

February 13, 2003

Dear Transportation Service Provider:

This Request for Offers (RFO) transmits the Special Filing Instructions (SFI) for the submission of rate offers for the General Services Administration (GSA) Standard Tender of Service (STOS), General Freight Traffic Management Program traffic. Rate offers filed in response to this RFO will be in accordance with the terms and conditions of the GSA STOS and this RFO and its SFI. Please note that in some instances this RFO and its SFI will deviate from and will supersede those published in the STOS, General Freight Tender of Service No. 1-F (GSA TOS No. 1-F), dated December 4, 2001, supplements and reissues thereto. Rate offers accepted in response to this RFO and its SFI will be for the filing period of May 1, 2003, through April 30, 2004.

Traffic to be included under this RFO and its SFI will be freight-all-kinds (FAK) shipments moving via closed van for all less than truckload (LTL) (0 pounds to 10,000 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments which fall into one or more of the three categories identified in Section 1 of this RFO and its SFI. Rate offers are being requested for the following types of traffic:

- General Freight Traffic rate offers (Section 8)
- Intrastate Alaska rate offers (Section 8)
- United States Postal Service rate offers (Section 9)
- Western Distribution Center rate offers (Section 10)
- Western Distribution Center (Fire Suppression Support) rate offers (Section 11)
- Agency Specific Non-Alternating rate offers (Section 12)
- United States Mint (Minor Coin and Pallet Return) rate offers (Section 13)
- Federal Aviation Administration, Oklahoma City, OK rate offers (Section 14)
- Agency Specific Alternating rate offers (Section 15)

All rate offers submitted in response to this RFO and its SFI must be submitted to GSA in accordance with Sections 16 and 17 - **NO PAPER RATE OFFERS** will be accepted. In addition, only those common/contract carriers, rail carriers, freight forwarders, and brokers and shippers agents/Intermodal Marketing Companies (including each of their underlying carriers which they represent) who have met the established approval requirements for participation in GSA's Freight Management Program may submit rate offers in accordance with this RFO and its SFI. Only those Rate Filing Service Providers (firms which offer to those approved to participate in GSA's Freight Management Program the service of submitting to GSA rate offers in accordance with this RFO and its SFI) who have a valid Trading Partner Agreement on file with GSA's Freight Program Management Office (FPMO) and have met all other approval requirements established by GSA can submit rate offers in accordance with Sections 16 and 17 of this RFO and its SFI on behalf of approved firms. Only those Tariff Publishing Agents who have a valid Trading Partner Agreement on file with the FPMO and have met all other approval requirements established by GSA may act as a Tariff Publishing Agent on behalf of approved firms.

**Please note the following significant items:**

1. Please be aware that electronic rate offers previously accepted in accordance with:

- The **General RFO** and its SFI dated **February 25, 2002**,
- The **U.S. Mint RFO** and its SFI dated **January 7, 2002**, and
- The **Western Distribution Center RFO** and its SFI dated **November 09, 2001**

These rates will automatically expire on April 30, 2003; consequently, it is imperative that all firms submit new rate offers in accordance with this RFO and its SFI if a firm wants rates on file in ITMS effective May 1, 2003;

2. The US Postal Service has made some additions and deletions to their identified traffic. Please see Section 9 for more details; and

3. **IMPORTANT:** If you are a current subscriber to the ITMS CD-Rom and intend to use its capabilities for creation and submission of your rate offer for the identified traffic, you will need to contact the FPMO to request an updated version of the ITMS CD. Your current ITMS CD does not incorporate the changes in programming required for this filing. To obtain an updated version of ITMS, please contact Carey DeForest at (816) 823-3646 or email at [carey.deforest@gsa.gov](mailto:carey.deforest@gsa.gov). If you **DO NOT** intend to utilize the capabilities of ITMS to create and submit your rate offers, you will **NOT** need to obtain a new version of ITMS as nothing else has been changed from your current version except for the programming changes that affect the ITMS CD-method of creating rate offers.

If you have any questions with regard to this RFO, its SFI, or GSA's Freight Management Program in general, please contact Carey DeForest at (816) 823-3646 or by e-mail at [carey.deforest@gsa.gov](mailto:carey.deforest@gsa.gov). For specific agency/location contacts, please reference Section 1-7.

Sincerely,

*/s/ Ed Hodges*

Ed Hodges, Director  
Property & Traffic Management Division (6FBD)