

August 30, 2012

This Request for Offers (RFO) transmits the issuance of the 2012-2013 Filing Cycle Special Instructions for the filing of rates in the General Service Administration's (GSA's) Vehicle Tender of Service (VTOS) specific to the Filing Cycle for the period November 1, 2012 through October 31, 2013. This RFO and Special Instructions are in accordance with the VTOS, dated June 17, 2009, supplements thereto and reissues thereof. Transportation Service Providers (TSPs) who are approved to participate in accordance with the VTOS and have agreed to abide by the terms and conditions of the VTOS, supplements thereto and reissues thereof, are eligible to file rate offers in accordance with this RFO and Special Instructions.

Due Date: Rate offers must be submitted in accordance with this RFO and Special Instructions by the Initial Filing due date of 10:00 P.M. Central Standard Time (CST), October 8, 2012 and/or the Supplemental Filing due date of 10:00 P.M. CST, March 25, 2013. Rate offers received after these dates and/or not submitted in accordance with this RFO and Special Instructions will not be accepted.

Performance Bond: All TSPs approved to provide service under the VTOS are required as part of its rate offer to furnish a performance bond in accordance with Section 1-4 of this RFO and Special Instructions. The performance bond MUST clearly identify that the bond is in force for the period November 1, 2012 through October 31, 2013, or later. A performance bond or Certification of Continuation of Bond currently on file does not satisfy this requirement and copies will not be accepted. Performance bonds must be submitted prior to the transmission of rate offers as the system will not validate submitted rate offers without a valid bond on file. A performance bond on file for the GSA Centralized Household Goods Traffic Management Program (CHAMP) International Program does not satisfy this requirement. A completely separate bond is required for the VTOS.

Industrial Funding Fee: The Industrial Funding Fee (IFF) will be 1.50% of the net shipment charges billable to the Government. Please refer to Section 1-2 of the VTOS for complete guidelines.

Fuel Surcharge: All ocean bunker fuel charges must be incorporated into the flat fee pricing structure for each shipment. If the TSP is subject to a fuel surcharge on the domestic portion of the shipment, the TSP may pass the fuel surcharge through to the Federal agency. A copy of the original billing is required for payment.

Submission of Rate Offers: All rate offers in the Transportation Management Services Solution (TMSS) system automatically expire on October 31, 2012. If a TSP does not want to make any changes to their currently filed rate offers but wants them to become effective again on November 1, 2012, the TSP must go in to TMSS and "carry over" their rate offers as identified in #1 below. If a TSP does not "carry over" existing rate offers or does not upload new rate offers during the Initial Filing window, any rate offers currently in TMSS will be

deleted from TMSS effective October 31, 2012. Rate offers effective during the Supplemental Filing window of May 1, 2013 do not require a change; however, TSPs have the option to modify existing rate offers and/or add new rate offers during the supplemental filing window.

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

1. Utilize the rate filing capabilities in TMSS.
 - TSPs must have access to the “HHG Rate Filing” module within TMSS. A firm’s TMSS Group Administrator can give access to this module. Once the “HHG Rate Filing” module has been accessed, a continuation of existing rate offers button will be displayed as a pop-up screen. The message will prompt the TSP to either accept or reject all rate offers to be carried over to the next rate filing cycle.
 - If a TSP accepts the continuance of rate offers, TMSS will display a statement that all rate offers will be copied over during the nightly batch process. TMSS will also display a message to the TSP identifying the number of rate offers that were carried over.
 - If a TSP wishes to change an existing rate offer and/or add a new rate offer after submitting the request to carry over all current rate offers, the TSP may go into the “HHG Rate Filing” module the **following day** and do so.
 - If a TSP rejects the continuance of rate offers, the rate filing module screens will be displayed so that the TSP may begin the rate filing process.
2. Utilize the Format and Electronic Submission instructions found in Sections 6 and 7 of this RFO.
3. Utilize the “HHG Spreadsheet” from the TMSS Main page. This spreadsheet will allow for the download of a copy of the existing rate offers. TSPs may then make additions and/or deletions prior to re-uploading it for validation and acceptance. For instructions on how to use this spreadsheet, please contact one of the points of contact at the end of this letter.
4. Utilize the services of a Rate Filing Service Provider (RFSP).

Any questions or comments may be directed to Robyn Bennett at (816) 823-3644 or via e-mail at robyn.bennett@gsa.gov or Kim Chancellor at (816) 823-3650 or kim.chancellor@gsa.gov.

Sincerely,

/s/ Robyn L. Bennett

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