

July 14, 1999

TO ALL PARTICIPANTS IN GSA'S CENTRALIZED HOUSEHOLD GOODS TRAFFIC MANAGEMENT PROGRAM

This Request for Offers (RFO) transmits the 1999-2000 Filing Cycle Special Instructions for the filing of rates in GSA's Centralized Household Goods Traffic Management Program (CHAMP) specific to the Filing Cycle for the period November 1, 1999, through October 31, 2000. These Special Instructions are in accordance with the Household Goods Tender of Service (HTOS) (refer to Section 2-4 or this Request for Offers). Participants who are approved to participate in CHAMP and have agreed to abide by the terms as set forth in the HTOS, supplements thereto and reissues thereof, are eligible to file rates in accordance with these instructions.

Please note the significant changes to the 1999-2000 Filing Cycle contained in these Special Instructions as indicated below.

1. Move Management Services: All provisions relative to these services have been removed from this RFO pending the transfer of such services to the Government Wide Employee Relocation Service Schedule.
2. Electronic Rate Filing: In lieu of the floppy disk requirements as set out in the DTOS, all offers must be transmitted electronically. Electronic transmissions not conforming to format requirements as set out in Section 6 of the enclosed RFO, will not be acceptable. The Government will not consider any rate offer when submission is other than electronically. NOTE: If your firm intends to transmit its rate offer via I-FTP itself and will not be utilizing a filing service, you will need to contact the Program Management Office in writing on company letterhead in order to receive your firm's User ID and Password (Section 1-1.4 of this RFO).
3. All re-filings of technical and rate filing deficiencies must be corrected and resubmitted within twelve (12) calendar days after Participant or Participant's Rate Filing Service Provider receives notification of deficiencies (Section 1-1.6).
4. Documentation Requirements: Participants are required to submit a Trading Partner Agreement and a Performance Bond in accordance with Section 1-4 of this RFO. In the absence of any one or all required documents, the participants rates will not be accepted.

Note: Documents should be submitted to the mailing address identified in Section 1-6. Receipt of documentation requirements by any other office of the General Services

Administration or by a Rate Filing Service Provider will be considered a filing deficiency under [Section 1-1.6](#).

5. Certification of Insurance: Under [Section 1-4](#) of this RFO, by submission of a rate offer, the Participant is certifying that it will maintain cargo liability insurance meeting the requirements of the HTOS.

6. Released Valuation: In addition to the released value at \$3.50 as provided in Item 190-1 of the Domestic Household Goods Government Rate Tender, STB-HGB 415-G, and \$5.00 as provided in Section 10 of the Household Goods Tender of Service (International Tender of Service), supplements thereto and reissues thereof, the Participant **must** offer shipments released at \$6.50 times the net weight of the shipment in pounds. This released value is applicable to both domestic and international shipments (refer to [Section 2-6](#)). Note the new *Tender Identifier* in [Section 6-3](#).

7. Special Agency Provisions (Section 3): In addition to offers for general transportation rates, participants have the option to file rates for the office within the Federal agency responsible for personal property traffic management. Note the following changes:

- (a) Department of Veterans Affairs is requesting offers based on released value at \$6.50 or \$110,000, whichever is greater;
- (b) Federal Bureau of Investigation has established Privately Owned Vehicles Transit Times and is requesting special agency offers **only** for the points identified;.

8. With the implementation of the Interagency Transportation Management System (ITMS), a File Naming Convention has been implemented. The File Naming Convention **must** be strictly adhered to. Failure to do so will result in the rate offer(s) not being identified in your firm's directory on the FTP which would result in your submission not be appended to the rate data base for processing and/or automatic rejection of the rate offer(s).

Any comments can be directed to the address identified in Section 1-6 of the RFO.

Sincerely,

/s/ Ed Hodges

Ed Hodges. Director
Centralized Household Goods
Traffic Management Program (CHAMP)

Federal Supply Service Bureau

Enclosure