

July 29, 2022

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's (GSA's) Standard Tender of Service (STOS), Freight Management Program (FMP).

Except as otherwise stated in this document, the rate offers made in response to this request will be valid for the period **October 1, 2022 through September 30, 2023, with the option to extend for an additional year**. The Government reserves the right to change the effective period of all or part of the rate offers accepted in accordance with this RFO and its FI. The Government reserves the right to delay the effective date of this RFO and its FI for up to ninety (90) days. GSA's right to extend the rates remains unchanged. Please refer to the corresponding sections of the RFO for specifics.

Please note that in some instances this RFO and its FI will deviate from and will supersede those regulations published in either the GSA STOS, Edition 8, dated December 01, 2021, supplements and reissues thereto, or the most current edition of the GSA STOS.

TSPs interested in submitting a rate offer in response to this RFO and its FI must already be approved in the FMP. Further, TSPs must provide notification to the FMP of their intent to submit a rate offer in response to this RFO and its FI by accessing TMSS 2.0 and **choosing to participate** in the bid cycle any time **from 8/1/2022 through 8/5/2022 (NLT 3:00 pm EDT)**. Failure to choose participation **NLT 8/5/2022; 3:00 pm EDT** will nullify the TSP's ability to submit rates.

MANDATORY REQUIREMENT: To participate in this procurement, all TSPs must maintain a current registration in the System for Award Management (SAM.gov), Taxpayer ID Number (TIN), have all GSA registration documents up-to-date and on file at GSA Headquarters, and are active in TMSS 2.0 and up to date on IFF (Industrial Funding Fee) owed to the GSA Freight Program.

TSPs are strongly encouraged to read this RFO, the Standard Tender of Service (STOS) document [STOS](#) as well as the GSA No. 200-A Uniform Tariff Rules [GSA No. 200-A Uniform Rules Tariff Rate](#) in their entirety. Offers are being requested for the following service offerings:

[Section 6: Department of State \(DOS\) Standing Route Order \(SRO\) Traffic Submission](#)

Rate Filing Submission Procedures:

GSA is introducing several changes in the procedures to gain operational efficiencies; hence TSPs are requested to carefully review the instructions below.

Help Desk support is available on weekdays (excluding holidays) from 7:00 AM - 8:00 PM Eastern Time. Phone: (866)-668-3472 Email: gsatmsshelp@gsa.gov.

1. TSPs are strongly encouraged to attend the TMSS 2.0 training provided by GSA.
2. **The bid close date will not be extended.**
3. TSPs are required to acknowledge participation in TMSS 2.0 only for the corresponding bid cycles for which they intend to submit rate offers. This must be done before the Choose to Participate (NLT Date) for the bid cycle expires. Upon acknowledging participation, the necessary data for the TSP to submit rate offers will become available. If the TSP has not acknowledged participation by the Choose to Participate deadline date, the TSP will not be able to file rates - No Exceptions.
4. From time to time, the TMSS 2.0 system is required to be shut down for maintenance. The downtime, if any, is provided in the RFO.
5. All rate offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. No Paper Rate Offers Will Be Accepted.

SRO	Bid Cycle Name
Department of State	
DOSTL	FY23 DOS
DOSLTL	FY23 DOS

The bid cycle identified by the name “**FY23 DOS**” in the table above is defined in the TMSS 2.0 system and is for **LTL and TL freight, Closed Van**. If a TSP intends to submit rate offers for this Department of State (DOS) freight under the DOS SROs listed, the TSP must first acknowledge by selecting the Bid Cycle by the “Choose to Participate” date. TSPs may select one or more SROs under a bid cycle if they intend to submit rate offers for them.

It is important to note that TSPs are not required to submit rates for all lanes or accessorials for this bid cycle. TSPs are strongly encouraged to submit rates only for the lanes and accessorials they can service in an effective manner as per the terms of the STOS.

The TSP must honor the submitted rates. Failure to comply will result in suspension from the program.

Bid Segment Calendar:

The following table provides the Bid Cycle and important applicable dates.

This **Bid Cycle** will receive offers for the **Department of State (DOS)**.

See Section 5-2. BID CYCLE DATA of this RFO for additional information for this FY23 procurement.

Bid Segment Number	Bid Open Date	Choose to Participate (NLT Date)	Bid Close Date	System Maintenance Downtime	TMSS 2.0 Rate Procurement Training (Times Vary; select Date/Time & Content combination of interest)
1	08/01/2022	08/05/2022; 3:00 pm EDT	08/12/2022; 3:00 pm EDT	N/A	08/01/2022 – 08/05/2022

TMSS 2.0 Transportation Service Provider (TSP) Rate Filing Training Registration (CTRL+Click link below, or Copy/Paste link to Browser):

https://docs.google.com/forms/d/e/1FAIpQLSeDbr1BxSyWgnjHTjn0EbAyCZvP2Gc5U0zskHTGAAMjStuZzw/viewform?usp=sf_link

Important Changes and Notes on Bid Cycles and Tariffs:

LINEHAUL:

1. TSPs must refer to the RFO and STOS for important changes. Key changes are listed here as a quick reference to facilitate submission of rate offers.
2. The baseline values for the **minimum charge** in the distance base of Item 100 Table of Baseline Rates and Minimum Charges **are now replaced with the same minimum charge of \$65.00 for all distance bands**. This change is applicable **ONLY** for **General LTL rates** currently. All other LTL rates will continue to use prior distance band based minimum charges. TSPs will continue to bid a percentage against this minimum charge. Refer to [GSA STOS No.1000-D, Section B](#) for further details.

ACCESSORIAL:

3. For FY23 bids, GSA is seeking rates for a reduced number of accessorials that are found to be most utilized by GSA customers. Accessorials that are not procured will be negotiated at the time of shipment creation by the customer. They are, however, still governed by the terms and conditions stipulated in the STOS and GSA No 200-A Uniform Rules Tariff. **Appendix B lists accessorial to be procured in FY23 bids.**

4. TSPs should review updated language in the STOS and GSA No 200-A Uniform Rules Tariff (p. 43) for **changes to Item 350**, trailer detention and bidding on detention.
5. TSPs are required to submit rate offers for both line-haul and accessorials for any SRO. GSA reserves the right to reject the rates where TSPs have bid line-haul only or accessorials only. TSPs may choose, however, to only submit rate offers for select accessorials that they can service effectively along with line haul rates.
6. TSPs should pay close attention to the rate formats for accessorials. TSPs are now required to submit rate offers for accessorials in dollars and cents instead of a percentage.
7. TSPs should closely review the RFOs for changes in lanes. Lanes may have been added and/or dropped for some of the SROs.
8. The maximum charges for the following accessorials are listed below:

GSA No. 200-A Tender Charge Code	Charge Description	Max Charge
1010	Sorting or Segregating Service	\$270.00
1100-P	Storage - Placed in Public Warehouse by Carrier	\$300.00
1225-G	Double Trailer Requested Used Greater than 10,000lbs	\$250.00
250	Customs or Inbound Freight	\$150.00
425	Hydraulic Lift Gate Service	\$200.00
550	Handling Freight At Positions Not Immediately Adjacent To Vehicle	\$500.00
860-EV	Pickup/Delivery Service -Sunday or Holiday Empty Vehicle	\$400.00
875	Pickup/Deliveries - NY Harbor/Port Newark, NJ below 5000lbs	\$150.00
875-A	Pickup/Deliveries - NY Harbor/Port Newark above 4999lbs below 9999lbs	\$275.00
925-AT	Reconsignment or Diversion After Tender of Delivery Change in Destination	\$400.00
925-PU	Reconsignment/Diversion Consignor or Consignee Pickup at Terminal	\$300.00
950	Redelivery	\$350.00
950-CD	Redelivery - Sealing of Equip Pickup at Carrier Premise	\$250.00

9. **Computation for Item 75:** For purpose of simplicity in computation during shipment creation, **TSPs are advised to bid \$1 for item 75.** As per the description of item 75 in [GSA No. 200-A Uniform Rules Tariff](#), this is a negotiated item. If bid as \$ 1 by TSP, it makes it easy for the Transportation Officer (TO) to reflect the negotiated amount in TMSS 2.0. Example: If the shipper negotiated item 75 for \$100 and the TSP has bid \$1, the shipper will simply enter 100 units consumed during shipment creation to arrive at the negotiated amount of \$100 (1x\$100 = \$100).

If you have any questions, please email frtrates.procurement@gsa.gov

Sincerely,

Scott M Kidd

Branch Chief

Center for Transportation Management (QMCCA)

**FY 2023 Department of State (DOS)
Request for Offers and
Filing Instructions for Bid**

Issued by:

**General Services Administration
Federal Acquisition Service
Freight Transportation Management Program**

July 29, 2022



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SECTION 1: TERMS AND CONDITIONS

1-1. GENERAL

This FY 2023 General Request for Offers (RFO) and its Filing Instructions (FI) are the instructions that must be followed to submit rates for the General Services Administration (GSA) Freight Transportation Management Program. The terms and conditions of the **GSA Standard Tender of Service (STOS), Edition 8, dated December 1, 2021 (or the most current edition of the GSA STOS)** and the GSA Uniform Rules Tariff No. 200-A, are incorporated by reference. The provisions and requirements of this RFO may deviate from and supersede those published in the STOS, in which case the provisions of this RFO take precedence. Direct any questions about this General RFO to:

General Services Administration
Federal Acquisition Service
Freight Transportation Management Program
Email: frtrates.procurement@gsa.gov
Website: <http://www.gsa.gov/portal/category/21192>
Acquisition Gateway: [Freight Hallway](#)

Traffic to be included under this RFO 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 the following category:

- Department of State TL & LTL offers

1-2. EFFECTIVE PERIOD

Except as otherwise provided in this document, the initial rate offers made in response to this request will be for the period **October 1, 2022, through September 30, 2023**, with an option to extend for an additional year.

The Government reserves the right to change the effective period of all or part of the rate offers accepted in accordance with this RFO and its FI. The Government reserves the right to delay the effective date of this RFO and its FI for up to ninety (90) days.

1-3. FILING PERIOD

INITIAL FILINGS: Rate offers made by those Transportation Service Providers (TSPs) approved in GSA's Freight Management Program are **DUE by 3:00 PM Eastern Daylight Savings Time of the Bid Close Date for the corresponding RFO** and will be processed in accordance with Section 1-3 of this document.

RE-FILINGS OF RATE FILING DEFICIENCIES: Rate Filings received between **Bid Open date and Bid Close Date**, which do not meet the requirements as stated in this RFO will be considered non-responsive and will be rejected. These rates will not be included in GSA's TMSS 2.0 system. If a firm's rate offer is submitted in accordance with this RFO and its FI by a Rate Filing Service Provider, the Rate Filing Service Provider will be notified of the deficiencies, **NOT** the TSP.

Corrected rate offers must be resubmitted no later than **3:00 PM Eastern Daylight Savings Time on the Bid Close Date** (Rate offers created using TMSS 2.0 are validated in real time). TSPs will not be allowed to correct any errors encountered after the **3:00 PM, Eastern Daylight Savings Time** validation. In those instances where GSA is notified of corrections to rate offers after the end of the filing period, those rate offers will be considered non-responsive and the firm will not be allowed to re-file.

TSP NOTIFICATIONS: If the submitting TSP or Rate Filing Service Provider receives no communication from GSA prior to the Posting Date identified above, the TSP is on notice that the submitted rate offer(s) have been accepted and its rate file(s) have been transmitted to GSA's Office of Transportation Audits.

1-4. TRANSFER OF RATES

GSA uses TMSS 2.0 as its traffic management system solution. Currently approved and active TSPs will make their initial filing for the FY 2023 DOS rate cycle using current procedures in TMSS 2.0.

1-5. APPLICABILITY OF RATE OFFERS

Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup.

The TSP's submissions of rate offers to GSA for the traffic identified in this RFO, and GSA's acceptance of those rates constitutes the agreement between GSA and the TSP. **The TSP agrees that it can and will service all points within each origin state, destination state and Canadian province or territory for which a rate is offered and accepted.** By submission of a rate offer to GSA for SRO freight traffic identified in this RFO, the TSP agrees that it can and will service the identified origin facility(-ies) or all points in an identified origin state(s) and all points within each identified destination state(s) or destination city for which a rate is offered and accepted. **As a TSP submitting a rate offer, you are stating you will honor that rate. Failure to do so will result in Temporary Nonuse, Suspension or Debarment from the GSA Freight Management Program as described in Section 9 of the STOS.**

All Government shipments handled pursuant to the STOS will be subject to the terms/conditions contained in **41 CFR §§102-117 and 102-118**. The bill of lading (BL) for any such shipment must contain the statement "This is a U.S. Government shipment, and the GSA STOS applies". For a complete description of the Government's shipping terms/conditions, please visit the [electronic version of the Code of Federal Regulations \(www.ecfr.gov\)](http://www.ecfr.gov) and search for "Transportation Management" (41 CFR § 102-117) or "Transportation Payment and Audit" (41 CFR § 102-118), as appropriate.

1-6. LETTER OF INTENT CERTIFICATION

By submitting a rate offer to the General Services Administration (GSA) in accordance with this RFO and FI, the TSP submitting the rates certifies that:

I have read and will comply with all the provisions contained in this RFO dated July 29, 2022 as well as any amendments, supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS) Edition 8, December 1, 2021 (or the most current edition of the GSA STOS), the GSA Uniform Rules Tariff No. 200-A, and the GSA Baseline Rate Publication No. 1000-D, 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 supplied GSA their current operating authority and insurance

as required by the GSA STOS Edition 8, December 1, 2021 (or the most current edition of the GSA STOS).

1-7. 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 for up to one (1) year beyond its original expiration date.

1-8. TERMINATION

Accepted rate offers may be terminated upon determination that a Transportation Service Provider has failed to satisfactorily respond to a show cause notice; and

Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the Transportation Service Provider in accordance with 41 CFR § 105-68.

Upon termination of the rate offer, the TSP shall be paid any sum due to the TSP for services performed under this RFO 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, however, 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.

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, in whole or in part, when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be liable only for payment for services rendered before the effective date of the termination.

1-9. VALUATION AND LIABILITY FOR LOSS AND DAMAGE

The following applies to all shipments in this RFO unless otherwise modified in specific agency sections.

- A. **LIABILITY OF TSP:** The origin TSP accepts full responsibility for the full value and replacement costs of cargo tendered up to \$100,000, from acceptance of the freight at origin to delivery at final destination, regardless of the TSPs participating in the movement, and agrees to indemnify the Government at these respective values in the event of loss or damage.
- B. The TSP assumes responsibility for all damage or injury to persons or property occasioned through the use, maintenance, and operation of the TSP's vehicles or other equipment by, or the action of, the TSP or the TSP's sub-contracted employees and agents. The TSP, at the TSP's expense, shall maintain adequate public liability and property damage insurance during the term of this Request for Offers, insuring the TSP against all claims for injury or damage.
- C. Claims for overcharges and undercharges must be filed within **180 days** from the date the agency receives the TSP's freight bill and will be administered in accordance with 49 CFR § 378.

1-10. MANDATORY REQUIREMENTS

Before applying for approval to participate in the Freight program, you must first register in the System for Award Management (SAM) if your company has not already done so. TSPs that are currently approved and active in TMSS 2.0 must ensure that their SAM registration is current and active. The SAM is the online contractor database for the U.S. Federal Government. The SAM collects, validates, stores, and disseminates data in support of agency and other eligible user acquisition and award missions. It is a free service. Registration information and procedures can be found at the SAM website www.sam.gov

To register in the SAM, you must first obtain a DUNS number. A DUNS number is also free for Federal contractors, including TSPs participating in the GSA Freight Management Program.

1-11. AGENCY/LOCATION SPECIFIC CONTACTS

Questions regarding specific customer agencies/locations should be directed to the agencies/locations appropriate Office identified under “Contacts” of the RFO (Section 6-17).

SECTION 2: EVALUATION AND ACCEPTANCE OF RATE OFFERS

2-1. EVALUATION

All submitted rate offers which have been determined to be responsive in accordance with this Request for Offers (RFO), the Special Filing Instructions (FI), and the GSA STOS will be evaluated by the Freight Transportation Management Program Management Office (PMO) based on price only. Price will be determined by calculating both the price of the line-haul transportation and the price of the accessorial service(s) (Item Numbers identified in the GSA Uniform Rules Tariff 200-A containing rates or charges) requested by the customer agency for each cost comparison requested. Individual agencies may use other methods of evaluation such as prior performance and key performance indicators; however, the PMO will provide accepted rate information according to paragraph 2-2, below.

2-2. ACCEPTANCE

Accepted rate offers will be listed based on price within GSA's TMSS 2.0 system. TMSS 2.0 displays freight comparisons for the use by Federal agencies. The listing of TSPs in individual cost comparisons will be based on:

- i. The anticipated shipping date,
- ii. The origin of the shipment,
- iii. The destination of the shipment,
- iv. The weight of the shipment,
- v. The number of miles between the origin and destination of the shipment, and
- vi. Any accessorial services requested by the customer agency.

Firms with applicable rates for the requested shipment will be listed on the cost comparison from low cost to high cost. Intermediaries such as brokers, forwarders and other logistics companies are TSPs and will be listed on the cost comparison. When two or more TSPs have offered the exact same rate, (both for transportation and the requested accessorial services) the TSPs will be listed in alphabetical order on the cost comparisons according to the TSP's name.

GSA and other participating agencies may consider other factors other than price when routing shipments. As a result, the listing of firms on a cost comparison is for informational purposes only and does not guarantee any traffic will be awarded.

SECTION 3: BASIS FOR DETERMINING APPLICABLE MILEAGE

3-1. MILEAGE SOFTWARE APPLICATIONS

Unless otherwise authorized or as provided for in ITEM 180 of GSA Uniform Rules Tariff No. 200-A (Circuitous Routing of Hazardous Material Shipments), all tenders for shipments within CONUS, Alaska, Hawaii, and Puerto Rico, and between the CONUS and Alaska, Canada, and Mexico North Americas **will be predicated on the shortest route distance as determined by ALK Technologies PC*Miler Version 36.**

The basis that is used when constructing mileage for shipments moving within the contiguous United States follows:

General Freight

Scale: Miles

Route Type: Shortest

Borders: Closed

Ferry Miles: Include

OW/OD Freight

Scale: Miles

Route Type: Practical

Borders: Closed

Ferry Miles: Include

HazMat Freight

Scale: Miles

Route Type: Practical

Borders: Closed

Ferry Miles: Include

HazMat: Explosives

If mileage cannot be determined using ALK Technologies PC*Miler, the TSP may use an applicable mileage guide, book, or other method used in that particular country to determine mileages, subject to verification by GSA, the shipping agency, or upon GSA Transportation audit.

Exceptions to the use of ALK Technologies, Inc. mileage are those shipments requested in accordance with this RFO and its FI moving between CONUS and the identified Canadian provinces and territories. For those FAK and crated household goods shipments moving between CONUS and the identified Canadian provinces and territories, Rand McNally mileage will be used. Another exception to the use of ALK Technologies mileage is domestic non-express small package shipments.

SECTION 4: APPLICATION OF THE INDUSTRIAL FUNDING FEE (IFF) and REPORTING

4-1. INDUSTRIAL FUNDING FEE

In accordance with the GSA STOS, all approved TSPs must submit the Industrial Funding Fee (IFF) due on all shipments tendered under the STOS and this RFO. **The IFF must be submitted no later than thirty (30) calendar days from receipt of payment.** The amount of the IFF must equal the total of all transportation charges, less the fuel surcharge, multiplied by the applicable IFF percentage.

Effective 10/1/22 the IFF percentage will be 8%. GSA may adjust the 8% IFF during the effective period of this RFO. 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 IFF adjustment.

Instructions for collection of the IFF and remitting it to GSA are in Section 10.2 of the STOS.

4-2. REPORTING

TSPs are required to submit a monthly Shipment Report based on the number of shipment invoices paid in that calendar month. This report covers all shipments transported and invoiced under the terms and conditions of this STOS. If there has been no activity for the month, the TSP must submit a negative report. **These reports must be submitted within ten (10) calendar days from the end of calendar month of which the TSP received payment.**

The TSP monthly report format is provided in Appendix A. This report will be sent to frrtsp.reports@gsa.gov in EXCEL with a subject line "SCAC (your company's SCAC) – 8% Transaction Fee".

Failure to remit the Shipment Reports and timely IFF Payments will result in the placement of the firm in a nonuse status by GSA's Freight Management Program.

Questions should be directed to:

Freight Transportation Management Program

Email: frrtsp.reports@gsa.gov

SECTION 5: RATE SUBMISSION SPECIAL INSTRUCTIONS

5-1. SUBMISSION INSTRUCTIONS

All electronic rate transmissions in accordance with **Section 6** of this RFO and its FI (filing instructions) **MUST** be submitted via the rate filing capabilities of TMSS 2.0.

5-2. BID CYCLE DATA

GSA has divided this procurement into multiple bid segments. This segment has a specific “Open Date”, “Respond to Participate (NLT Date)” and a “Close Date”. A bid segment is a logical grouping of “Bid Cycles” and a “Bid Segment” can contain several bid cycles. Each bid cycle contains all the tariffs that are open for bid under that Bid Cycle Name.

The following table provides the bid segment and important dates applicable to the segment.

Bid Segment Number	Bid Open Date	Choose to Participate (NLT Date)	Bid Close Date	System Maintenance Downtime	TMSS 2.0 Rate Procurement Training (Times Vary; select Date/Time & Content combination of interest)
1	08/01/2022	08/05/2022; 3:00 pm EDT	08/12/2022; 3:00 PM EDT	N/A	08/01/2022 - 08/05/2022 (11:00 am & 1:30 pm EDT, Daily)

Important Note for all Bid Segments:

TSPs should submit rates only for the SROs and lanes they are able to service in an effective manner as per the terms of the STOS. Failure to honor submitted rates could result in Nonuse, Suspension or Debarment from the GSA Freight Management Program as described in Section 9 of the STOS.

SROs	Bid Segment	Bid Cycle Name	Tariff Group	Bid Open Date	Choose to Participate (NLT Date)	Bid Close Date	Rate Effective Date	Rate Expiration Date
DOSLTL	1	FY23 DOS	DOSLTL	08/01/22	08/05/22; 3:00 pm EDT	08/12/22; 3:00 pm EDT	10/01/22	09/30/23
DOSTL	1	FY23 DOS	DOSTL	08/01/22	08/05/22; 3:00 pm EDT	08/12/22; 3:00 pm EDT	10/01/22	09/30/23

5-3. ACCESSORIAL SERVICES

For the traffic identified in this RFO, there must be at least one accessorial rate bid per SRO; TSPs are strongly encouraged to only bid on accessorial services they can accommodate relative to all items reflected in the GSA General Rules Tariff No. 200-A and, specifically, the accessories requested in this RFO (see Appendix B).

5-4. HAZARDOUS MATERIALS

Each TSP that picks up and/or transports a hazardous material shipment must maintain emergency response information and shipping papers as specified in 49 CFR § 172-602. 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.

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.

SECTION 6: DEPARTMENT OF STATE (DOS) STANDING ROUTE ORDER TRAFFIC SUBMISSION

6-1. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) TRAFFIC

Listed below is the DOS traffic for which the General Services Administration (GSA) is requesting SRO rate offers. Rate offers may only be submitted for SRO rate requests when specifically requested and/or authorized by GSA. Rate offers submitted in response to this RFO and its filing instructions (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 and filed specifically for DOS (General rates will not be applicable for DOS lanes). 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 or Canadian province for which a rate is offered.

6-2. COMMODITY APPLICATION

Shipments shall consist of FAK and crated household goods personal effects, generally self-contained in wooden lift vans 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. Rates will be applicable only to interstate shipments moving in the Continental United States (CONUS), the identified intrastate shipments within CONUS and shipments moving between CONUS and the identified Canadian provinces and territories (see Section 6-14.B.) Rate offers WILL NOT be accepted for shipments moving between points in Canada.

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 SRO rate offers being requested will apply specifically to Department of State (DOS) locations identified in Section 6 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 construction of combination through rates, charges, or other provisions.

6-3. 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.

6-4. LIABILITY OF TSP AND GOVERNMENT

- A. Notwithstanding any provision of 41 CFR § Part 102-117 and Part 102-118, cargo transported under provisions of this STOS will be valued at full value not to exceed \$100,000 unless otherwise stated on the document that constitutes the contract of carriage. This is generally the Bill of Lading (BOL). Full value is stated in U.S. dollars and is considered the actual value of the cargo for reimbursement purposes. To ensure that full value protection is provided to Government shipments, the shipping organization must provide proof of the actual value of the shipment. To avoid risk to the Government if a loss and damage claim becomes necessary, shipping agencies/organizations must also accurately describe the cargo on the document that constitutes the contract of carriage. The shipper must describe property in enough detail for the TSP to determine the type of equipment or any special precautions necessary to move the shipment. Details might include weight, volume, measurements, routing, hazardous cargo, or special handling designations (41 CFR § 102-117.125)
- 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

6-5. 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. **At the time of award of services, TSP will be required to provide (email) company tracking website address to DOS Freight Tender Administrators identified in Section 6-17. Contacts.**

6-6. BILLING THROUGH DEPARTMENT OF STATE

U.S. Bank/Syncada Participation

TSPs submitting a rate offer(s) in accordance with this RFO for DOS traffic are required to register with US Bank/Syncada as a DOS trading partner. US Bank Freight Payment's fee for this service as of March 1, 2020 as part of their 2-year contract (4 year options 2021-2024) will be 1.63% (Fixed) which is paid out of the contractor's invoice.

TSPs NOT currently doing business with the DOS in US Bank/Syncada MUST contact the Transportation Analysis Section at TTM_Analysis@state.gov and the A/LM ARCHIVE at ALMARCHIVE@STATE.GOV within one week of receipt of this RFO. The Transportation Analysis Section will provide interested TSPs with the information necessary to get set up with US Bank/Syncada. The subject line of the email MUST be "US Bank/Syncada Registration" and include the tender number(s) you will be submitting your rate offer under.

Once all required information has been submitted to US Bank/Syncada, the TSP will receive a Carrier Agreement to sign and return to US Bank/Syncada (no more than two weeks after receipt of the Carrier Agreement). Once US Bank/Syncada receives the Carrier Agreement, they will establish a "trading partner" relationship between the TSP and the DOS. The TSP

will then receive an introductory package from US Bank/Syncada and will be provided additional information regarding the system and training.

Those TSPs currently doing business with the DOS in US Bank/Syncada do not have to register again, *unless* they are submitting rate offers under a SCAC that they have not used with DOS previously. If a TSP is submitting rate offers under a new SCAC, the TSP must follow the registration instructions to get that SCAC registered as one of DOS's trading partners.

In order to most efficiently streamline the auditing process and help expedite the payment of TSP vouchers, the supporting documents must be attached to each TSP invoice in US Bank/Syncada. Invoice numbers must not contain a comma, colon, semi-colon, apostrophe, parenthesis, nor any coded data. Each invoice in US Bank/Syncada shall contain at a minimum the following information, but not limited to:

Invoice Number: (provided by the vendor)
Order Number: (Department issued order number)
Billed Amount:
Terms:
Mode: (Air / Surface)
Direction: (Inbound/Outbound)
Supplier: (name of Supplier)
Supplier ID (SCAC):
Ship From: (location)
Ship To: (location)

When billing charges for transportation and service, TSP shall not bill for services until such services are completed. TSP must maintain copies of the following documents and attach them to US Bank/Syncada as supporting documentation:

- Certified weight ticket if requesting payment for more weight than listed in the Department System ILMS.
- When accessorial services are used, Justification certificate issued by the Department of State, Travel and Transportation Management Division
- When payment to include fuel surcharge is allowed by contract, the fuel surcharge must be individually listed as a line item on the Air bill.

NOTE: The DOS's system will only accept one 1(one) Invoice per Work Order Number. Once an invoice has moved to the "Approval Final", "Payment Initiated" or "Payment Settled" status in US Bank/Syncada, the TSP must contact the issuing office to request a SUPPLEMENTAL Work Order (i.e., NEW Work Order Number) for any additional charges due on the shipment.

The DOS does not use the E-bill function in US Bank/Syncada for additional payments to the vendor, as DOS's system sees them as another "invoice." E-bills can be used by DOS for, but not limited to, refunds and contract violations (when the DOS or the TSP discovers that there was an overpayment). A TSP must approve E-Bill authorization in US Bank/Syncada within fifteen (15) days upon notification from DOS. If a TSP identifies an over-payment, the TSP must contact TTM Analysis (TTM_Analysis@state.gov) with the WO Number that was over-paid, the amount to be refunded, and a brief explanation of the cause. The TTM Analysis auditors will create the E-bill in US Bank/Syncada and notify the TSP when it is ready for approval (DOS wants to create the E-bills so that the DOS can ensure that its fiscal information is captured and its finance office in Charleston, SC will know where to return the money when it appears on their monthly statement).

TSPs must enter the ACTUAL PICK-UP DATE in the Notice Status field in US Bank/Syncada. Payment will be limited to actual services authorized and performed. Contractor(s) must initiate invoicing within three (3) years from the date of service per Public Law 85-762 enacted Aug. 26, 1958, amended Section 322, right to deduct – three (3) years subsequent to the payment of the original bill. Claims against the Government limited to three (3) years.

Unaccompanied Air Baggage (UAB): This term applies to necessary personal items that are taken to a relocating employee’s new duty station before their shipment of HHG arrives. The determination of items considered as UAB is at the discretion of each Agency. UAB shipments will be post audited based on the following formula: the dimension of the container divided by 166 (converts to volume kilogram) x 0.4536 x baseline rate x TSP percentage. The volume weight is defined as the length times the width times the height (in inches), divided by 166 and multiplied by 0.4536. Where gross weight exceeds volume weight, the TSP must charge for gross weight. The TSP bills by volume weight, using the formula presented above. The dimensions listed on the Master airwaybill will be used in this calculation.

TSPs must maintain copies of the following documents and attach them to US Bank Freight Payment system (SYNCADA) as supporting documentation for UAB:

- Rated copy of the master and house airwaybills, showing gross weight, dimensions, volume weight. Master airwaybill must indicate the actual carrier for each leg of the transit (each leg must have IATA code and/or airline name in full) as well as the airport code for each airport transited.
- Justification certificate issued by the Department of State, Travel and Transportation Management Division when a non-U.S. flag aircraft is used (U.S. Fly America / Open Skies Agreement). Written authorization for DNA, when applicable.

6-7. SHIPMENT REPORTS

TSPs must provide a Quarterly Freight Weight Variations Shipment Report containing the following information: DOS Number, Pro Number, Location, Correction Date, Origin Revenue, Correction Revenue, Revenue Change, Origin Weight, Correction Weight, and 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; HazelE@state.gov and ftrtsp.reports@gsa.gov.

Inserted below is the format that **MUST** be used when completing and submitting the required Quarterly Freight Weight Variations Shipment Report in support of this RFO and its FI. Failure to remit the Quarterly Freight Weight Variations Shipment Report in the below format could result in the immediate placement of the TSP in temporary nonuse.

Quarterly DOS Freight Weight Variations												
DOS Number	Pro number	Location	Corr Date	Type	Pcs	Corr Sta	Orig Revenue	Corr Revenue	Rev Change	Orig Weight	Corr Weight	Wgt Change

Below is the schedule for the submission of the Quarterly Freight Weight Variations Shipment Report:

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

6-8. MINIMUM CHARGE – CAPACITY LOADS

TSPs **MUST** include any charges for Item 700, Minimum Charge – Capacity Load of the GSA No. 200-A, Uniform Rules Tariff 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 its 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). The TSP must obtain prior written authorization from the DOS for shipment reweighs. Shipment reweighs will only be approved based on the service request from DOS. In cases of weight discrepancies, a certified weight ticket will be required. All scale weights shall be supported by certificates or weight tickets bearing (gross weight, dimensions, total cube), the date and name/signature of the weigh master or official responsible for the weighing, and the name/shipment number of the owner of the effects.

6-9. 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 daily 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. Vehicle must be in good condition and with the name of the company permanently (Non-Magnetic) affixed/placed on the outside of the vehicle.

C. TSPs are required to notify the consignee or other party in accordance with the instructions in the BOL; Item 725 is not applicable for such notifications. TSPs will not charge for this service.

6-10. 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.

6-11. 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.

6-12. 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.

6-13. UNSATISFACTORY SERVICE

A. The Government reserves the right to immediately remove a TSP for the duration of this RFO and its FI 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 shall result in immediate removal from further participation in the traffic named in this RFO and its FI.

6-14. IDENTIFICATION OF NON-ALTERNATING CODES AND CANADIAN ORIGIN/DESTINATION CODES

A. IDENTIFICATION OF NON-ALTERNATING CODES: Only those rate offers submitted by the initial filing due date identified in Section 5-2 will be considered for acceptance. **THERE WILL BE NO SUPPLEMENTAL RATE FILINGS.** Rates 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
DOSTL DOSLTL	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
	All Points in CONUS	Canadian Provinces & Territories	2 position state abbreviation	2 Position Canadian code identified in Section 6-14. B.	FAK and HHE	X	X
	Canadian Provinces & Territories	All Points in CONUS	2 Position Canadian code identified in Section 6-14. B.	2 position state abbreviation	FAK and HHE	X	X

B. IDENTIFICATION OF ORIGIN/DESTINATION CODES FOR CANADIAN PROVINCES AND TERRITORIES: When creating rate offers, the following codes must be used when a Canadian province or territory is entered as either an origin or a destination. Rate offers submitted with an origin AND destination of Canada **WILL NOT** be accepted.

Canadian Province or Territory	Origin/Destination Code
Alberta	AB
British Columbia	BC
Newfoundland and Labrador	NL
Manitoba	MB
New Brunswick	NB

Nova Scotia	NS
Ontario	ON
Quebec	PQ
Saskatchewan	SK
Northwest Territory	NT
Yukon	YT

6-15. APPLICABILITY AND ACCEPTANCE OF RATE OFFERS

Rate offers submitted for DOS will apply ONLY to DOS locations with GSA for the payment of freight services provided. A listing of agencies/locations that have entered into funding agreements with GSA can be found on GSA’s Transportation Management Services Solutions (TMSS 2.0) website which is GSA’s transportation management system. As new customer agencies/locations enter into funding agreements with GSA, GSA will post these additions on TMSS 2.0. An agency/location becomes entitled to utilize general freight rate offers accepted in accordance with this RFO in (TMSS 2.0) when a specific DOS rate is not available.

The Department of State, Transportation Management Division, Washington, DC, will be responsible for TSP selections and for the issuance of bills of lading.

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

6-16. HISTORICAL TRAFFIC VOLUME

The annual volume for this RFO and its FI is estimated at **3,000 shipments**. The average gross weight is estimated to be approximately **3,000 pounds** and represents a combination of FAK and crated household goods personal effects (HHE), with crated household goods personal effects making up the majority. 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.

6-17. CONTACTS

Questions dealing with the identified DOS traffic should be directed to DOS Freight Tender Administrators Shawn Griffin at phone (202) 472-8489 or via e-mail at griffinsr@state.gov, and Emanuel Hazel via e-mail at HazelE@state.gov or phone (202) 472-8461.

SECTION 7: FORMAT REQUIREMENTS

7-1. Format Requirements

Transportation Service Providers (TSPs) or Rate Filing Service Providers (RFSPs) submitting rate offers in response to this Request for Offers (RFO) and its Filing Instructions (FI) MUST submit their rate offers electronically. A TSP or RFSP must contact their Group Administrator for access to the rate filing module if they do not already have access within TMSS 2.0. Submissions received from TSPs or RFSPs not conforming to format requirements will not be accepted by TMSS 2.0 and the TSP or RFSP will be notified.

Important Notes on the Rate Filing Process:

- A. All TSPs must obtain access to TMSS 2.0 to keep their contact information current by updating such information online in TMSS 2.0.
- B. TSPs must use the Rate Filing Templates downloaded from FRT Rate Filing module in TMSS 2.0.
- C. Make sure that all the columns/cells are filled with appropriate information.
- D. Every Rate file should have Line Haul rates, and Accessorials should be filed.
- E. Do **NOT** rename worksheet tabs – e.g., Linehaul_LTL or Linehaul_TL – on any downloaded Excel file.
- F. Make sure that the column headers are not swapped.
- G. Make sure that **NO** blank lines are entered before the first rate offer and between any rates offers.
- H. H. When the rate file preparation is complete, it **MUST** be saved as an .xlsx file

7-2. LTL Linehaul Column layout - SAMPLE

Column Name	Sample Values
Bid Cycle Name	ftr-bidcycle-test
SRO	DOSLTL
TSP SCAC	ABCD
Rate Type	LTL
Origin Id	AL
Origin	ALABAMA
Destination Id	AZ
Destination	Arizona
Tender ID	TNDR
LTL %	80
Minimum Charge %	120

7-3. TL Linehaul Column layout - SAMPLE

Column Name	Sample Values
Bid CycleName	frt-bidcycle-test
SRO	DOSTL
TSP SCAC	ABCD
Rate Type	TL
Origin ID	AL
Origin	Alabama
Destination ID	AZ
Destination	Arizona
Tender ID	TNDR
Rate Amount (Dollar per mile rate)	15.00
Minimum TL Charge (Dollar Amount)	600.00

7-4. LTL/TL Accessorials Column layout – SAMPLE

Column Name	Sample Values
Bid CycleName	frt-bidcycle-test
SRO	GENTL
TSP SCAC	ABCD
Rate Type	TL
Accessorial Code	40
Accessorial Description	Prelodging
Range From	0
Range To Units	0
Rate per Unit (Dollars)	10.00
Minimum Charge (Dollars)	45.00

SECTION 8. ELECTRONIC SUBMISSION

8-1. RATE OFFER TRANSMISSION

The information below applies only to rate offer submissions when Transportation Service Providers (TSPs) or Rate Filing Service Providers (RFSPs) are using the Transportation Management Services Solution 2.0 (TMSS 2.0) rate filing screens for the creation/addition/deletion of rate offers.

A. Electronic Transmission.

All electronic rate transmissions submitted in accordance with this Request for Offers (RFO) and its Filing Instructions (FI) MUST be accomplished via the “Freight Rate Filing” option in the ‘Rate Filing’ main menu item of TMSS 2.0 within the TMSS 2.0 Freight Rate Filing module. Non-electronic submissions will not be considered.

B. Format Requirements.

Format requirements, as set out in Section 7 of this RFO and its FI must be strictly adhered to. Submissions received from TSPs or RFSPs not conforming to format requirements will be found unacceptable.

C. File Preparation.

To upload the file, the file must be saved as an .xlsx (Microsoft Excel) format.

D. File Naming Convention.

There are no specific file naming conventions needed. TSP can give any name to the file.

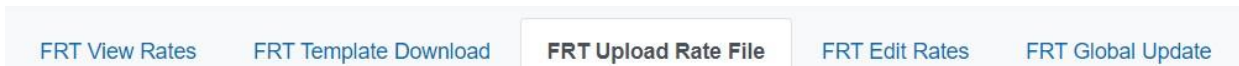
8-2. ACCESSING UPLOAD RATE FILE

To access the “Freight Rate Filing” function, a firm’s TMSS 2.0 Group Administrator must first designate who will have access to this function and grant them access via TMSS 2.0. 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 select the permission “TSP User RF” or “TSP User Admin” from the available dropdown values. Once access has been granted and the rate filing window has been opened, the specified user(s) will have the “FRT Rate Filing” option in ‘Rate Filing’ main menu of the application.

When rate offers are ready for submission, the user will click on the ‘FRT Rate Filing’ in ‘Rate Filing’ main menu option, and follow the steps outlined below.

1. If it’s the first time a TSP is accessing the ‘FRT Rate Filing’ option in an open rate bid cycle period, then the TSP will be taken to the ‘TSP Participation’ screen where the TSP user can submit their interest to participate in an open bid cycle. Note: **TSP Participation is a mandatory step** for every TSP who wishes to participate in an open Bid Cycle.
2. Once the participation is submitted, TSP user will be taken to the next screen where they can select the appropriate Bid Cycle to continue filing rate offers. Note: In this step TSP user can select and continue to filing only for one Bid Cycle at a time. TSP user can always switch back to another participated Bid Cycle any time by clicking on the breadcrumbs or select ‘FRT Rate Filing’ from the main menu.
3. On any participated Bid Cycles, if a TSP user is continuing to file for the first time, they will see the ‘Roll Over’ option to rollover the current active rate offers to the next procurement period. This is a one-time option available to TSPs, and TSPs can ‘Accept’ or ‘Reject’ the roll overs.

4. TSP user will then be taken inside Rate Filing module where TSP can view the rates being procured, download rate filing template(s), edit rate offers and upload new rate offers.
5. To upload new rate offers, rate files **must be in the Excel .xlsx format** so the system can accept it.
6. TSP User can always download the Rate Filing templates from TMSS 2.0 by selecting the SRO code. System generates templates with available lanes for the selected SRO. TSP user can modify the data inside the template, but should not change the format, and upload the rate offers by clicking 'FRT Upload Rate File' option.



7. TSP user must either click on 'Choose File' option or drag/drop their rate file. Then click 'Click to upload file' button to upload their rate file. System will send out an email to the user as soon as the file is processed with the processing statistics included and the instructions to download and review the results file.

8-3. RESULTS FILE DIRECTORY ACCESS

Once the rate offers have been uploaded using the Upload Rate File function, the user will get an email notification that the firm's file was successfully processed. Any errors in the processed file can be accessed via 'File Download' option in the 'Rate Filing' main menu. TSPs can correct the errors and re-upload them for processing.

APPENDIX-A: REPORT FORMATS

Transportation Service Providers (TSPs) are required to submit monthly reports to GSA based on the number of shipments paid per calendar month. If TSPs fail to consecutively submit a report, they shall be temporarily suspended from the program. The following table describes the format shown below it.

If there has been no activity for the month, a negative report must be submitted. For negative reports, please write “NA” in the columns

TSP Shipment Report Format Contents	
Column Heading	Description
SCAC	Standard Carrier Alpha Code
DATE PAID BY AGENCY	Date TSP received payment from the customer agency
TMSS 2.0/NON TMSS 2.0	Indicate if the service was booked through TMSS 2.0
Syncada/NON Syncada	Indicate if the service was paid for through Syncada/US Bank
BILL OF LADING NUMBER	BOL number generated through TMSS 2.0 or other external unique number
PRO BILL NUMBER	Number TSP used to track shipment
INVOICE NUMBER	Number on invoice submitted to customer agency for shipment payment
AGENCY	Agency for which the service was provided
TOTAL SHIPMENT DISTANCE	Total distance from pickup location to delivery location
TOTAL SHIPMENT WEIGHT	Total weight of cargo being shipped
COST OF ACCESSORIALS, IF NEEDED	Total cost of any accessories
TOTAL SHIPMENT COST	Total amount paid to TSP for the shipment
BASE COST PER MILE	Total shipment cost minus cost of accessories divide by distance (formula already in sheet)
FUEL SURCHARGE	Total fuel surcharge for the shipment (New FSC Chart effective 10/1/21)
AMOUNT SUBJECT TO IFF	Total shipment cost less the fuel surcharge (formula already in sheet)
IFF AMOUNT DUE	8% of the amount subject to IFF (formula already in sheet)
DATE IFF PAID	Date payment amount submitted to GSA (please leave blank if payment has not yet been submitted)
DATE OF CK	Date of check
CK NUMBER	Number of check

APPENDIX-B: FY 23 ACCESSORIAL LIST

GSA is trimming the list of accessorials procured for FY23 RFO bids. Accessorial not procured, will be negotiated during shipment creation. They, however, will still be governed by the terms and conditions stipulated in STOS and GSA No 200-A Uniform Rules Tariff.

Charge ID	STOS Description	Rating Units (input by TO when adding accessorial to a load)	Unit that TSPs should bid against in Rate Procurement
75	ITEM 75 SERVICES NOT OTHERWISE SPECIFIED	Transportation Officer (TO) to input the unit amount that when multiplied by TSP rate will come to negotiated \$ amount of the accessorial charge	\$X.xx per Unit; If TSP enters \$1 as their rate, TO simply enters the negotiated amount as rating unit in TMSS 2.0 to arrive at the agreed cost.
325-N	ITEM 325-N DETENTION - VEHICLES WITH POWER UNITS	TO enters the total number of minutes above the free time allotted.	\$X.xx per 15-minute increments above free time allotted for the shipment
325-A	ITEM 325-A DETENTION - VEHICLES WITH POWER UNITS – AFTER HOURS	TO enters the total number of minutes	\$X.xx per 15-minute increments above free time allotted
325-H	ITEM 325-H DETENTION - VEHICLES WITH POWER UNITS – HOLIDAYS	TO enters the total number of minutes	\$X.xx per 15-minute increments above free time allotted
350	ITEM 350 DETENTION - VEHICLES WITHOUT POWER UNITS (Subject to Notes 1 and 2.)	TO enters the number of days after the allotted free time for unloading and loading	\$X.xx per day (excluding holidays/weekends)
350-S	ITEM 350-S DETENTION - VEHICLES WITHOUT POWER UNITS- STRIKE INTERFERENCE CHARGE (Subject to Notes 1 and 2.)	Enter the number of days	\$X.xx per day (excluding holidays/weekends, but after the 4 th day holidays/weekends should be included)
425	ITEM 425 HYDRAULIC LIFT GATE SERVICE	TO is not required enters any rating units. Charge calculated off shipment weight	\$X.xx per hundred pounds (CWT)
450	ITEM 450 FORK LIFT SERVICE (Subject to Note 1.)	TO enters the total number of minutes	\$X.xx per 30-minute increments

Charge ID	STOS Description	Rating Units (input by TO when adding accessorial to a load)	Unit that TSPs should bid against in Rate Procurement
475	ITEM 475 - EXCLUSIVE USE AND CONTROL OF VEHICLE-SINGLE TRAILER (Subject to Notes 1 and 2.)	TO is not required enters any rating units. Charge calculated off distance	\$X.xx per mile
480	ITEM 480 EXPEDITED SERVICE	TO is not required enters any rating units. Charge calculated on distance.	\$X.xx per mile
485	ITEM 485 EMERGENCY RESPONSES AFTER HOURS SERVICE CHARGE	TO is not required enters any rating units. Charge calculated on distance.	\$X.xx per mile
525-N	ITEM 525-N EXTRA LABOR - LOADING OR UNLOADING- NORMAL BUSINESS HOURS (See Notes 1 and 2.)	TO enters the number of hours	\$X.xx per hour
525-A	ITEM 525-A EXTRA LABOR - LOADING OR UNLOADING- AFTER HOURS (See Notes 1 and 2.)	TO enters the number of hours	\$X.xx per hour
525-H	ITEM 525-H EXTRA LABOR - LOADING OR UNLOADING-HOLIDAY HOURS (See Notes 1 and 2.)	TO enters the number of hours	\$X.xx per hour
550	ITEM 550 HANDLING FREIGHT AT POSITIONS NOT IMMEDIATELY ADJACENT TO VEHICLE	TO is not required enters any rating units. Charge calculated on weight.	\$X.xx per hundred pounds
625	ITEM 625 MARKING OR TAGGING FREIGHT - CHANGING MARKING OR TAGS	TO is not required enters any rating units. Charge calculated on number of pieces	\$X.xx per piece retagged
725	ITEM 725 NOTIFICATION CHARGE	TO is not required enters any rating units. Charge calculated on number of stops	\$X.xx per stop

Charge ID	STOS Description	Rating Units (input by TO when adding accessorial to a load)	Unit that TSPs should bid against in Rate Procurement
X850*	ITEM X850- PICKUP OR DELIVERY SERVICE - SORTING AND SIFTING (Subject to Note 5. Also, See Notes 1 through 4.)	No rating units required. Charge calculated on number of pieces	\$X.xx per piece shipped
850*	ITEM 850 PICKUP OR DELIVERY SERVICE- SORTING AND SIFTING	TO is not required enters any rating units. Charge calculated on weight	\$X.xx per hundred pounds (CWT)
850-R	ITEM 850-R PICKUP OR DELIVERY SERVICE- PRIVATE RESIDENCE	TO enters the number of additional delivery stops made to deliver freight	\$X.xx per delivery stop for renotification and arrangement of delivery; Other redelivery costs are covered under different items.
855	ITEM 855- PICKUP OR DELIVERY SERVICE - AT PRIVATE RESIDENCES (Subject to Note 2. Also, See Note 1.)	TO enters the shipment weight in CWT. If shipment requires extra labor, it must be documented under item 75.	\$X.xx per CWT
950	ITEM 950 REDELIVERY	TO is not required enters any rating units. Charge based on weight.	\$X.xx per hundred pounds (CWT)
1035	ITEM 1035 SERVICES - DUAL DRIVER PROTECTIVE SERVICE (DDPS)	No rating unit required. Charge calculated off distance.	\$X.xx per mile
1040	ITEM 1040 SERVICES - DUAL DRIVER SERVICE	TO is not required enters any rating units. Charge calculated off distance.	\$X.xx per mile
1250	ITEM 1250 WEIGHT-VERIFICATION	Enter the number of weight scale verification instances	\$X.xx per weight scale verification instances

APPENDIX-C: DOMESTIC LANES/CODES

TYPE	CODE	NAME
State	AB	ALBERTA, CANADA
State	BC	BRITISH COLUMBIA, CANADA
State	MB	MANITOBA, CANADA
State	NB	NEW BRUNSWICK, CANADA
State	NL	NEWFOUNDLAND AND LABRADOR
State	NS	NOVA SCOTIA, CANADA
State	ON	ONTARIO, CANADA
State	PQ	QUEBEC, CANADA
State	SK	SASKATCHEWAN, CANADA
State	NT	NORTHWEST TERRITORY , CANADA
State	YT	YUKON, CANADA
State	AL	ALABAMA
State	AR	ARKANSAS
State	AZ	ARIZONA
State	CA	CALIFORNIA
State	CO	COLORADO
State	CT	CONNECTICUT
State	DC	DISTRICT OF COLUMBIA
State	DE	DELAWARE
State	FL	FLORIDA
State	GA	GEORGIA(STATE)
State	IA	IOWA
State	ID	IDAHO
State	IL	ILLINOIS
State	IN	INDIANA
State	KS	KANSAS
State	KY	KENTUCKY
State	LA	LOUISIANA
State	MA	MASSACHUSETTS

TYPE	CODE	NAME
State	MD	MARYLAND
State	ME	MAINE
State	MI	MICHIGAN
State	MN	MINNESOTA
State	MO	MISSOURI
State	MS	MISSISSIPPI
State	MT	MONTANA
State	NC	NORTH CAROLINA
State	ND	NORTH DAKOTA
State	NE	NEBRASKA
State	NH	NEW HAMPSHIRE
State	NJ	NEW JERSEY
State	NM	NEW MEXICO
State	NV	NEVADA
State	NY	NEW YORK
State	OH	OHIO
State	OK	OKLAHOMA
State	OR	OREGON
State	PA	PENNSYLVANIA
State	RI	RHODE ISLAND
State	SC	SOUTH CAROLINA
State	SD	SOUTH DAKOTA
State	TN	TENNESSEE
State	TX	TEXAS
State	UT	UTAH
State	VA	VIRGINIA
State	VT	VERMONT
State	WA	WASHINGTON
State	WI	WISCONSIN
State	WV	WEST VIRGINIA
State	WY	WYOMING

APPENDIX D - FUEL SURCHARGE – EFFECTIVE 10/1/21

General: The Fuel Surcharge provides a TSP flexibility to obtain reasonable relief from sudden and unforeseen increases in diesel fuel prices. Since fuel-related rate adjustments for gradual changes in a TSP's fuel related costs over a longer period of time are beyond the purpose of this provision, a TSP should consider gradual fuel price changes when it submits new rate offers during a rate filing open window if such changes significantly affect the TSP's operating costs.

Application: The Fuel Surcharge is applicable to all rate offers accepted under this Request for Offers and its Filing Instructions (FI). The Fuel Surcharge may be waived or altered only by the General Services Administration's (GSA's) Freight Management Program (FMP) or the GSA's Office of Fleet Management (OFM).

- A. Setting Baseline. Diesel fuel price ranges and corresponding applicable percent rate adjustment levels were collaboratively established with the motor TSP industry as of November 2000. The levels specified in this section reflect current standard industry practice and will be reviewed and revised on an as needed basis.
- B. Determination of Adjustment. Each Monday, or first working day thereafter if the Monday falls on a Federal Holiday (after referred to as "Monday"), the Department of Energy, Energy Information Administration (EIA), posts the National U.S. Average diesel fuel price. If a Fuel Surcharge is justified based on each Monday's posting, the Fuel Surcharge applies to shipments picked up the ensuing Wednesday through the following Tuesday (Note: shipment pickup date is controlling for Fuel Surcharge purposes). A TSP is responsible for monitoring diesel fuel prices each Monday using one of the sources identified below to determine whether a Fuel Surcharge will apply for the one-week period beginning the upcoming Wednesday through Tuesday of the following week.

EIA Website: <http://www.eia.doe.gov/> EIA
Weekly Petroleum Status Report
EIA Hotline: (202) 586-6966

- C. Amount of Adjustment. If on any given Monday National U.S. Average diesel fuel prices, as published in one of the sources identified above, exceed the neutral range, the TSP may increase its linehaul charge by the appropriate percentage specified in the table below.
- D. Schedule: The following table specifies the percentage Fuel Surcharge to be applied based on diesel fuel cost per gallon:

	Cost per Gallon	Percent Increase
Neutral Range	\$2.50 and below	0.0%
	\$2.501 - \$2.630	1.0%
	\$2.631 - \$2.760	2.0%
	\$2.761 - \$2.890	3.0%
	\$2.891 - \$3.020	4.0%
	\$3.021 - \$3.150	5.0%
	\$3.151 - \$3.280	6.0%
	\$3.281 - \$3.410	7.0%
	\$3.411 - \$3.540	8.0%
	\$3.541 - \$3.670	9.0%
	\$3.671 - \$3.800	10.0%
	\$3.801 - \$3.930	11.0%
	\$3.931 - \$4.060	12.0%
	\$4.061 - \$4.190	13.0%
	\$4.191 - \$4.320	14.0%
	\$4.321 - \$4.450	15.0%
	\$4.451 - \$4.580	16.0%
	\$4.581 - \$4.710	17.0%
	\$4.711 - \$4.840	18.0%
	\$4.841 - \$4.970	19.0%
	\$4.971 - \$5.100	20.0%
	\$5.101 - \$5.230	21.0%
	\$5.231 - \$5.360	22.0%
	\$5.361 - \$5.490	23.0%

- NOTE: The table ends at \$5.49, but the \$0.13 increments and percentage increases continue for fuel costs above that dollar amount.