

September 8, 2011

Dear Transportation Service Providers (TSPs):

This Request for Offers (RFO) transmits the Filing Instructions (FI) for the submission of rate offers for the General Services Administration (GSA) Standard Tender of Service (STOS), General Freight Traffic Management Program traffic. Rate offers filed in response to this RFO will be in accordance with the terms and conditions of the GSA STOS and this RFO and its FI. Please note that in some instances this RFO and its FI will deviate from and will supersede those published in the STOS, General Freight Tender of Service No. 1-F (GSA TOS No. 1-F), supplements and reissues thereto. Rate offers accepted in response to this RFO and its FI will be for the filing period of **November 1, 2011 through April 30, 2012**.

Traffic to be included under this RFO and its FI will be freight-all-kinds (FAK) 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 which fall into one or more of the three categories identified in Section 1 of this RFO and its FI. Rate offers are being requested for the following types of traffic:

- General Freight rate offers (Section 8);
- Intrastate Alaska rate offers (Section 8);
- U.S. Department of Agriculture/Farm Service Agency rate offers (Section 9);
- US Mint rate offers (Section 11)
- Federal Aviation Administration, Oklahoma City, OK, rate offers (Section 12);
- Non-Alternating rate for National Archives Records Admin. (Section 14);
- Agency Specific Non-Alternating rate offers (Section 15).
- Agency Specific Alternating rate offers (Section 16).

Please be aware that electronic rate offers previously accepted will automatically expire on April 30, 2010; **consequently, it is imperative that all firms submit new rate offers electronically in accordance with this RFO and its FI if a firm wants rates effective November 1, 2011.**

All rate offers submitted in response to this RFO and its FI must be submitted to GSA in accordance with Sections 15 and 16- **NO PAPER RATE OFFERS** will be accepted. TSPs and Rate Filing Service Providers (RFSPs) have the option of submitting rates per Section 17 and 18 or by utilizing the rate filing capabilities of GSA's Transportation Management Services Solution system (TMSS). TSPs and RFSPs are highly encouraged to file rates early in the filing period to assure sufficient time to correct unacceptable rate filings prior to the close date of October 7, 2011.

Only those TSPs and RFSPs who have met the established approval requirements, per GSA's TOS No.1-F Section 2 Participation, may submit rate offers in accordance with this RFO and its FI.

Please note the following significant items:

1. SECTION 1- 9 MANDATORY REQUIREMENTS: To participate in TMSS all TSP's are now required to sign up with the Central Contractor Registration (CCR) at <https://www.bpn.gov/ccr/>. All TSPs are required to participate in GSA's PayPort Express, a third party payment service, provided by Citi Bank NA using the Syncada network. TSPs must participate in the PayPort Express to receive payments for invoices from any agency that elects to use GSA's PayPort Express to process their invoices. Payments made to TSP's through PayPort Express will be net of Industrial Funding Fee (IFF) owed to GSA. TSPs providing services to non-participating agencies under STOS, are still REQUIRED to submit copies of all agency final invoices to Syncada. The invoicing procedures for these

agencies remain unchanged. This submission is effective November 1, 2011. Subsequently if the agency decides to participate, the procedures for participating agencies will be applicable. Additional details including onboarding, setup packages, training and invoice submission instructions, can be obtained from Citi Bank NA at [1-888-617-7173](tel:1-888-617-7173) or by email to payportexpress@citi.com. You may also contact Sang Lee at 212-816-6618 or Sang.Lee@citi.com, or Vasilios Kontogianis at 212-816-7096 or Vasilios.Kontogianis@citi.com for any additional questions or information.

2. NEW ADDITIONS IN RFO:

SECTION 15: Added FPITX for FPI UNICOR in Texarkana, TX 75501 for Air Filters high cube low weight.

3. SECTION 14 NON-ALTERNATING RATES FOR NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA): Added these locations Fairfield, OH 45014, Landover, MD 20785, Great Lakes, IL 60088. Deleted Ft Worth, TX 76102, Morgantown, WV 26506. Requesting non-alternating SRO rate offers. Rate offers submitted in response to this RFO and its FI for the identified NARA 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. A SEPARATE RATE OFFER MUST be submitted for EACH NARA - Agency Code for which a TSP intends to submit a rate offer. Rates will only be accepted for the origins/destinations identified below. An offering TSP must be able to service all points within each origin/destination code for which a rate is offered. Rates are being requested for full truck load shipments in dry vans. All rate offers MUST be submitted as a cents-per-mile with a minimum charge per vehicle used – a B2 rate record MUST be used. NO less-than-truckload rate offers will be accepted.

4. TSP Required to Submit Report: TSPs are required to submit a monthly report to GSA based on the number of shipments paid per calendar month. These reports must be submitted within ten (10) calendar days from the end of calendar month of which the TSP received payment. A negative report is also required. TSPs must use GSA format for reporting: SCAC, Date paid by Agency, TMSS/NON-TMSS, Bill of Lading/Pro Bill Number/Invoice Number, Agency Name, Total Shipment Value, Fuel Surcharge, Amount Subject to IFF, IFF Due, Date IFF paid, Date of Check, and Check Number. TSP monthly report form and also be located at the following web site <http://www.gsa.gov/portal/content/103911>. This report will be sent to transportation.programs@gsa.gov on EXCEL spreadsheet with a subject line “SCAC – 6% Transaction Fee” or faxed to (703) 605-9953 attention Raymond F. Price, Jr. If you have any questions, please contact Raymond F. Price, Jr. at (703) 605-2890 or raymond.price@gsa.gov. Failure to remit the Shipment Reports 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.

5. Monitoring 6% Transaction Fee: GSA will continue to monitor the shipment volume to determine if the 6% fee needs future adjustments. GSA may adjust the 6% Transaction Fee during the effective period of this RFO and its FI. If an adjustment is

required, GSA will provide notification to TSPs and will allow them the opportunity to make any necessary rate modifications prior to the effective date of the Transaction Fee adjustment.

6. Rate Files Submission Procedures: If TSPs choose not to use the rate filing module within TMSS to file rate offers under this RFO and its FI, then TSPs must use the GSA supplied Java Upload Client (JUpload) function contained within TMSS. GSA “WILL NOT” accept or process rate offers submitted via FTP

- a. In order to access the Rate File Upload module, the 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 Information link from the Main screen. This takes them to the Account Info - Update Profile screen, where they can select the 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 the “Rate File” toggle button is also checked.
- b. Once access has been granted and the rate filing window has been opened, the specified user(s) will have the Upload Rate File link available from the Review/Edit Freight Rates screen.

Please Note: If the TSP 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: 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. **Any changes made prior to the user receiving the e-mail WILL NOT be saved. DO NOT make any changes until receiving the e-mail that the request has been processed.** If “Reject” is selected, the user may continue with the JUpload process.

- c. When the rate files are ready for submission, the User will click on the Upload Rate File link. At that point, the module will load and bring up 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, input a User Name and Password. This User Name and Password is the same used for annual rate submissions. If unable to remember the User Name and Password, please contact GSA as identified at the closing of this letter.
- e. After logging in, the easiest way to get acclimated with the module is to view the Help File.

f. Please review Section 18 for additional information

7. **Filing period:** Daily validation of rates will occur every day during the rate filing window at **10:00am, 2:00pm, 6:00pm and 10:00pm Central Daylight Time (CDT)**. On the closing day of **April 13, 2011** and **October 7, 2011**, TSP's and RFSP will not be allowed to correct any errors encountered after the 10:00pm CDT validation, these rate offers will be considered unacceptable and the firm will not be allowed to re-file. Rate offers created using TMSS are validated in real time.
8. **VENDOR Numbers Required for Payment:** All TSPs that submit acceptable rate offers for the traffic identified in this RFO and its FI will be required to access TMSS to verify that GSA's Finance Office has a valid Vendor Number on file. Delays on the part of TSPs in verifying/obtaining Vendor Numbers will delay payment.
9. **TMSS On-Line Booking Requests:** TSPs participating in this RFO and its FI are required to respond electronically via TMSS to all on-line booking requests generated by TMSS and sent by a participating agency. As a result, by the submission of a rate offer(s) in accordance with this RFO and its FI, the submitting TSP certifies that it possesses the ability to respond electronically via TMSS to all shipments booked on-line.
10. **Taxpayer ID number (TIN) and E-Mail address:** TSPs submitting rate offers under this RFO and its FI must provide a valid TIN within the header record of the rate file. TSPs submitting rates via TMSS are also mandated to provide a TIN number on the appropriate TMSS screen. A TIN is defined as a business entity's Employer Identification Number (EIN). Rate offers will not be accepted without a valid TIN on file. TSPs must also submit an email address with each rate submitted and are encouraged to provide a fax number.
11. **Electronic Rate Filing:** All rate offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. Further, electronic transmissions that do not conform to the formatting requirements specified in this RFO and its FI in Sections 8, 9, 11, 12, 14, 15, 16, 17 and 18 will not be accepted.

If you have any questions, please contact Jim Stroup at (816) 823-3646 or via e-mail at jim.stroup@gsa.gov or Thomas Hendershot at (703) 605-2528 or via email at thomas.hendershot@gsa.gov.

Sincerely,
/s/ Sharon K. Eckroth

Sharon K. Eckroth
Lead Traffic Management Specialist
Center for Transportation Management (QMCCA)