

August 19, 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 (GSA) Standard Tender of Service (STOS), Freight Management Program traffic.

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 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. 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 the STOS, [Standard Tender of Service](#), supplements and reissues thereto.

**MANDATORY REQUIREMENT:** To participate in this procurement, you must be a currently approved Transportation Service Provider (TSP). All TSPs must maintain a current registration in the System for Award Management (SAM), Taxpayer ID Number (TIN), have all GSA registration documents uploaded in TMSS 2.0, be active in TMSS 2.0 and up to date on IFF (Industrial Funding Fee) owed to the GSA Freight Management Program (FMP).

TSPs are strongly encouraged to read through this RFO, the [GSA Standard Tender of Service](#) and the GSA No. [200-A](#) Uniform Rules Tariff thoroughly prior to rate submission.

**Rate offers for Bid Segment 2 are being requested for the following service offerings:**

## Section 6: Emergency Rates

### Rate Files Submission Procedures:

GSA has introduced several changes in procedures to gain operational efficiencies; therefore, 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:** [gsatmsshhelp@gsa.gov](mailto:gsatmsshhelp@gsa.gov)

1. TSPs are strongly encouraged to attend an online TMSS 2.0 rate procurement (rate filing) training session provided by GSA (see Page 3, below for the registration link).
2. **The bid close date will not be extended.**
3. TSPs are required to acknowledge participation in TMSS 2.0 only for the Standing Route Orders (SROs) in the corresponding bid cycles under which they intend to submit rate offers. This should be done before the **Choose to Participate (NLT Date)** for the bid cycle ends. Upon acknowledging participation, the system will allow access to the necessary data for the TSP to submit rate offers. If the TSP has not acknowledged participation by the Choose to Participate (NLT Date), the TSP will NOT be able to file rates.

4. From time to time, the TMSS 2.0 system is required to be shut down for maintenance. Downtime, if any, will be noted 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.

**The TMSS 2.0 system is optimized for Google Chrome. Other browsers (Microsoft Edge, for example) can be used, but note that some of the views and functionality may vary when compared with using Google Chrome.**

**Bid Segmentation:**

GSA has divided the FY '23 procurement into two bid segments. Each segment has a specific “Open Date”, “Choose to Participate (NLT Date)” and a “Close Date”. A bid segment is a logical grouping of “Bid Cycles”; hence, it can contain several bid cycles. Each bid cycle contains all the tariffs that are open for bid under that Bid Cycle Name. Bid Segment #2 contains the following SROs:

SRO	Bid Cycle Name
<b>Emergency Regular Hours Tariff Groups</b>	
Emergency - Closed Van – TL (FEVTL)	FY23 EMERGENCY
Emergency – Double Drop Deck – TL (FEDDTL)	FY23 EMERGENCY
Emergency - Flatbed - TL (FEFBTL)	FY23 EMERGENCY
Emergency - Goose Neck - TL (FEGNTL)	FY23 EMERGENCY
Emergency - Lowboy - TL (FELBTL)	FY23 EMERGENCY
Emergency - Mobile Homes - TL (FEMHTL)	FY23 EMERGENCY
Emergency - Power Units - TL (FEPUTL)	FY23 EMERGENCY
Emergency - Refrigerated Van - TL (FERVTL)	FY23 EMERGENCY
Emergency - Step Deck - TL (FESDTL)	FY23 EMERGENCY
Emergency - Travel Trailer - TL (FETTTL)	FY23 EMERGENCY

For example, in the bid cycle identified by the name “FY23 EMERGENCY” (see table, above) the SRO “FEDDTL” is defined in the TMSS 2.0 system as “Emergency Regular Hours-Double Drop Deck – TL”. If a TSP intends to submit rate offers for Double Drop Deck Truck Loads under the FY23 EMERGENCY bid cycle, the TSP must acknowledge by selecting this Bid Cycle SRO before the “Choose to Participate” deadline date expires. TSPs may select SROs in one or more, or all, bid cycles under a bid segment if they intend to submit rate offers for them.

By segmenting the bids and further breaking down the bid cycles, GSA offers more flexibility to TSPs in submitting rate offers only for SROs of their interest. Further, by staggering the bid submission dates for each bid segment, TSPs will now have additional flexibility in managing the rates submission volumes and timelines.

It is important to note that TSPs are NOT required to submit rates for ALL the lanes, or for ALL the bid cycles under ALL the bid segments. TSPs are strongly encouraged to submit rates only for the SROs, lanes and bid cycles they can service in an effective manner as per the terms of the STOS. TSPs **MUST honor their submitted rates.** Failure to comply will result in temporary suspension from the GSA Tenders program.

**Bid Segment Calendar:**

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

**Bid Segment #2** will receive offers for **Emergency Rates**.

See **Section 5-3. BID CYCLE DATA** of this RFO for a complete list of all Bid Segments and Bid Cycles for the 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)
2	08/22/2022	08/26/2022	09/02/2022; 3:00 pm EDT	N/A	08/22/2022 – 08/26/2022

**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/1FAIpQLSeS2uj5nLkL3jLHYeDA6uZVJZc3-Bac3cJforWb-jD1qSdbKA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeS2uj5nLkL3jLHYeDA6uZVJZc3-Bac3cJforWb-jD1qSdbKA/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 the published 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 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 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 of any SRO. GSA reserves the right to reject the rates where TSPs have bid line-haul only or accessorials only. TSPs may, however, submit rate offers for select, not necessarily all, accessorials along with line haul.
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. Several lanes may have been added and/or dropped for some of the SROs.
8. The maximum charges for the following accessorials are listed below.

<b>GSA No. 200-A Tender Charge Code</b>	<b>Charge Description</b>	<b>Max Charge</b>
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

GSA No. 200-A Tender Charge Code	Charge Description	Max Charge
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 Accessorial 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 the TSP, it makes it easy for the Transportation Officer (TO) to reflect the negotiated amount in TMSS 2.0.

For 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 (1 x \$100 = \$100).

If you have any questions, please email [frtrates.procurement@gsa.gov](mailto:frtrates.procurement@gsa.gov).

Sincerely,

Scott M Kidd  
Center for Transportation Management (QMCCA)

**FY 2023 Request for Offers and  
Filing Instructions For  
Bid Segment 2 – Emergency Rates**

**Issued by:**

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

**August 19, 2022**



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# SECTION 1: TERMS AND CONDITIONS

## 1-1. GENERAL

This FY 2023 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** and the GSA No. 200-A Uniform Rules Tariff, 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 RFO to:

General Services Administration  
Federal Acquisition Service  
Freight Transportation Management Program  
Email: [frtrates.procurement@gsa.gov](mailto: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 the specific instructions provided in **Section 6**.

Standing Route Order (SRO) rate offers - An 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 those agencies/locations identified in **Section 6** of this RFO and MAY NOT be used with any other accepted rate offer, and the accepted rates and charges MAY NOT be used as factors in the construction of combination through rates, charges, or other provisions.

## 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 the remainder of this section (Section 1-3).

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 re-submitted no later than **3:00 PM Eastern Daylight Savings Time of 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 has implemented TMSS 2.0 as its traffic management system solution. Currently approved TSPs will make their initial filing for the FY 2023 rate cycle using current procedures in the TMSS 2.0 system.

#### **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 and destination state 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 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 **August 19, 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, 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 dated December 1, 2021.

## 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 of the shipment not to exceed \$100,000 as stated in the STOS Section 1.1, 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 on-line 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](http://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 appropriate agency/location Office(s) identified under “Contacts” of the applicable RFO section.

## 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 No. 200-A Uniform Rules Tariff 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 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 in their own right. 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 besides 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 No. [200-A Uniform Rules Tariff](#) (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.

**The IFF percentage for FY '23 RFOs is 8% (Effective 10/1/2022).** 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 [frttsp.reports@gsa.gov](mailto:frttsp.reports@gsa.gov) in EXCEL with a **subject line "SCAC (your company's SCAC) – 8% Industrial Funding Fee"**.

Failure to remit the Shipment Reports and timely IFF Payments will result in the placement of the firm in a nonuse status or debarment by GSA's Freight Management Program in accordance with the STOS Section 10.2.

**Questions should be directed to:**

Freight Transportation Management Program

Email: [frttsp.reports@gsa.gov](mailto:frttsp.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 **MUST** be submitted via the rate filing capabilities of TMSS 2.0.

### 5-2. ENCLOSURE TSP RATE PROCUREMENT FILING INSTRUCTIONS

The rate submission instructions for the “Rate Procurement” module in TMSS 2.0 is available in Section 8 of this RFO, as well as through online rate procurement training offerings. Please use the **registration link on page 3 of this RFO to sign up for this training.**

### 5-3. BID CYCLE DATA

GSA has divided this procurement into multiple bid segments. Each segment has a specific “Open Date”, “Choose to Participate (NLT Date)” and a “Close Date”. A bid segment is a logical grouping of “Bid Cycles” and a “Bid Segment” could 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 segments and important dates applicable to the segments:

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)
2	08/22/2022	08/26/2022	09/02/2022; 3:00 pm EDT	N/A	08/22/2022 – 08/26/2022

#### Important Note for all Bid Segments:

TSPs should submit rates only for the lanes and bid cycles 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	RP Open Bid Date	RP Choose To Participate (NLT Date)	Close Bid Date	Rate Effective Date	Rate Expiration Date
<b>Emergency Regular Hours Tariff Groups</b>								
Emergency - Closed Van – TL	2	FY23 EMERGENCY	FEVTL	08/22/2022	08/26/2022	09/02/2022	10/01/2022	09/30/2023
Emergency – Double Drop Deck – TL	2	FY23 EMERGENCY	FEDDTL	08/22/2022	08/26/2022	09/02/2022	10/01/2022	09/30/2023
Emergency - Flatbed – TL	2	FY23 EMERGENCY	FEFBTL	08/22/2022	08/26/2022	09/02/2022	10/01/2022	09/30/2023
Emergency - Goose Neck – TL	2	FY23 EMERGENCY	FEGNTL	08/22/2022	08/26/2022	09/02/2022	10/01/2022	09/30/2023
Emergency - Lowboy – TL	2	FY23 EMERGENCY	FELBTL	08/22/2022	08/26/2022	09/02/2022	10/01/2022	09/30/2023
Emergency - Mobile Homes – TL	2	FY23 EMERGENCY	FEMHTL	08/22/2022	08/26/2022	09/02/2022	10/01/2022	09/30/2023
Emergency - Power Units – TL	2	FY23 EMERGENCY	FEPUTL	08/22/2022	08/26/2022	09/02/2022	10/01/2022	09/30/2023
Emergency - Refrigerated Van – TL	2	FY23 EMERGENCY	FERVTL	08/22/2022	08/26/2022	09/02/2022	10/01/2022	09/30/2023
Emergency - Step Deck – TL	2	FY23 EMERGENCY	FESDTL	08/22/2022	08/26/2022	09/02/2022	10/01/2022	09/30/2023
Emergency - Travel Trailer – TL	2	FY23 EMERGENCY	FETTTL	08/22/2022	08/26/2022	09/02/2022	10/01/2022	09/30/2023

## **SECTION 6: IDENTIFICATION OF STANDING ROUTE ORDER TRAFFIC FOR EMERGENCY RESPONSE DURING NORMAL BUSINESS HOURS**

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

The General Services Administration (GSA) is requesting SRO **Emergency rate offers** on **behalf of Federal Civilian Agencies and FEMA for emergency response and surge support during normal business hours (8:00 AM to 8:00 PM, Eastern Standard/Daylight Time, Monday through Friday, excluding weekends and Federal holidays)**. Rate offers submitted in response to this RFO and its FI 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.

The **transport of travel trailers and mobile homes** is included under **Section 6-4**. Rate offers will be applicable only to interstate shipments moving in the Continental United States (CONUS) and **all** intrastate shipments within CONUS.

### **6-2. SUBSTITUTED SERVICE – RAIL FOR MOTOR**

If a TSP utilized Item 1125, Substituted Service – Rail for Motor, of the GSA No. 200-A Uniform Rules Tariff 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 the proper blocking and bracing by the TSP for Trailer-On- Flat-Car (TOFC) or Road Railer movement to preclude damage to the material.

### **6-3. 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. Therefore, any shipment moving under an accepted rate is automatically subject to the Government’s shipping “terms and conditions.”

GSA is requesting rate offers for the traffic listed below. An offering TSP must be able to service all points within each origin and destination state that a rate is offered. Rates may be, but are not required to be, submitted for all origins/destinations and all types of modes requested. Please note that separate rate offers **MUST** be submitted for each origin/destination and type of mode the TSP wishes to be considered for.

Identified below are the “Origins - Destinations, Agency Codes, and Type of Rates Requested” needed to file rates in response to this RFO and its FI.

## 6-4. IDENTIFICATION OF RATES

### A. TRUCKLOAD(TL)

<b>ORIGINS - DESTINATIONS</b>	<b>AGENCY CODE</b>	<b>Types of Rates Requested</b>
All Points in CONUS and Intrastate	FEVTL	Closed Van Truckload In Dollar & Cents-per-mile

### B. SPECIALIZED EQUIPMENT

#### 1. FLATBED – FEFBTL

<b>ORIGINS - DESTINATIONS</b>	<b>AGENCY CODE</b>	<b>Types of Rates Requested</b>
All Points in CONUS and Intrastate	FEFBTL	Flatbed Truckload In Dollar & Cents-per-mile

#### 2. STEP DECK – FESDTL

<b>ORIGINS - DESTINATIONS</b>	<b>AGENCY CODE</b>	<b>Types of Rates Requested</b>
All Points in CONUS and Intrastate	FESDTL	Step Deck Truckload In Dollar & Cents-per-mile

#### 3. LOWBOY – FELBTL

<b>ORIGINS - DESTINATIONS</b>	<b>AGENCY CODE</b>	<b>Types of Rates Requested</b>
All Points in CONUS and Intrastate	FELBTL	Lowboy Truckload In Dollar & Cents-per-mile

4. POWER ONLY UNITS – FEPUTL

<b>ORIGINS - DESTINATIONS</b>	<b>AGENCY CODE</b>	<b>Types of Rates Requested</b>
All Points in CONUS and Intrastate	FEPUTL	Power Units (to pull Truckload Trailers) In Dollar & Cents-per-mile

5. DOUBLE DROP DECK – FEDDTL

<b>ORIGINS - DESTINATIONS</b>	<b>AGENCY CODE</b>	<b>Types of Rates Requested</b>
All Points in CONUS and Intrastate	FEDDTL	Double Drop Deck Truckload In Dollar & Cents-per-mile

6. REMOVEABLE GOOSE NECK – FEGNTL

<b>ORIGINS - DESTINATIONS</b>	<b>AGENCY CODE</b>	<b>Types of Rates Requested</b>
All Points in CONUS and Intrastate	FEGNTL	Removable Gooseneck Truckload In Dollar & Cents-per-mile

7. REFRIGERATED VAN - FERVTL

<b>ORIGINS - DESTINATIONS</b>	<b>AGENCY CODE</b>	<b>Types of Rates Requested</b>
All Points in CONUS and Intrastate	FERVTL	Refrigerated Van Truckload In Dollar & Cents-per-mile

## SPECIALIZED EQUIPMENT REQUIREMENTS

1. Rates must be offered as Cents-per-Mile with a Minimum Truckload Charge;
2. TSP may be requested to furnish tarping for protections from the elements, chains, tie down or other load securing equipment.

### C. TRAVEL TRAILERS

ORIGINS - DESTINATIONS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	FETTTL	Travel Trailers In Dollar & Cents-per-mile

### TRAVEL TRAILER REQUIREMENTS

1. Rates must be offered as Cents-per-Mile with a Minimum Truckload Charge;
2. Fees for permits, escorts, and road surveys, when required and approved, **must be billed in accordance with the dollars and cents offered under Item 825 of the GSA No. 200-A.**

### D. MOBILE HOMES

ORIGINS - DESTINATIONS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	FEMHTL	Mobile Homes In Dollar & Cents-per-mile

### MOBILE HOME REQUIREMENTS

1. Rates must be offered as Cents-per-Mile with a Minimum Truckload Charge;
2. Fees for permits, escorts, and road surveys, when required and approved, **must be billed in accordance with the dollars and cents offered under Item 825 of the GSA No. 200-A.**

## 6-5. 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.

## 6-6. ACCESSORIAL SERVICES

See Appendix B for the accessorial to be procured for the traffic identified in this RFO. All accessorial, whether submitted by the TSP during rate filing or negotiated, will be governed by the terms and conditions stipulated in this RFO, the STOS and the GSA No. 200-A Uniform Rules Tariff.

GSA reserves the right to reject rates where the TSP has bid only line haul rates, or only accessorial rates. However, it is not necessary to submit line haul rates for every lane, or a rate for every accessorial. TSPs should only submit line haul rates and accessorial that can be handled efficiently, and at the rate tendered, by the TSP.

Note that some accessorial have a maximum chargeable amount limit attached. Please see pages 4 and 5 of this RFO for the specific accessorial with max charge amounts.

**NOTE:** Per **Section 6-1**, these SROs are for Emergency Response rate offers on behalf of Federal Civilian Agencies and FEMA for emergency response and surge support **during normal business hours (8:00 AM to 8:00 PM, Eastern Standard / Daylight Time, Monday through Friday, excluding weekends and Federal holidays)**.

**IF** the TSP would like to **also submit rates for Emergency Response After Hours** (between the hours of 8:00 PM to 8:00 AM Eastern Standard / Daylight Time M-F, and 24 hours on weekends and Federal holidays), you may submit those rates through an accessorial: **Item 485 – Emergency Responses After Hours Service Charge**. This accessorial represents a per mile rate which is IN ADDITION to the normal business hour rate per mile submitted. See GSA No. 200-A Uniform Rules Tariff for further details about this accessorial.

TSPs are **REQUIRED to submit rate offers for line haul when submitting rate offers for accessorial Item 485**. GSA reserves the right to reject rate offers for accessorial Item 485 if line haul rates for Emergency Response During Normal Business Hours are not submitted.

- **Item 485 – Emergency Response After Hours Service Charge is NOT applicable to Travel Trailers (FETTTL) and Mobile Homes (FEMHTL)**

## 6.7. LIABILITY OF TSP AND GOVERNMENT

Notwithstanding the provisions of 41 CFR 102-117 and 102-118 and CFR 102-1 through 102-220, property transported under the provisions of this RFO, its FI and the Standard Tender of Service (STOS) shall be valued at full value of the shipment up to \$100,000 unless otherwise stated in an SRO.

1. Shipments will normally be loaded by the TSP at origin and unloaded by the TSP at destination.
2. 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 closed van trailers or specialized equipment.

## **6-8. SHIPMENT TRACKING**

The TSP agrees to FEMA or other agencies' requirement to place a transponder on the specific full trailer loads. The TSP accepts financial and physical responsibilities for the transponder. This will be installed and removed by customer agency personnel. If agency personnel are not available at destination to remove the device, the TSP will remove and return the transponder to the shipping agency POC in accordance with the instructions provided by the customer at origin. Payment for the movement may be delayed should the transponder not be returned promptly. Understanding this, TSPs who do not abide by these terms will not be offered the loads.

## **6-9. DRIVER REQUIREMENTS**

1. Drivers must be an American citizen or possess a Green card and have adequate command of the English language to preclude communications problems, safety issues, and meet Security Standards.
2. DRIVERS MUST PROVIDE PROOF OF ID, SSN AND BE PRE-APPROVED PRIOR TO ENTRY AT ORIGIN.

## **6-10. ADMINISTRATIVE/SUPPORT REQUIREMENTS**

By the submission of a rate offer(s) in accordance with this RFO and its FI, the submitting TSP certifies that it can and will provide the following services:

- A. Single point of contact available 24/7
- B. Dedicated toll-free number
- C. Automated process for booking, quoting, tracking, tracing, etc.
- D. Provide emergency transportation support via all modes

(May require one-time-only (OTO) quotes for services or locations not included in the rates offered under this RFO including shipments to/from Alaska, Guam, Hawaii, Puerto Rico, the Virgin Islands, and foreign areas when requested)

- E. Provide generic reports

## **6-11. IDENTIFICATION OF HISTORICAL TRAFFIC VOLUME**

The estimated shipment volume to each Truckload (TL) destination site is approximately 50 shipments per year.

## 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. 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	frt-bidcycle-test
SRO	GENLTL
TSP SCAC	ABCD
Rate Type	LTL
Origin Id	AL
Origin	ALABAMA
Destination Id	AZ
Destination	Arizona
Tender ID	TNDR
LTL %	150
Minimum Charge %	200



### 7-3. TL Linehaul Column layout - SAMPLE

Column Name	Sample Values
Bid Cycle Name	frt-bidcycle-test
SRO	GENTL
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 ‘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, file must be saved in an .xlsx (Microsoft Excel) format.

#### **D. File Naming Convention.**

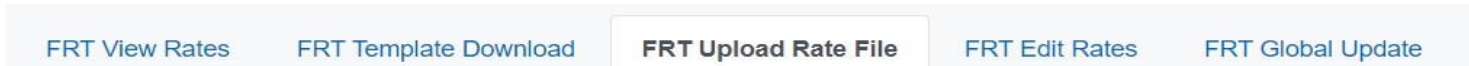
There are no specific file naming conventions needed. TSP can give any name to the file.

### **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 “Carrier User RF” or “Carrier 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 onetime 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 where 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

<b>TSP Shipment Report Format Contents</b>	
<b>Column Heading</b>	<b>Description</b>
SCAC	Standard Carrier Alpha Code
COMPANY NAME	Name of Company
DATE OF SHIPMENT	Date shipment picked up 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
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
DATE PAID BY AGENCY	Date TSP received payment from the customer agency
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
FUEL SURCHARGE	Total fuel surcharge for the shipment
AMOUNT SUBJECT TO IFF	Total shipment cost less the fuel surcharge (formula already in sheet)
IFF AMOUNT DUE	<b>8%</b> of the amount subject to IFF
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 FY23 ACCESSORIAL LIST

GSA is trimming the list of accessorial 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	<b>ITEM 75 SERVICES NOT OTHERWISE SPECIFIED</b>	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 has enters the negotiated amount as rating unit in TMSS 2.0 to arrive at the agreed cost.
325-N	<b>ITEM 325-N DETENTION - VEHICLES WITH POWER UNITS</b>	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	<b>ITEM 325-A DETENTION - VEHICLES WITH POWER UNITS – AFTER HOURS</b>	TO enters the total number of minutes	\$X.xx per 15 minute increments above free time allotted
325-H	<b>ITEM 325-H DETENTION - VEHICLES WITH POWER UNITS – HOLIDAYS</b>	TO enters the total number of minutes	\$X.xx per 15 minute increments above free time allotted
350	<b>ITEM 350 DETENTION - VEHICLES WITHOUT POWER UNITS (Subject to Notes 1 and 2.)</b>	TO enters the number of days after the allotted free time for unloading and loading	\$X.xx per day (excluding holidays/weekends)
350-S	<b>ITEM 350-S DETENTION - VEHICLES WITHOUT POWER UNITS- STRIKE INTERFERENCE CHARGE (Subject to Notes 1 and 2.)</b>	Enter the number of days	\$X.xx per day (excluding holidays/weekends, but after the 4 <sup>th</sup> day holidays/weekends should be included)
425	<b>ITEM 425 HYDRAULIC LIFT GATE SERVICE</b>	TO is not required enters any rating units. Charge calculated off shipment weight	\$X.xx per hundred pounds (CWT)
450	<b>ITEM 450 FORK LIFT SERVICE (Subject to Note 1.)</b>	TO enters the total number of minutes	\$X.xx per 30 minute increment

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	<b>ITEM 475 - EXCLUSIVE USE AND CONTROL OF VEHICLE-SINGLE TRAILER (Subject to Notes 1 and 2.)</b>	TO is not required enters any rating units. Charge calculated off distance	\$X.xx per mile
480	<b>ITEM 480 EXPEDITED SERVICE</b>	TO is not required enters any rating units. Charge calculated on distance.	\$X.xx per mile
485	<b>ITEM 485 EMERGENCY RESPONSES AFTER HOURS SERVICE CHARGE</b>	TO is not required enters any rating units. Charge calculated on distance.	\$X.xx per mile
525-N	<b>ITEM 525-N EXTRA LABOR - LOADING OR UNLOADING- NORMAL BUSINESS HOURS (See Notes 1 and 2.)</b>	TO enters the number of hours	\$X.xx per hour
525-A	<b>ITEM 525-A EXTRA LABOR - LOADING OR UNLOADING- AFTER HOURS (See Notes 1 and 2.)</b>	TO enters the number of hours	\$X.xx per hour
525-H	<b>ITEM 525-H EXTRA LABOR - LOADING OR UNLOADING-HOLIDAY HOURS (See Notes 1 and 2.)</b>	TO enters the number of hours	\$X.xx per hour
550	<b>ITEM 550 HANDLING FREIGHT AT POSITIONS NOT IMMEDIATELY ADJACENT TO VEHICLE</b>	TO is not required enters any rating units. Charge calculated on weight.	\$X.xx per hundred pounds
625	<b>ITEM 625 MARKING OR TAGGING FREIGHT - CHANGING MARKING OR TAGS</b>	TO is not required enters any rating units. Charge calculated on number of pieces	\$X.xx per piece retagged
725	<b>ITEM 725 NOTIFICATION CHARGE</b>	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*	<b>ITEM X850- PICKUP OR DELIVERY SERVICE - SORTING AND SIFTING (Subject to Note 5. Also, See Notes 1 through 4.)</b>	No rating units required. Charge calculated on number of pieces	\$X.xx per piece shipped
850*	<b>ITEM 850 PICKUP OR DELIVERY SERVICE- SORTING AND SIFTING</b>	TO is not required enters any rating units. Charge calculated on weight	\$X.xx per hundred pounds (CWT)
850-R	<b>ITEM 850-R PICKUP OR DELIVERY SERVICE- PRIVATE RESIDENCE</b>	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	<b>ITEM 855- PICKUP OR DELIVERY SERVICE - AT PRIVATE RESIDENCES (Subject to Note 2. Also, See Note 1.)</b>	TO enters the shipment weight in CWT. If shipment requires extra labor, it must be documented under item 75.	\$X.xx per CWT
950	<b>ITEM 950 REDELIVERY</b>	TO is not required enters any rating units. Charge based on weight.	\$X.xx per hundred pounds (CWT)
1035	<b>ITEM 1035 SERVICES - DUAL DRIVER PROTECTIVE SERVICE (DDPS)</b>	No rating unit required. Charge calculated off distance.	\$X.xx per mile
1040	<b>ITEM 1040 SERVICES - DUAL DRIVER SERVICE</b>	TO is not required enters any rating units. Charge calculated off distance.	\$X.xx per mile
1250	<b>ITEM 1250 WEIGHT-VERIFICATION</b>	Enter the number of weight scale verification instances	\$X.xx per weight scale verification instances

## APPENDIX C - 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 the National U.S. Average diesel fuel price, as published in one of the sources identified above, exceeds 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:

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

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