2017. If a TSP does not want to make any changes to their currently filed rate offers, but wants them to become effective again on January 1, 2018, the TSP must go in to TMSS and “carry over” their rate offers as identified in #1 below. If a TSP does not “carry over” existing rate offers or does not upload new rate offers during the Initial Filing window, any rate offers currently in TMSS will be deleted from TMSS effective January 1, 2018. However, please note that due to the implementation of the new SRO CONDI, TSPs will not be allowed to “carry over” existing rate offers for NBCCO, GEOVA, FSVNM and/or NPSNE to be applicable to CONDI. To submit new rate offers for CONDI, TSPs must use one of the options identified below. Rate offers effective during the Supplemental Filing period of May 1, 2018 do not require a change; however, TSPs have the option to modify existing rate offers and/or to add new rate offers during the Supplemental Filing window.

TSPs have four (4) different options when filing rate offers:

1. Utilize the rate filing capabilities of TMSS:

- 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 rate offers 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 (**except for** rate offers for NBCCO, GEOVA, FSVNM and NPSNE – new rate offers must be submitted for the new SRO CONDI);
- If a TSP accepts the continuance of rate offers, TMSS will display a statement that rate offers will be carried 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 offer or add a new rate offer after submitting the request to carry over rate offers, 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 Requirements and Electronic Submission instructions found in Sections 6 and 7 of this RFO.

3. Utilize the “HHG Spreadsheet” from the TMSS Main page. This spreadsheet will allow for the download of a copy of the existing rate offers. TSPs may then make additions and/or deletions prior to re-uploading it for validation and acceptance.

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

Questions may be directed to Robyn Bennett at [robyn.bennett@gsa.gov](mailto:robyn.bennett@gsa.gov) or (816) 823-3644 or Kim Chancellor at [kim.chancellor@gsa.gov](mailto:kim.chancellor@gsa.gov) or (816) 823-3650.

Sincerely,

/s/ Robyn L. Bennett

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