SPECIAL FILING INSTRUCTIONS
2008 - 2009
DEPARTMENT OF STATE (DOS)

SECTION 1
TERMS AND CONDITIONS

GENERAL**:** The following Request for Offers (RFO) and its filing Instructions (FI) are provided in addition to the terms and conditions of the General Services Administration's (GSA's) Standard Tender of Service (STOS), General Freight Traffic Management Program, GSA General Freight Tender of Service No. 1-F (GSA TOS No. 1-F) dated December 04, 2001, supplements and reissues thereto. However, certain provisions and requirements of this RFO and its FI may deviate from and supersede those published in the STOS, GSA TOS No. 1-F.

Traffic to be included under this RFO and its FI will be freight-all-kinds (FAK) and crated household goods personal effects generally self contained in wooden liftvans 87" high shipments, moving via closed van for all less than truckload (LTL) (0 pounds to 19,999 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments. Shipments may contain hazardous material, excluding Class A, B, and C explosives. Hazardous materials will be specifically described on the shipping document in accordance with 49 CFR 172.202. 100% of all FAK and household goods personal effects will be crated. Rates will be applicable only to interstate shipments moving in the Continental United States (CONUS) and the identified intrastate shipments within CONUS.

Non-alternating Standing Route Orders (SRO) rate offers are being requested where SRO is defined as the normal, repetitive movement of two or more shipments per month of specific items between specified points. The non-alternating SRO rate offers being requested will apply specifically to Department of State (DOS) locations identified in Section 9 of this RFO and its FI and WILL NOT alternate with any other accepted rate offer and the accepted rates and charges MAY NOT be used in the construction of combination through rates, charges or other provisions.

1-1. EFFECTIVE PERIOD: Acceptable rate offers submitted in response to this RFO and its FI for Section 9 will be for the period **November 1, 2008 through October 31, 2009.**

1-2. FILING PERIOD:

A. INITIAL FILINGS: Rate offers made by Transportation Service Providers (TSPs) approved to participate in GSA's Freight Management Program are due by 10:00p.m. Central Standard Time, **October 6, 2008**, and will be processed in accordance with 1-2.C.

B. REFILINGS OF ELECTRONICALLY SUBMITTED FILING DEFICIENCIES: Electronic rate filings received between **September 10, 2008 and October 6, 2008,** which do not meet the requirements as stated in this RFO and its FI will be considered unacceptable and rates will not be included in GSA's Transportation Management Services Solution (TMSS) system. TSPs utilizing the GSA supplied JUpload will be notified daily of any deficiencies submitted per **Section 11-4** by an e-mail confirmation acknowledging the receipt and processing of the file. The e-mail will contain the number of records processed and the number of errors encountered. If a firm's rate offer is submitted in accordance with this RFO and its FI by a Rate Filing Service Provider (RFSP), the RFSP will be notified of the deficiencies and not the firm. Corrected rate offers **must be** resubmitted no late than **October 6, 2008**. In those instances where corrections are not received by **October 6, 2008**, rate offers will be considered unacceptable and the firm will not be allowed to re-file. TSP's utilizing TMSS online rate filing will **NOT** receive error reports via JUpload since the validation notifies the TSP in real time of any errors encountered.

RATE OFFERS SUBMITTED BY JUPLOAD WILL BE VALIDATED DAILY at 10:00AM, 2:00PM, 6:00PM, and 10:00PM CST, ALLOWING TSPS AND RFSPS TO RESUBMIT CORRECTIONS AFTER EACH VALIDATION. TSPS AND RFSPS WILL NOT HAVE AN OPPORTUNITY TO CORRECT ANY ERRORS FOUND DURING THE 10:00PM VALIDATION ON THE CLOSING DATE OF OCTOBER 6, 2008. RATE OFFERS CREATED WITHIN TMSS ONLINE RATE FILING ARE VALIDATED IN REAL TIME.

C. ACCEPTED/EFFECTIVE DATE: Initial rate offers allowable under Paragraph 1-2.A. will be accepted into TMSS by November 1, 2008, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-2.B

D. TSP NOTIFICATIONS: If the submitting TSP or RFSP receives no communication from GSA pursuant to Paragraph 1-2.B. by November 1, 2008, the TSP or RFSP is on notice that its rate offer(s) has been offered to GSA's Office of Transportation Audits.

E. ACCEPTED/EFFECTIVE DATE: Rate offers will be accepted and entered into TMSS on the date indicated below or the first working day of the month, whichever occurs later.

F. INITIAL FILINGS: Initial rate offers allowable under Paragraph 1-2.A. will be processed as shown below, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-2.B:

DATE RECEIVED	COMPUTER ENTRY DATE	ACCEPTED/EFFECTIVE DATES
9/10/08 through 10/06/2008	**11/01/2008 or before**	**11/01/2008 through 10/31/2009**

1-3. APPLICABILITY OF RATE OFFERS: By submission of a rate offer to GSA for the traffic identified in this RFO and its FI, the offeror agrees that it can and will service the identified origin facility(ies) or all points in an identified origin state(s) for which a rate is offered and all points within each identified destination State or city for which a rate is offered.

Note: **As a TSP submitting a rate offer in accordance with this RFO and its FI you are stating you will honor that rate. Failure to do so could result in Temporary Nonuse, Debarment, or Suspension within GSA's Freight Management Program.**

1-4. OPTION TO EXTEND: The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with this RFO and its FI for up to ninety (90) days.

1-5. TERMINATION:

A. The following provision will apply in addition to Item 18.e. of the Optional Form 280 (REV. 6/2003):

1. Accepted rate offers may be terminated upon determination that a TSP has failed to satisfactorily respond to a show cause notice(s); and

2. Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the TSP in accordance with the 41 Code of Federal Regulation (CFR) 102-117.

B. Upon termination of the rate offer under 1-5.A.1 and/or 2 above, the TSP shall be paid any sum due the TSP for services performed under this RFO and its FI to the date of such termination; and in the event of partial termination, shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not terminated; provided any such payments shall be without prejudice to any claim which the Government may have against the TSP and the Government shall have the right to offset any such claims against such payment.

1-6. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT: The Government, by written notice, may terminate all or part of the rate offers accepted in accordance with this RFO and its FI when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall only be liable for payment for services rendered before the effective date of the termination.

1-7. CONTACTS: Questions dealing with the identified DOS traffic should be directed to Shawn Griffin at 202-647-2919 or via e-mail at griffinsr@state.gov. Questions dealing with the submission of electronic rate offers should be directed to Jim Stroup at (816) 823-3646 or by e-mail at jim.stroup@gsa.gov.

SECTION 2
EVALUATION AND ACCEPTANCE

2-1. EVALUATION: The Department of State, Transportation and Travel Management Division, Washington, DC, will conduct all evaluations of rate offers submitted for the identified traffic. TSP notification of acceptance will be in accordance with Paragraph 1-2.D.

2-2. ACCEPTANCE: Accepted rate offers will be contained in GSA's Transportation Management Services Solution (TMSS) system. When identified in TMSS, the acceptable rate offers will be listed based on price only. The listing of TSP's and their rate offers will be based on the anticipated shipping date, the origin of the shipment, the destination of the shipment, the weight of the shipment, the number of miles between the origin and destination of the shipment, and any accessorial services requested by the customer agency. TSP's with applicable rates for the requested shipment will be listed on the cost comparison in cost ascending order. In the case of brokers and shippers agents/Intermodal Marketing Companies, please note that the broker's name and/or the shipper agent's/Intermodal Marketing Company's name and not the names of its underlying TSP's will be identified on cost comparisons. However, when rate information is made available to GSA's Office of Transportation Audits, rate information will be submitted in the name of the broker's and/or a shipper agent's/Intermodal Marketing Company's underlying TSP's and not in the name of the broker and/or the shipper agent/Intermodal Marketing Company. If the occasion arises when two or more TSP's have offered the exact same rate offer (both for transportation and the requested accessorial services), then the TSP's will be listed on the cost comparison in alphabetical order according to the TSP's names.

PLEASE NOTE: The Department of State, Transportation and Travel Management Division Washington, DC may consider other factors when routing shipments other than just price. As a result, the listing of TSP's on a cost comparison is for viewing/verification purposes only and does not guarantee any traffic will be awarded**.**

SECTION 3
LETTER OF INTENT CERTIFICATION

By the submission of a rate offer to GSA in accordance with this RFO and its FI, the submitting TSP certifies that:

I have read and will comply with all the provisions contained in this request dated September 10, 2008, as well as any supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS), GSA General Freight Tender of Service No. 1-F, the GSA National Rules Tender No. 100-D, and the GSA Baseline Rate Publication No. 1000-D, all effective December 4, 2001, as well as any supplements, changes, and/or reissues thereto and I further certify that the company for which rate offers have been submitted has the operating authority and insurance required by Item 1-6 (See Below) and Section 2 of the GSA General Freight Tender of Service No. 1-F.

Item 1-6 of the GSA General Freight Tender of Service No. 1-F reads as follows:

"LAWFUL PERFORMANCE, OPERATING AUTHORITY, AND INSURANCE. All service shall be performed in accordance with applicable Federal, State, and local laws and regulations. Common motor carriers or brokers, freight forwarders, rail carriers, shippers agents, or shippers associations shall possess the required carrier or Surface Transportation Board (STB) broker operating authority and maintain cargo as well as public liability insurance as required by Federal, State, and local regulatory agencies."

SECTION 4
SUBSTITUTED SERVICE – RAIL FOR MOTOR

If a TSP utilized Item 1125, Substituted Service – Rail for Motor, of the GSA National Rules Tender No. 100-D for shipments moving under this RFO and its FI, the submission of a rate offer(s) constitutes agreement to the terms and conditions of Item 1125 and that rates submitted include for the proper blocking and bracing by the TSP for Trailer-On-Flat-Car (TOFC) or Road Railer movement to preclude damage to the material.

SECTION 5
TERMS & CONDITIONS OF THE UNIFORM TENDER OF RATES AND/OR CHARGES FOR TRANSPORTATION SERVICES

By submission of a rate offer(s) to GSA in accordance with this RFO and its FI, the submitting TSP agrees to and/or meets the terms and conditions of the Uniform Tender of Rates And/Or Charges For Transportation Services, Optional Form 280 (REV. 06/2003), except as provided in Paragraph 1-5.

SECTION 6
TERMS AND CONDITIONS FOR BILLS OF LADING ISSUED FOR GOVERNMENT SHIPMENTS

Per this RFO and its FI, all Government shipments handled pursuant to the STOS will be subject to the terms/conditions contained in 41 CFR §§102-117 and 102-118. These terms and conditions have been incorporated into the Optional Form 280 (OF280). Therefore, any shipment moving under an accepted rate offer submitted on an OF280 is automatically subject to the Government's shipping "terms and conditions." In accordance with Section 5 of this RFO and FI, rate offers accepted in accordance with this RFO and its FI are also automatically subject to the Government's shipping "terms and conditions." The bill of lading for any such shipment must contain the statement "This is a U.S. Government shipment." For a complete description of the Government's shipping terms/conditions, please visit http://www.gpoaccess.gov/cfr/ search for "Transportation Management" (41 CFR § 102-117) or "Transportation Payment and Audit" (41 CFR § 102-118), as appropriate.

SECTION 7
BASIS FOR DETERMINING APPLICABLE DISTANCE/MILEAGE

Per this RFO and its FI, auditing of freight shipments identified herein and handled pursuant to the STOS will be based on mileage provided by ALK Technologies, Inc., 5 digit Zip Code, Web Version 22. ALK Technologies, Inc., 5 digit Zip, Web Version 22 will be used to determine highway mileages for all surface freight shipments between any two locations within the Contiguous United States (CONUS) (i.e., the lower 48 states and the District of Columbia). Exceptions to the use of ALK Technologies, Inc., mileage are domestic non-express small package shipments. The TSP industry will be notified of any future Version updates. Below is the basis to be used when constructing mileage for shipments moving within the contiguous United States:

GENERAL: borders closed, shortest mileage, ferry on.
OW/OD: borders closed, practical miles, ferry on.
HAZMAT; borders closed, practical miles, ferry on.

For a full description of Default Settings, please refer to: http://dtod.sddc.army.mil/.

SECTION 8
APPLICATION OF 4% TRANSACTION FEE

Per this RFO and its FI, TSPs will be required to remit directly to GSA a 4% transaction fee (applicable to the total net transportation charges, including the fuel surcharge) on all transportation invoices paid for those shipments identified in this RFO and its FI no later than sixty (60) calendar days after the end of the calendar quarter. The checks must be made payable to the "General Services Administration" and reference on the check, "GSA-GL 474.2 FEMA (followed by your company name and Bill of Lading number(s))." When using regular USPS mail, send the check to the General Services Administration, Miscellaneous Receipts for Non-Federal Claims, P.O. Box 979009, St. Louis, MO 63197-9009. When using FedEx or another company for express delivery, send the check to US Bank, Attn. Government Lockbox 979009, Mail Code # SL - MOCIGL, 1005 Convention Plaza, St. Louis, MO 631 01-9009.Failure to remit the Transaction Fee could result in the immediate placement of the firm in temporary nonuse pending revocation of the firm's approval to participate in GSA's Freight Management Program. Below is the schedule for the submission of the 4% Transaction Fee:

Quarter	Months	Submission Due
1st	Jan, Feb, Mar	Apr 1thru May 31
2nd	Apr, May, Jun	Jul 1 thru Aug 31
3rd	Jul, Aug, Sep	Oct 1 thru Nov 30
4th	Oct, Nov, Dec	Jan 1 thru Feb 28 (29)

GSA may adjust the 4% Transaction Fee during the effective period of this RFO and its FI. If an adjustment is required, GSA will provide notification to TSPs with acceptable rate offers on file and will allow them the opportunity to make any necessary rate modifications prior to the effective date of the Transaction Fee adjustment.

SECTION 9
IDENTIFICATION OF NON-ALTERNATING, STANDING ROUTE ORDER TRAFFIC FOR THE DEPARTMENT OF STATE (DOS)

9-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below is the DOS traffic for which the General Services Administration (GSA) is requesting **non-alternating** SRO rate offers. Rate offers may only be submitted for non-alternating SRO rate requests when specifically requested and/or authorized by GSA. Rate offers submitted in response to this RFO and its FI for the identified DOS traffic **WILL NOT** alternate with any other accepted rate offer and the accepted rates and charges **MAY NOT** be used as factors in the construction of any combination rates or charges. Rates will only be accepted for the origins/destinations identified below. Rates submitted for any other origin/destination will automatically be rejected. An offering TSP must be able to service all points within each origin/destination state for which a rate is offered.

9-2. COMMODITY APPLICATION: Shipments shall consist of FAK and crated household goods personal effects generally self contained in wooden liftvans 87" high, including hazardous material, excluding Class A, B, and C explosives. Hazardous materials will be specifically described on the shipping document in accordance with 49 CFR 172.202. 100% of all FAK and household goods personal effects will be crated.

9-3. HAZARDOUS MATERIALS:

A. Each TSP that picks up and/or transports a hazardous material shipment must maintain emergency response information as specified in 49 CFR 172.602 in the same manner as prescribed for shipping papers. The TSP must have in its possession a copy of the current Department of Transportation Emergency Response Guidebook when picking up and/or transporting a shipment of hazardous material. This information must be immediately accessible to a transport vehicle operator or crew in the event of an accident involving hazardous materials.

B. If placarding is required by the American Trucking Association, Inc., Hazardous Material Tariff, ICC ATA-111 series (current version) or BOE-6000 (current version), supplements thereto and revisions thereof, shipper will provide the placards and TSPs will affix placards at no additional cost.

9-4. LIABILITY OF TSP AND GOVERNMENT:

A. Notwithstanding the provisions of 41 CFR 102-117 and 102-118 and 41 CFR 102-1 through 102-220, property transported under the provisions of this RFO and its FI and the Standard Tender of Service (STOS) shall be valued at full value.

B. Shipments will normally be loaded by the TSP at origin and unloaded by the TSP at destination.

C. The TSP agrees that offered rates and charges include securing of loads and protection from the elements. TSP will be responsible for the proper blocking, bracing, and placarding of those shipments which move in Trailer on Flat Car (TOFC) service.

9-5. SHIPMENT TRACKING: TSPs must have a secure Internet website that is accessible by the DOS. This website must allow for the tracking and status of all DOS shipments moved under this RFO and its FI. Access to the website MUST be password controlled, available only to the DOS, and available 24 hours a day, seven days a week.

9-6. BILLING: TSPs MUST participate in Power Track and MUST submit ALL invoices via Power Track (applies to rates submitted for the DOS only). Questions regarding Power Track usage/participation may be forwarded to the DOS at **CoyneCM@state.gov**

9-7. SHIPMENT REPORTS: TSPs must provide a Quarterly Freight Weight Variations shipment reports containing the following information: DOS Number, Pro Number, Location, Correction Date, Origin Revenue, Correction Revenue, Revenue Change, Origin Weight, Correction Weight, Weight Change. Reports must be submitted each Calendar Quarter and contain the requested information for ALL shipments Billed during that calendar quarter. These reports MUST be e-mailed to:

GriffinSR@state.gov and
OldenCW@state.gov and
robyn.bennett@gsa.gov

Attached to the posting of this RFO and its FI is an Excel spreadsheet that MUST be used when completing and submitting the required Quarterly Freight Weight Variations shipment report. If you have problems accessing it, please contact Robyn Bennett at the e-mail address provided above. Failure to remit the Quarterly Freight Weight Variations shipment report(s) could result in the immediate placement of the firm in temporary nonuse pending revocation of the firm's approval to participate in GSA's Freight Management Program. Below is the schedule for the submission of the Quarterly Freight Weight Variations shipment report:

Quarter	Months	Submission Due By
1st	Jan, Feb, Mar	Apr 1thru May 31
2nd	Apr, May, Jun	Jul 1 thru Aug 31
3rd	Jul, Aug, Sep	Oct 1 thru Nov 30
4th	Oct, Nov, Dec	Jan1 thru Feb28 (29)

9-8. MINIMUM CHARGE – CAPACITY LOADS: TSPs MUST include any charges for Item 700, Minimum Charge – Capacity Load of the 100-D, National Rules Tender, GSA Standard of Service in their line-haul rate offer(s). TSPs will not be allowed to apply the provisions of Item 700 when billing the DOS. Shipments moved in accordance with this RFO and it FI MUST be billed based on the actual weight of the shipment even if the shipment(s) fills the full visible capacity of the vehicle(s).

9-9. SERVICE REQUIREMENTS:

A. The TSP shall furnish suitable and sufficient personnel and equipment to perform pickup, sorting, and delivery services of freight which may be required each day. Vehicle requirements may vary on a daily basis depending on such factors as type of shipment, quantity, and destination unloading conditions (loading dock height, street unloading, etc…).

B. All freight must be transported in clean and sound closed vehicles of sufficient size to accommodate the shipment and must be of a type that can be locked during transit.

9-10. EQUIPMENT INSPECTION: The TSP's equipment is subject to inspection by the shipper at the time of placement for loading. Equipment found unsuitable for loading the material to be shipped will be rejected by the shipper. The rejected TSP's equipment will not relieve the TSP from meeting pickup and delivery requirements. Failure to meet pickup and/or delivery requirements constitutes unsatisfactory service under the terms of this RFO and its FI.

9-11. QUALIFICATION OF DRIVERS: By submission of rate offers under this RFO and its FI, the TSP certifies compliance with 49 CFR 391 and all other rules and regulations governing the movement of traffic described in this RFO and its FI.

9-12. ON-SITE SURVEY: GSA and/or the DOS reserve the option to conduct an on-site survey of the TSP's origin facilities and equipment at any time.

9-13. UNSATISFACTORY SERVICE:

A. The Government reserves the right to immediately remove the primary TSP for the duration of this RFO and its SFI for unsatisfactory service.

B. Unsatisfactory service will be handled in the following manner: First service failure will result in written notification from the government; any failure after this written notification may result in immediate removal from further participation in the traffic named in this RFO and its FI.

9-14. IDENTIFICATION OF NON-ALTERNATING CODES: Only those rate offers submitted by the Initial Filing due date identified in Section 1, Paragraph 1-2.A. will be considered for acceptance. THERE WILL BE NO SUPPLEMENATL RATE FILINGS. Rate may be, but are not required to be, submitted for all origins/destinations requested.

DOS Agency Code	Origin	Destination	Origin Code	Destination Code	Commodities/ Special Notes	LTL	TL
DOSGN	All Points in CONUS and Intrastate	All Points in CONUS and Intrastate	2 position state abbreviation	2 position state abbreviation	*FAK and HHE*	X	X

9-15. HISTORICAL TRAFFIC VOLUME: Identified below is historical traffic volume for 2006. The average gross weight was 2,948 pounds and represents a combination of FAK and crated household goods personal effects with crated household goods effect making up the majority. The annual volume for this RFO and its FI is estimated at 1,400 shipments. 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.

Origin	Destination	Number of Shipments		Origin	Destination	Number of Shipments
Alabama	Baltimore	1		Indiana	Miami	2
Alabama	Brownsville	1		Iowa	Baltimore	3
Alabama	Hagerstown	3		Kansas	Baltimore	6
Alabama	Miami	2		Kentucky	Hagerstown	1
Arizona	Baltimore	2		Louisiana	Baltimore	2
Arizona	Brownsville	3		Louisiana	Brownsville	2
Arizona	DC Area	1		Louisiana	Hagerstown	1
Arizona	Hagerstown	2		Louisiana	Miami	2
Arizona	Miami	2		Maine	Baltimore	2
Arizona	Texas	1		Maine	California	1
Arkansas	Baltimore	1		Maryland	Brownsville	1
Arkansas	Brownsville	1		Maryland	Hagerstown	1
Arkansas	Hagerstown	1		Maryland	Miami	3
Brownsville	Arizona	1		Massachuse	Baltimore	10
Brownsville	DC Area	4		Massachuse	Hagerstown	5
Brownsville	Florida	1		Massachuse	Massachuse	1
Brownsville	Hagerstown	14		Massachuse	Miami	4
Brownsville	Kentucky	13		Massachuse	New York	1
Brownsville	Miami	1		Miami	Brownsville	4
California	Baltimore	24		Miami	DC Area	37
California	Brownsville	3		Miami	Hagerstown	17
California	California	2		Michigan	Baltimore	3
California	DC Area	2		Michigan	DC Area	1
California	Hagerstown	26		Michigan	Florida	1
California	Illinois	1		Michigan	Hagerstown	3
California	Kentucky	1		Michigan	Miami	1
California	Miami	17		Minnesota	Baltimore	4
Colorado	Baltimore	5		Minnesota	Brownsville	2
Colorado	Brownsville	1		Minnesota	Hagerstown	1
Colorado	Colorado	1		Minnesota	Miami	5
Colorado	DC Area	1		Mississippi	Baltimore	1
Colorado	Hagerstown	3		Mississippi	Miami	1
Colorado	Miami	6		Missouri	Baltimore	2
Connecticut	Baltimore	7		Missouri	Hagerstown	3
Connecticut	Hagerstown	2		Missouri	Miami	5
Connecticut	Miami	1		Missouri	Missouri	1
DA_NY	Brownsville	1		Montana	Baltimore	4
DC Area	Alabama	2		Montana	Brownsville	1
DC Area	Arizona	8		Monterrey	Hagerstown	1
DC Area	Arkansas	1		Nebraska	Baltimore	1
DC Area	Baltimore	5		Nevada	Baltimore	3
DC Area	Brownsville	130		Nevada	Brownsville	1
DC Area	California	18		Nevada	Florida	1
DC Area	Colorado	2		Nevada	Hagerstown	1
DC Area	DC Area	3		Nevada	Miami	3
DC Area	Delaware	2		New Hampsh	Baltimore	1
DC Area	Florida	9		New Hampsh	Hagerstown	2
DC Area	Georgia	5		New Hampsh	Miami	2
DC Area	Hagerstown	1		New Jersey	Baltimore	10
DC Area	Illinois	3		New Jersey	Hagerstown	3
DC Area	Indiana	1		New Jersey	Miami	5
DC Area	Kansas	3		New Jersey	New Mexico	1
DC Area	Maine	2		New Mexico	Baltimore	3
DC Area	Massachuse	3		New Mexico	Hagerstown	6
DC Area	Miami	584		New Mexico	Kentucky	1
DC Area	Missouri	3		New Mexico	New Mexico	1
DC Area	Montana	1		New York	Baltimore	24
DC Area	Nevada	1		New York	Brownsville	1
DC Area	New Hampsh	2		New York	California	1

Origin	Destination	Number of Shipments	[redacted]	Origin	Destination	Number of Shipments
DC Area	New Jersey	3	[redacted]	New York	DC Area	1
DC Area	New Mexico	8	[redacted]	New York	Hagerstown	11
DC Area	New York	7	[redacted]	New York	Miami	6
DC Area	North Caro	1	[redacted]	New York	South Caro	1
DC Area	North Caro	1	[redacted]	North Caro	Baltimore	10
DC Area	Oklahoma	1	[redacted]	North Caro	Hagerstown	1
DC Area	Pennsylvania	4	[redacted]	North Caro	Miami	1
DC Area	Rhode Island	3	[redacted]	North Caro	Washington	1
DC Area	South Caro	4	[redacted]	Ohio	Baltimore	9
DC Area	Tennessee	3	[redacted]	Ohio	Hagerstown	1
DC Area	Texas	7	[redacted]	Oklahoma	Baltimore	2
DC Area	Utah	3	[redacted]	Oklahoma	Brownsville	1
DC Area	Vermont	1	[redacted]	Oklahoma	Oklahoma	1
DC Area	Virginia	2	[redacted]	Oregon	Baltimore	4
DC Area	Washington	1	[redacted]	Oregon	Hagerstown	2
DC Area	West Virgi	2	[redacted]	Oregon	Miami	4
Delaware	Baltimore	1	[redacted]	Pennsylvania	Baltimore	13
Florida	Baltimore	39	[redacted]	Pennsylvania	DC Area	2
Florida	Brownsville	4	[redacted]	Pennsylvania	Hagerstown	2
Florida	DC Area	4	[redacted]	Pennsylvania	Miami	9
Florida	Hagerstown	5	[redacted]	Pennsylvania	Washington	1
Florida	Miami	32	[redacted]	Rhode Island	Baltimore	2
Florida	New York	1	[redacted]	Rhode Island	Hagerstown	3
Georgia	Baltimore	11	[redacted]	South Caro	Baltimore	5
Georgia	Brownsville	2	[redacted]	South Caro	DC Area	1
Georgia	Georgia	1	[redacted]	South Caro	Miami	5
Georgia	Hagerstown	5	[redacted]	South Caro	New Jersey	1
Georgia	Miami	4	[redacted]	South Caro	North Caro	1
Hagerstown	Arizona	6	[redacted]	South Caro	Ohio	1
Hagerstown	Brownsville	42	[redacted]	South Dakota	Baltimore	2
Hagerstown	California	10	[redacted]	Tennessee	Baltimore	8
Hagerstown	Colorado	2	[redacted]	Tennessee	DC Area	1
Hagerstown	DC Area	60	[redacted]	Tennessee	Hagerstown	2
Hagerstown	Florida	14	[redacted]	Tennessee	Miami	2
Hagerstown	Georgia	2	[redacted]	Texas	Arizona	1
Hagerstown	Hagerstown	4	[redacted]	Texas	Baltimore	17
Hagerstown	Iowa	1	[redacted]	Texas	Brownsville	3
Hagerstown	Maine	1	[redacted]	Texas	DC Area	2
Hagerstown	Massachuse	1	[redacted]	Texas	Hagerstown	2
Hagerstown	Miami	116	[redacted]	Texas	Kentucky	1
Hagerstown	Missouri	3	[redacted]	Texas	Miami	14
Hagerstown	Nevada	1	[redacted]	Texas	Texas	1
Hagerstown	New Hampsh	1	[redacted]	Utah	Baltimore	3
Hagerstown	New Jersey	1	[redacted]	Utah	DC Area	1
Hagerstown	New Mexico	8	[redacted]	Utah	Hagerstown	3
Hagerstown	New York	4	[redacted]	Utah	Miami	1
Hagerstown	North Caro	2	[redacted]	Vermont	Baltimore	1
Hagerstown	Ohio	1	[redacted]	Virginia	Baltimore	4
Hagerstown	South Caro	4	[redacted]	Virginia	Hagerstown	2
Hagerstown	Tennessee	2	[redacted]	Virginia	Miami	6
Hagerstown	Texas	7	[redacted]	Virginia	New York	1
Hagerstown	Utah	2	[redacted]	Washington	Baltimore	14
Hagerstown	Virginia	1	[redacted]	Washington	Brownsville	1
Hagerstown	Washington	3	[redacted]	Washington	Hagerstown	1
Hagerstown	Wisconsin	2	[redacted]	Washington	Miami	4
Illinois	Baltimore	2	[redacted]	Washington	Washington	1
Illinois	Hagerstown	1	[redacted]	Wisconsin	Baltimore	4
Illinois	Illinois	1	[redacted]	Wisconsin	Brownsville	1
Illinois	Miami	9	[redacted]	Wisconsin	Hagerstown	6
Illinois	New Mexico	1	[redacted]	Wisconsin	Miami	2
Indiana	Baltimore	3	[redacted]	Wyoming	Miami	1
Indiana	Brownsville	2	[redacted]	Louisiana	Baltimore	2
Indiana	Hagerstown	2	[redacted]			
			[redacted]			

SECTION 10
FILE FORMAT REQUIREMENTS

10-1. FILE FORMAT REQUIREMENTS FOR THE SUBMISSION OF ELECTRONIC RATE OFFERS: TSPs or RFSPs submitting rate offers for the identified traffic **MUST** submit their rate offers electronically via the GSA supplied Java Upload (JUpload) client instructions located in Section 11 or via the rate filing capabilities of the Transportation Management Services Solution (TMSS) system. TSPs or RFSPs submitting rate offers via JUpload must also adhere to format requirements contained in this Section 10. TSPs filing rate offers via TMSS can use the TMSS help screens. Please not that this Section 10 can also provide general information to those TSP's utilizing TMSS to create their rate offers within TMSS online rate filing. Submissions received from TSPs or RFSPs not conforming to JUpload or TMSS record requirements will not be accepted by TMSS and the TSP or RFSP will notified as identified in Section 1-2.B.

10-2. HEADER RECORD FORMAT REQUIREMENTS: In addition to each TSP's rate records, for all rate offers filed in accordance with this RFO TSP's must file ONE SET of the following "F Records" at the beginning of EVERY RATE FILE submitted to GSA.

- **Important Notes:**

  Mandatory E-mail Address: Booking office e-mails contained in the rate offer have become **MANDATORY** for the purpose of online booking within TMSS;

  The TSP must provide an Email address and are encouraged to provide a fax number for each rate record. The e-mail address provided in the rate record will be used by TMSS for automated booking notification. The e-mail is expected to be associated with the booking office at the route level. If no such e-mail can be provided at the route level, a corporate level e-mail should be provided in this record. For automated booking notifications to be sent by TMSS to the TSP's, 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. TSP's interested in this feature of TMSS are required to contact GSA's program office (FBL) at (703) 605-5618 and the Government will evaluate such requests for implementation.

NOTE: When the rate file 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.

A. List of Header Record Types and their Usage

Record Type	Description
F1	Mandatory record. This record will contain TSP's specific information, Rate offer will be rejected if this record is not submitted
F2	Optional record. A Rate Filing Service Provider (RFSP) when filing rates on behalf of a TSP must submit this record. All rate filing related communications will use the RFSP's Email address specified in this record.
F3	Optional record. Must be submitted when TSP is a Broker/ Shipping Agent/ Intermodal marketing company. This record is used to submit the underlying TSP's represented by a Broker. (TSP underlying carriers must be approved in GSA's Freight Management Program) Each 'F3' record can accommodate 50 SCACS. If you represent more than 50 TSPs use an additional 'F3' record.

B. Header Information of TSP (Mandatory Record)

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	Must be the letters 'F1'
SCAC	4	3-6	4 Digit Standard Carrier Alpha Code of the TSP
Separator	1	7-7	\ [backslash]
TSP's Name	45	8-52	Name of TSP participating in this RFO
Separator	1	53-53	\ [backslash]
Effective Date-YYYYMMDD	8	54-61	Initial Filing, New Filings: must be 20081101

Record Field	Maximum Positions	Positions	Contents
Separator	1	62-62	\ [backslash]
Taxpayer Identification Number	9	63-71	TIN/EIN assigned by the IRS to the TSP. Do not use hyphen. Example: 321456789
Separator	1	72-72	\ [backslash]
DUNS	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	82-82	\ [backslash]
DUNS Extension	4	83-86	Do no use hypen. 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	87-87	\ [backslash]
TSP's Government Representative	45	88-117	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.

C. Header Information of Rate Filing Service Provider (RFSP):
Optional Record, required only when RFSP is filing rates

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	Must be the letters 'F2'
RFSP CODE	4	3-6	4 Digit RFSP 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 uploaded file processing statistics and confirmation.

D. Record for Underlying TSP's Represented by Broker or Shipper Agent/Intermodal Marketing Co.:

Repeat Formatting Process Until All Underlying TSP's Have Been Identified For A Maximum Of 50 SCACS Per Line. If Additional Space Is Needed, Start Next Line With F3 And Repeat Formatting Process Shown Above

RECORD FIELD	Maximum Positions	Maximum Positions	CONTENTS
Record ID	2	1-2	Must be the letters 'F3'
SCAC	4	2-5	SCAC of 1st Underlying TSP Represented by the Broker/Shipper Agent
Separator	1	6-6	\ [backslash]
SCAC	4	7-10	SCAC of 2nd Underlying TSP Represented by the Broker/Shipper Agent
Separator	1	11-11	\ [backslash]
			…Continue until a maximum of 50 SCACs are recorded, If the number of SCACs exceed 50 use an additional 'F3' record.

10-3. RATE RECORDS:

A. Rate Record for Rate Offers Based on a Percent of the Minimum Charge and a Percent of the Less Than Truckload Rates Identified in the GSA Baseline Rate Table Publication No. 1000-D **and** Cents Per Mile for Truckload Rates when Based on a State to State or Intrastate Basis:

Record Field	Maximum Positions	Positions	Contents
Rate Type	2	1-2	Always enter B2
TSP's Tender Number	4	3-6	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	7-7	Use a comma (,)
Agency ID	5	8-12	Enter DOSGN
Separator	1	13-13	Use a comma (,)
Origin	2	14-15	Origin State Abbreviation (for example TX for Texas)
Separator	1	16-16	Use a comma (,)
Destination	2	17-18	Destination State Abbreviation (for example IA for Iowa)
Separator	1	19-19	Use a comma (,)
Phone Number	12	20-31	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	32-32	Use a comma (,)
Facsimile Number	12	33-44	Facsimile number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	45-45	Use a comma (,)
Email Address	45	46-90	**MANDATORY** Email address that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Separator	1	91-91	Use a comma (,)
Percent of Minimum Charge	3	92-94	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If not offering a Percent of Minimum Charge, enter zeros (000) to indicate Not Applicable. A Percent of Minimum Charge **must** be entered if a Percent of LTL is offered.
Separator	1	95-95	Use a comma (,)
Percent of Less Than Truckload	3	96-98	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable.
Separator	1	99-99	Use a comma (,)
Cents Per Mile Truckload	3	100-102	Cents per Miles offered for Truckload shipments. Examples: 090 ($0.90 cents per mile), 101 ($1.01 cents per mile). If not offering Cents per Mile, enter zeros (000) to indicate Not Applicable.
Separator	1	103-103	Use a comma (,)
Minimum Truckload Charge	6	104-109	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 ($450.00), 130000 ($1,300.00). If not entering a Minimum Truckload Charge, enter zeros (000000) to indicate Not Applicable. A Minimum Truckload Charge **must** be entered if cents per mile offer is entered.
Separator	1	110-120	Spaces (Use space bar)
Required Item Percentages	132	121-252	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (121-123). Examples: 090, 100. The remaining positions (124-252) may be left blank. If offering different percentages, use positions (124-252), enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. **DO NOT USE COMMA DELIMETERS** The first three positions (121-123) must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, TSP's are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages **must** be offered for all Required Items not indicated with ****. Per Paragraph 9-8, a percentage will not be accepted for Item 700. Any charges for Item 700 must be included in the line-haul rate. Enter 001.**

10-4. RATE OFFER EXAMPLES:

A. Example of multiple rate offers for a TSP, being sent as one (1) file, filed by an RFSP:

```
F1ABCD\ABC TRANSPORTATION INC.                      \20081101\123456789\JOHN K DOE
F2RFSI\RATE FILING SERVICE INC.                     \703-555-5555\703-555-5556\RFS@RATEFILINGSERVICE.COM
B2ABC1,DOSGN,NJ,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,115,045000          100  see 11-3.A.for required
B2ABC1,DOSGN,NJ,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100  item percentages in
B2ABC1,DOSGN,NJ,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,135,045000          100  pos. 121-123 & 124-252
B2ABC1,DOSGN,NJ,AR,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,DOSGN,NJ,MS,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,DOSGN,NJ,TN,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,DOSGN,NJ,RI,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,DOSGN,WA,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
```

B. Example of multiple rate offers being sent as one (1) file, TSP is a broker with underlying TSPs:

```
F1ABCD\ABC BROKER SERVICE INC                       \20081101\123456789\JOHN K DOE
F2RFSI\RATE FILING SERVICE INC.                     \703-555-5555\703-555-5556\RFS@RATEFILINGSERVICE.COM
F3BBBB\CCCC\DDDD\EEEE\FFFF\  only 50 SCACS can be recorded per "F3" line
B2ABC1,DOSGN,NJ,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,115,045000          100  see 11-3.A.for required
B2ABC1,DOSGN,NJ,MO,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100  item percentages in
B2ABC1,DOSGN,NJ,CA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,135,045000          100  pos. 121-123 & 124-252
B2ABC1,DOSGN,NJ,AR,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,DOSGN,NJ,MS,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,DOSGN,NJ,TN,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,DOSGN,NJ,RI,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC1,DOSGN,WA,AL,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC3,DOSGN,WA,NJ,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,000,000,090,045000          100
B2ABC1,DOSGN,DC,TX,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100  pos. 121-123 & 124-252
B2ABC1,DOSGN,DC,MD,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,089,072,090,045000          100
B2ABC3,DOSGN,DC,WA,816-555-1212,816-555-1213,ABC.TRANSPORTATION@TRANS.COM                ,000,000,090,045000          100
```

SECTION 11
ELECTRONIC RATE TRANSMISSION SPECIAL INSTRUCTIONS

11-1. SUBMISSION INSTRUCTIONS: All electronic rate transmissions submitted in accordance with Sections 9, 10, & 11 of this RFO and its Special Filing Instructions (SFI) **MUST** be via the rate filing capabilities of TMSS or via the Internet, utilizing the GSA supplied Java Upload (JUpload) client. Below are the instructions for accessing the FTP.

NOTE: If the firm intends to transmit its rate offer(s) via JUpload without utilizing the services of a Rate Filing Service Provider (RFSP) and the firm does not already have an assigned **User ID and Password** to access the JUpload, it will need to notify the Transportation Management Zone Office, Kansas City, MO, in order to receive a User ID and Password to access the JUpload. Requests for a User ID and Password may be emailed or faxed to the attention of Jim Stroup at jim.stroup@gsa.gov or (816) 823-3656. The response from GSA assigning the firm's User ID and Password will be emailed, so please be sure to include the firm's email address when submitting the request. Please be aware that it will take several days upon the receipt of the request to process and assign a User ID and Password to the JUpload.

NOTE: THE JUPLOAD USER ID AND PASSWORD ARE NOT THE SAME ID AND PASSWORD AS TMSS.

A. FORMAT REQUIREMENTS**:** Electronic format requirements as set out in this RFO and its FI must be strictly adhered to. Submissions received from TSPs and RFSPs not conforming to format requirements identified in Section 9, 10, and 11 will be found unacceptable.

B. FILE PREPARATION**:**

In order to transfer the file via JUpload, 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.

11-2. FILE NAMING CONVENTION: Implementation of TMSS has created the need for the development of a File Naming Convention. This File Naming Convention applies to rate offers transmitted in accordance with this RFO and its FI. Extensions **(.FRT)** to file names are **NOT** permitted.

FILE NAME	MAXIMUM POSITIONS	POSTIONS	CONTENTS
Prefix	3	1-3	Must be FRT
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.**

Examples of filenames for SCAC with different number of positions:
File name where assigned SCAC has four positions: FRTABCD001 where 'ABCD' is the SCAC
File name where assigned SCAC has three positions: FRTABC001 where 'ABC' is the SCAC
File name where assigned SCAC has two positions: FRTAB001 where 'AB' 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: FRTABCD001
TSP transmitting two files: First File Name: FRTABCD001, Second File Name: FRTABCD002
TSP transmitting three files: First File Name: FRTABCD001, Second File Name: FRTABCD002, Third File Name: FRTABCD003.

If a TSP or RFSP is unsure of its TSP's SCAC/RFSP Code (up to 4 positions) in GSA's Freight Management Program, please contact Jim Stroup at (816) 823-3646 or via e-mail at jim.stroup@gsa.gov, respectively, for verification.

The file naming convention identified above MUST be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up and/or automatic rejection of the rate offer(s). Furthermore, if the firm submits multiple rate files on the same day, files named the same will be overwritten without warning; therefore, it is extremely important that files submitted on the same day have different names.

11-3. ACCESSING JUPLOAD: If TSPs choose not to use the rate filing module within TMSS system to file rate offers requested under this RFO and its FI, then TSPs and RFSP**s** must use the GSA supplied Java Upload Client (JUpload) function contained within TMSS. The JUpload function is different than the old FTP process used previously by GSA for the submission of rate offers. GSA **WILL NOT** accept or process rate offers submitted via FTP.

A. In order to access the new JUpload module to upload rate offers created in accordance with Sections 9, 10 & 11 of this RFO and its FI, a firm's TMSS Group Administrator must first designate who will have access to this module and grant them access via TMSS. The administrator can do this by selecting the "Account Info" link from the TMSS Main screen. This will take them to the "Account Info - Update Profile" screen where they will need to select "User List." They will then be able to select the applicable user(s) and check the "Allow Upload" toggle button from the available menu. They will also need to ensure that the "Rate File" toggle button is also checked. If needed, they can add additional users on this screen.

B. Once access has been granted and the rate filing window has opened, the specified user(s) can access the "Upload Rate File" link by first choosing the "Freight Rate Filing" link from the TMSS Main screen.

Please Note: If the firm currently has other freight rate offers on file within TMSS, the user may receive a pop-up window when they first access the "Freight Rate Filing" link stating "I would like to transfer the following rates in the current rate cycle to the next rate cycle: Agency Specific Rates for ____." The ____ will be filled in with a description of the types of rate offers that are about to expire. The user should select "Accept" if they want the identified rate offers copied over. If the user plans on re-filing the identified rate offers via the new JUpload function, the user should select "Reject." If "Accept" is selected, TMSS must process the request and notification will be sent once it is completed. The user will not be able to continue until processed. If "Reject" is selected, the user may continue with the JUpload process.

C. When a firm's rate file(s) is ready for submission, the user will need to click on the "Upload Rate File" link. At that point, the module will load and bring the user to a login screen to authenticate to the server.

Please Note: The User's system must have Java installed to allow for proper loading of the module. If Java is not currently installed on the system, the user will be given a link that will take them to a site for free download.

D. At the login screen, the user will be asked to input a User Name and Password. This User Name and Password is the same as the firm's old FTP User Name and Password used for previous rate submissions. If the user does not know their firm's User Name and Password, please contact GSA as identified in Section 11-1 of this RFO and its FI.

E. Once the user has logged in, the easiest way to get acclimated with the module is to view the Help File. This will walk the user through the complete file upload process.

11-4. DIRECTORY ACCESS: Once a file has been placed in a TSP's directory using JUpload, the TSP or RFSP may verify that its firm's file was successfully transmitted by using the "File Download" option in the TMSS Main page. If the file doesn't appear in the firm's directory, the TSP or RFSP will need to "Upload" the file again. This will only assist in verifying that the firm's rate offer/file was transferred successfully and WILL NOT verify that the contents of the rate offer/file have been formatted correctly. Please refer to the Help File for further information on how to check the firm's directory where the files are uploaded to the server and follow the instructions.

11-5. CONFIRMING RATE TRANSMISSIONS: Every day during the rate filing window at 10:00am, 2:00pm, 6:00pm and 10:00pm CST, an automated process will search the rate files uploaded that day by TSPs and RFSPs and process them. An email confirmation acknowledging the receipt and processing of the file will be sent to the TSP's email address OR the RFSP's email address if an RFSP has filed on behalf of the TSP. The email 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 email address be kept on file. Error files will be generated and placed in the TSP's or RFSP's upload directory and will be named as FRTSCAC999ERR where SCAC is the SCAC of the TSP (Not the RFSP), 999 is the original file number assigned by the TSP. The firm will need to the connect to "File Download" link and download the error file(s), if any. If appropriate, TSP's will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-2.B. of this RFO and its FI. TSPs and RFSPs will not have an opportunity to correct any errors detected in a file submitted during the 10:00pm CST validation on the closing date of October 6, 2008. These rate offers will be considered unacceptable and the firm will not be allowed to re-file. Rate offer created using TMSS are validated in real time.