

July 22, 2003

Dear Transportation Service Providers (TSP's):

General Services Administration (GSA), Freight Program Management Office (FPMO) has posted the new Request for Offers (RFO) for the National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH) Work Centers to our website. You may download the RFO from our website at [www.r6.gsa.gov/fsstt](http://www.r6.gsa.gov/fsstt). Look under our "What's New" header to find the RFO which has a posted date of July 22, 2003.

Please be aware that electronic rate offers previously accepted in accordance with the RFO and its Special Filing Instructions (SFI) dated July 8, 2002, automatically expire on October 31, 2003; consequently, it is imperative that all firms submit new rate offers electronically in accordance with this RFO and SFI if a firm wants rates effective November 1, 2003.

The SFI for this RFO transmits the submission of rate offers for numerous NIB/NISH Work Centers. On behalf of NIB/NISH, GSA is requesting non-alternating Standing Route Order (SRO) rate offers. Rate offers filed in response to this RFO will be in accordance with the terms and conditions of the GSA Standard Tender of Service (STOS) and this RFO and SFI. Please note that in some instances this RFO and SFI will deviate from and will supersede those published in the STOS No. 1-F. Unless otherwise noted, rate offers accepted in response to this RFO will be for the filing period of November 1, 2003, through October 31, 2004.

All Transportation Service Providers (TSP) who have met GSA's approval requirements per the STOS 1-F Section 2, Participation, may submit rate offers in accordance with this RFO. Tariff Publishing Agents/Rate Filing Service Providers (RFSP) 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/Rate Filing Service Provider on behalf of approved firms. Rate offers submitted in response to this RFO and SFI must be submitted to GSA in accordance with Sections 9 & 10 - **NO PAPER RATE OFFERS WILL BE ACCEPTED.**

Please note the following significant items: Due to the transition from the Interagency Transportation Management System (ITMS) to the Transportation Management Services Solution (TMSS) system, Sections 9 and 10 have significant changes. Therefore, TSP's will be given review window from **July 22, 2003 to August 17, 2003**, prior to the open filing date of August 18, 2003. TSP's and RFSP's may not begin transmitting rate offers until the open filing period of **August 18, 2003 through September 26, 2003**. Listed below are the significant changes:

1. **Electronic Rate Filing:** All rate offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. Further, electronic transmissions that do not conform to formatting requirements specified in this Request and SFI in Sections 8, 9 and 10 will not be accepted. NOTE: If your firm intends to transmit its own rate offer via FTP instead of using a RFSP, you must contact the Program Management Office (PMO) in Kansas City, Missouri in writing on company letterhead to obtain an FTP User ID and Password;

2. New FTP Criteria: FTP users must prefix their existing user codes with the letters "FTP". The new FTP server address to be used for transmitting files to TMSS is: **159.142.4.2** Refer to Section 10 Electronic Rate Transmission Special Instructions;
3. Rate Filing Format Changes: Refer to Section 9 File Format Requirements for the Submission of Electronic Rate Offers;
4. Submission of Rates: Effective with this RFO, the submission of rate offers using a CD-ROM will no longer be available. TSPs will have the option of submitting rate offers: online using the new TMSS system, via a RFSP, or by creating their own file and submitting it via FTP via the format requirements identified in Section 9 and 10;
5. Electronic rate offers must be submitted to GSA in accordance with the time frames identified in this RFO and SFI per Section 1-4. Once a rate file is submitted, it will be processed for errors that evening, and an error report will be submitted back to the RFSP or TSP FTP directory immediately following validation. An e-mail will also be sent to the TSP or RFSP identifying the number of records added, rejected, and identified as suspect. TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the closing date. Rate files and error corrections submitted on the closing date will be accepted into the system, pending any errors. A TSP will not have an opportunity to correct any errors detected in a file submitted on the closing date;
6. If a TSP wants to provide service from a specific NIB/NISH Work Center to an identified GSA Distribution Center and also to the rest of the state in which the Distribution Center is located, the **TSP MUST file** one rate offer to the Work Center and a separate rate offer to cover all other points within the state (please refer to Section 8) **STATE TO STATE RATES WILL NOT** be applicable from a Work Center to the Western Distribution Center or Eastern Distribution Center.

If you have any questions with regard to this RFO, SFI, or the STOS, please contact Maria Gutierrez at (415) 522-2846 or by e-mail at [maria.gutierrez@gsa.gov](mailto:maria.gutierrez@gsa.gov). Questions dealing with the submission of electronic rate offers should be directed to Carey DeForest at (816) 823-3646 or e-mail at [carey.deforest@gsa.gov](mailto:carey.deforest@gsa.gov).

Sincerely:

/s/ Ed hodges

Ed Hodges, Director  
Property & Traffic Management Division