





July 18, 1997

Dear Carrier:

As you are probably aware, the General Services Administration (GSA) has replaced its old automated transportation system, ARFARS, with the Interagency Transportation Management System (ITMS). As described in previous letters distributed to the freight carrier industry, ITMS is a PC-based system using CD-ROM technology that will run on your own computer or from your office's Local Area Network (LAN). ITMS was designed to make your job easier by providing you with the capabilities to:

-  Display and print the same cost comparison information that GSA's participating agencies have access to;
-  Create, save, and print rate reports - reports can be designed by specific carrier, combination of carriers, or all carriers by route or for all routes by general, alternating, and non-alternating rate offers;
-  Display and print carrier and Federal agency mailing lists; and
-  Review your firm's accepted rate offers, revise your firm's current rate offers, add new rate offers, validate your firm's rate submission before filing to ensure it meets GSA's criteria, and submit your firm's new rate file to GSA as an encrypted file.

In a letter dated July 17, 1997, GSA gave you the opportunity to purchase a copy of ITMS in order to take advantage of the capabilities identified above. The anticipated distribution date for ordered copies of ITMS is approximately the week of August 18, 1997. The Request for Offers (RFO) dated January 9, 1997, identifies an open window for the submission of new, late, or supplemental rate offers from August 1 through September 1. To allow those carriers who purchased a copy of ITMS to use its capabilities to assist them in the filing of any new, late, or supplemental rate offers during the upcoming open window, we are changing the open window to August 18 thru September 15. As a result, Paragraph 1-2.F.2. of the RFO dated January 9, 1997, has been amended to read as follows:

2. NEW FILINGS, LATE FILINGS, AND SUPPLEMENTAL FILINGS: New filings allowable under Paragraph 1-2.B., Late Filings of otherwise acceptable rate offers under Paragraph 1-2.D., and Supplemental Filings allowable under Paragraph 1-2.E. will

be processed as shown below, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-2.C.:

<u>CALENDAR YEAR 1997</u>		
<i>DATE RECEIVED</i>	<i>COMPUTER ENTRY DATE</i>	<i>ACCEPTED/EFFECTIVE DATE</i>
<i>8/18/97 thru 9/15/97</i>	<i>11/1/97 or Before</i>	<i>11/1/97</i>

We have received numerous complaints from our customers stating that when they call a firm identified on a cost comparison as having a valid rate offer on file, the firm replies that they do not service that area. This makes for very unhappy customers - both our customers and the firm's customers. Consequently, we strongly urge firms that during the amended open window they only file rate offers for those areas they intend to provide services to.

In addition to the amendment of the open window, several other changes/additions have been implemented. These changes/additions are identified in the following attachments:

Attachment 1 - File Naming Convention & Agency Code Additions;

Attachment 2 - Submission of Supplemental Filings & Cancellation of Entire Rate Offers;

Attachment 3 - Application of the Terms and Conditions of the GSA TOS No. 1-F, Section 10, Payment of Charges;

Attachment 4 - Format Requirements and Report Submission Requirements to Meet the Terms and Conditions of the GSA TOS No. 1-F, Section 9, Report Requirements; and

Attachment 5 - Carrier Assigned User IDs to Meet the Terms and Conditions of the GSA TOS No. 1-F, Section 10, Payment of Charges.

If you have any questions/comments regarding ITMS or the changes/additions contained in this letter, please contact either Robyn Bennett or Cindy Schardt at (816) 823-3646 or e-mail at internet robyn.bennett@gsa.gov or cindy.schardt@gsa.gov, respectively.

Sincerely,

W. P. Hobson, Manager
Freight Program Management Office (6FBX)
Federal Supply Service Customer Operations Division

ATTACHMENT 1

File Naming Convention & Agency Code Additions

➡ **File Naming Convention:**

Implementation of the Interagency Transportation Management System (ITMS) has created the need for the development of a File Naming Convention. This File Naming Convention applies to any new, late, or supplemental rate offers transmitted in accordance with the Request for Offers (RFO) dated January 9, 1997, and those rate offers transmitted utilizing the rate filing capabilities of ITMS.

All electronically transmitted rate offers must adhere to the following File Naming Convention:

FILE NAME	POSITIONS	CONTENTS
Carrier's SCAC or Rate Filing Service Provider's (RFSP) or Tariff Publishing Agent's (TPA) Code	1-4	Enter the Carrier's SCAC if transmitting rates itself. Enter RFSP's or TPA's Code if transmitting rates on behalf of a carrier. If all four (4) positions are not utilized, enter an underscore(s) (_) at the end.
Rate File Number	5-8	May be alpha, numeric, or a combination.
Extension	9-12	MUST be .FRT

Examples: ABCDSEDC.FRT, AAA_1234.FRT, BBBBSE97.FRT, CCC_SW97.FRT

If as a carrier, RFSP, or TPA you are unsure as to your firm's SCAC (up to 4 positions) or code (up to 4 positions) in GSA's Freight Management Program, please contact Robyn Bennett or Cindy Schardt at (816) 823-3646 or via e-mail at robyn.bennett@gsa.gov or cindy.schardt@gsa.gov, respectively, for verification.

The file naming convention identified above MUST be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up from your firm's directory on the FTP and/or automatic rejection of the rate offer(s).

➡ **Agency Code Additions:**

In the RFO dated January 9, 1997, we requested non-alternating, Standing Route Order (SRO) rate offers for the United States Department of Justice, Federal Prison Industry, UNICOR facility located in Lompoc, CA. The Agency Code for this facility is FPILO and it covers the following commodities: furniture, cable, signs, and printed matter. Since the issue of the RFO, we received notification that there are two (2) separate sites with two (2) separate mailing addresses within the Lompoc facility that are responsible for shipping one or more of the identified commodities. In order to provide each separate site with access to ITMS, we had to establish an additional Agency Code of FPILM. This addition does not affect the accepted rate offers. The addition of the Agency Code FPILM only provides the second site with the same access to the same rate information as the original site.

ATTACHMENT 2

Submission of Supplemental Filings & Cancellation of Entire Rate Offers

➤ Submission of Supplemental Filings via ITMS:

Please refer to the *ITMS User Guide* or contact Robyn Bennett or Cindy Schardt at (816) 823-3646 or e-mail at internet robyn.bennett@gsa.gov or cindy.schardt@gsa.gov, respectively.

➤ Cancellation of a Rate Offer in its Entirety via ITMS:

Please refer to the *ITMS User Guide* or contact Robyn Bennett or Cindy Schardt at (816) 823-3646 or e-mail at internet robyn.bennett@gsa.gov or cindy.schardt@gsa.gov, respectively. Cancellation of a current rate offer can only be submitted during an identified open window.

➤ Submission of Supplemental Filings Without ITMS:

If your firm is planning on supplementing a current rate offer (making changes/additions/deletions) during the amended open window, you will need to make the appropriate changes/additions/deletions to the rate offer and retransmit the ENTIRE rate offer (includes the Header Record and ALL B1, B2, B3, or B4 Rate Records) back to GSA via the I-FTP in accordance with the RFO dated January 9, 1997, and this letter.

➤ Cancellation of a Rate Offer in its Entirety Without ITMS:

If you firm plans on canceling a current rate offer in its entirety during the amended open window, you will need to retransmit only the appropriate A1 or A2/A3 Header Record (do not include any Rate Records) to GSA via the I-FTP in accordance with the RFO dated January 9, 1997, and this letter. Cancellation of a current rate offer can only be submitted during an identified open window.

ATTACHMENT 3

Application of the Terms & Conditions of the GSA TOS No. 1-F, Section 10, Payment of Charges

The following is a revision to the Request for Offers (RFO) dated January 9, 1997, to incorporate the terms and conditions of the GSA TOS No. 1-F, Section 10, Payment of Charges for the two (2) participating agencies identified below. Carriers wishing to submit non-alternating rate offers for these participating agencies may do so during the amended open window filing period of August 18 through September 15.

SECTION 6A

IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC

6A-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below are the participating agencies for which the General Services Administration (GSA) is requesting non-alternating SRO rate offers. Rate offers may only be submitted for non-alternating SROs when specifically requested and/or authorized by GSA. Rate offers submitted in response to this RFO and its SFI for the identified traffic **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. Please note that rates will only be accepted for the participating agencies identified below and a **SEPARATE** rate offer **MUST** be submitted for **EACH** Agency Code for which a firm intends to submit a rate offer. Rates submitted for any other agency will automatically be rejected. An offering firm must be able to service all points within each origin and destination state for which a rate is offered. Rates may be, but are not required to be, submitted for all origins/destinations requested.

Participating Agency	Origin	Destination	Agency Code	Commodities Shipped	Types of Rates Requested
All offices/locations of the: US Courts, US District Courts, US Bankruptcy Courts, US Probation Courts, US Court of Appeals	All Points in CONUS and Intrastate	All Points in CONUS and Intrastate	CRTGN	FAK	Less Than Truckload and Truckload
All offices/locations of the Department of Interior, National Park Service	All Points in CONUS and Intrastate	All Points in CONUS and Intrastate	NPSGN	FAK	Less Than Truckload and Truckload

6A-2. GSA SHIPMENT SURCHARGE: Each individual shipment moved under a rate offer accepted for the participating agencies identified above by GSA in accordance with this RFO and its SFI will be subject to a GSA Shipment Surcharge equal to 4% of the total amount billed for linehaul and accessorial services.

A. BILLING: The 4% GSA Shipment Surcharge **MAY NOT** be shown as a separate, chargeable line item on the firm's Public Voucher for Transportation Charges. Rate offers received from firms will be construed as containing this GSA Shipment Surcharge.

B. REMITTANCE TO GSA: See the revised Standard Tender of Service (STOS), GSA General Freight Tender of Service NO. 1-F, Section 10, Payment of Charges, for instructions on the remittance of the 4% GSA Shipment Surcharge by the firm to GSA.

6A-3. CONTACTS: Questions regarding the Courts should be directed to Robyn Bennett or Cindy Schardt at (816) 823-3646 or e-mail at internet robyn.bennett@gsa.gov or cindy.schardt@gsa.gov, respectively. Questions regarding the National Park Service should be directed to GSA's Southeast Zone Office located in Atlanta, GA, at (404) 331-5121.

6A-4. FILE FORMAT REQUIREMENTS: See Section 11 for the file format requirements that must be utilized when creating rate offer files for the submission of these non-alternating SRO rate offers.

ATTACHMENT 4

Format Requirements and Report Submission Requirements to Meet the Terms and Conditions of the GSA TOS No. 1-F, Section 9, Report Requirements

Item 9-2 of the GSA TOS No. 1-F identifies the reporting requirements for those shipments subject to a GSA Shipment Surcharge. Item 9-2.B.1. states that no hard copy reports will be accepted. GSA is making an exception to Item 9-2.B.1 until further notice is provided to the carrier industry. As a result, if you have handled shipments subject to a GSA Shipment Surcharge during the second quarter (shipments delivered between April 1, 1997, and June 30, 1997), please complete the following form for each shipment handled. This form may be reproduced. As stated in the GSA TOS No. 1-F, this shipment report is due by September 1, 1997. It may be faxed to the attention of Robyn Bennett at (816) 823-3656. Please refer to Item 9-2 for the due dates of subsequent quarterly shipment reports.

Standard Carrier Alpha Code (SCAC)	_____
Identifying Quarter	_____
Federal Agency User ID	Not Applicable
GBL Number	_____
Origin State	_____
Origin State Zip Code	_____
Destination State	_____
Destination State Zip Code	_____
Pickup Date	_____
Delivery Date	_____
Transit Time in Days	_____
Actual Weight	_____
Actual Mileage	_____
Amount Billed for Linehaul Transportation and Accessorial Charges ONLY	_____
Total Amount Billed	_____

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Telephone Number: _____

Fax Number: _____

ATTACHMENT 5

Carrier Assigned User IDs to Meet the Terms and Conditions of the GSA TOS No. 1-F, Section 10, Payment of Charges

The GSA Shipment Surcharge identified in Section 10 of the GSA TOS No. 1-F is due by September 1, 1997, for those shipments delivered between April 1 and June 30 which were subject to the GSA Shipment Surcharge. In order to submit the Shipment Surcharge payment to GSA, Section 10 states that the carrier will need an assigned User ID to include in the "Pay To" portion of the check or in Reference 12 if submitting by Electronic Funds Transfer.

Identified below is the format for the Carrier User ID that must be utilized when submitting payment of the Shipment Surcharge to GSA:

Positions	Content
1-4	Carrier's Standard Carrier Alpha Code (SCAC)
5-6	Last Two Digits of Calendar Year
7-7	Must be "F" for Freight
8-8	Identifying Quarter (based on shipments delivered) January 1 thru March 31 = 1 April 1 thru June 30 = 2 July 1 thru September 30 = 3 October 1 thru December 31 = 4

Example: ABCD97F2

Please refer to the GSA TOS No. 1-F, Section 10, Payment of Charges for a complete description of the terms and conditions of the GSA Shipment Surcharge. Section 10 also identifies the due date for future Shipment Surcharge payments for shipments subject to a GSA Shipment Surcharge.