

July 30, 2003

Dear Transportation Service Provider:

The General Services Administration (GSA) is **amending** the Request for Offers (RFO) and Special Filing Instructions dated February 13, 2003. Due to the transition from the Interagency Transportation Management System (ITMS) to the Transportation Management Services Solution (TMSS) system, the Supplemental filing window of **August 1, 2003 through August 29, 2003** for this RFO has been **AMENDED, with the exception of Sections 10, 11 and 13, which remained unchanged**. Therefore, Transportation Service Providers (TSPs) will be given a **REVIEW** window from **July 30, 2003 to August 17, 2003**, prior to the **AMENDED SUPPLEMENTAL** filing window dates of **August 18, 2003 through September 26, 2003**. All previous requirements of the original RFO and SFI, dated February 13, 2003 will remain in effect except as noted in this letter and **Amended Sections** of this RFO and SFI.

Supplemental rate offers are being requested for the following types of traffic:

- General Freight Traffic rate offers (Amended Section 8)
- Intrastate Alaska rate offers (Amended Section 8)
- United States Postal Service rate offers (Amended Section 9)
- Agency Specific Non-Alternating rate offers (Amended Section 12)
- Federal Aviation Administration, Oklahoma City, OK rate offers (Amended Section 14)
- Agency Specific Alternating rate offers (Amended Section 15)

Please be aware that electronic rate offers **WILL NOT** be accepted for:

- Section 10, Western Distribution Center Rate Offers
- Section 11, Western Distribution Center, Fire Suppression Support Rate Offers
- Section 13, U.S. Mint (Minor Coin & Pallet Return Rate Offers)

Rate offers for Sections 10, 11, and 13 will expire on April 30, 2004, rate offers that became effective May 1, 2003 will apply, **NO** supplemental filings will be accepted.

Please note the following 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 the **new** formatting requirements specified in this Request and SFI in Sections 8, 9, 12, 14, 15, 16 and 17 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 17 Electronic Rate Transmission Special Instructions;
3. Rate Filing Format Changes: Header record fields have been removed from the rate record and the addition of booking office e-mail addresses and fax numbers have been added to the rate record format. TSPs must provide, either an Email address or, a fax number for each rate record. The email address or fax number provided in the rate record will be used by TMSS for automated booking notification (scheduled released date November 03). The email/fax number is expected to be associated with the booking office at the route level. If no such email/fax number can be provided at the route level, a corporate level email or Fax number should be provided. **TSPs that have current rates on file from the initial filing window can either enter an e-mail address or fax by accessing TMSS's rate filing function or GSA will use the header record fields from the initial rate file to update the booking office e-mail and/or fax number.** Refer to Section 16 File Format Requirements for the Creation of Electronic Rate Offers;
4. Submission of Rates: Effective with this RFO, the submission of rate offers using ITMS 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 16 and the submission requirements in Section 17;
5. Electronic rate offers must be submitted to GSA in accordance with the time frames identified in this RFO and SFI per Amended Section 1-2. 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. **NO PAPER RATE OFFERS WILL BE ACCEPTED;**

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. For specific agency/location contacts, please reference Section 1-7.

Sincerely,

/s/ Ed Hodges

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