

SECTION 1 SPECIAL INSTRUCTIONS

1-1. General.

The following 1998-99 Filing Cycle Special Instructions (SI) are provided in addition to the instructions set out in the Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof (Domestic Tender of Service (DTOS) effective January 2, 1996 and the International Tender of Service (ITOS) effective October 1, 1995, supplements thereto and reissues thereof). By submission of a rate tender electronically, the submitting Participant agrees to the following terms and conditions.

1-1.1. Application of Section 3 of the Domestic Tender of Service.

The following provisions of the HTOS (DTOS, Section 3) apply to this rate solicitation: 3-1, 3-2,3-4, and 3-5. In the event that the DTOS 3-3 is not modified prior to the due date for submission of offers, Section 3-3 does not apply. All other provisions of Section 3 do not apply.

1-1.2. Effective Period

Except as otherwise provided herein, offers made in response to this request will be for the period **November 1, 1998, through October 31, 1999.**

1-1.3. Eligibility to File.

All Participants approved under the Centralized Household Goods Traffic Management Program- (CHAMP) Domestic and International, prior to the initial filing period due date as required in **Section 1-1.5.1**, have the option to submit an offer under this request.

1-1.4. Electronic Transmission.

All submission of rate filings must be accomplished via the Internet utilizing the File Transfer Protocol (I-FTP) meeting the transmission requirements as defined in **Section 7** of this Request for Offers (RFO). There will be no hard copy (paper) tenders required. If your firm has never submitted rates to the General Service Administration (GSA) and intends to transmit its rate offer via I-FTP itself and will not be utilizing a filing service, it will need to contact the Program Management Office (PMO) in writing on company letterhead in order for it to receive its User ID and Password. You may FAX your request to (816) 823-3656. The response from GSA assigning your firm's User ID and Password will also be via FAX, so be sure to include your firm's FAX number when submitting your request.

1-1.5. Filing Period.

1-1.5.1. Initial Filing.

Only firms approved to participate in CHAMP may submit offers in accordance with this request. Offers are due by 4:30 P.M. Central Standard Time, **September 9, 1998**, and will be reviewed and processed in accordance with **Section 1-2**.

1-1.5.2. New Filings.

New carriers receiving permanent approval after **February 1, 1998**, and who have not previously been part of the Program, may submit an offer in response to this request any time after permanent approval has been granted. Offers are due by 4:30 P.M. Central Standard Time and will be reviewed and processed in accordance with **Section 1-2**.

1-1.5.3. Late Filings.

Offers not responding to this request as required in **Section 1-1.5.1**, Initial Filing, may submit an offer in response to this request. Offers are due by 4:30 P.M. Central Standard Time and will be reviewed and processed in accordance with **Section 1-2**.

1-1.5.4. Supplemental Filings.

The supplemental filing allows the Participant to review and process any changes to its originally accepted offer and for the submission of new and late filings as defined in **Section 1-1.5**. Supplemental offers must be submitted in accordance with this request and are due by 4:30 P.M. Central Standard Time and will be reviewed and processed in accordance with **Section 1-2**.

1-1.6. Re-Filings of Filing Deficiencies.

1-1.6.1. Non-Rate Related Technical Deficiencies.

Participant offers received between **July 22, 1998, and September 9, 1998**, which do not meet documentation requirements as stated in **Section 1-4** will be considered unacceptable, rates will not be included in the database, and the Participant will be notified by phone, certified mail, or facsimile transmission under **Section 1-3** for correction. Corrected documentation must be re-submitted within

twelve (12) calendar days after receipt of notification. In those instances where corrections are not received within twelve (12) calendar days after notification, rate offers will be considered unacceptable and Participants will not be allowed to re-file until the next supplemental filing period or until a new RFO is distributed, whichever comes first. All corrected offers received within the twelve (12) calendar days will be entered into the database in accordance with [Section 1-2](#).

1-1.6.2. Rate Filing Deficiencies.

Initial Rate Filing offers received between **July 22, 1998 and September 9, 1998**, received in accordance with [Section 1-2.5](#) which do not meet the requirements as stated in this RFO will be considered unacceptable, rates will not be included in the database, and the Participant or Rate Filing Service Provider will be notified by phone, certified mail or facsimile transmission under [Section 1-3](#) for clarification and/or correction of offer. Corrections of deficiencies must be resubmitted within twelve (12) calendar days after receipt of notification. In those instances where corrections are not received within the twelve (12) calendar days after notification, offers will be considered unacceptable and the Participant will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received within the twelve (12) calendar days will be entered into the database in accordance with [Section 1-2](#).

1-1.6.3. Rate Related Deficiencies.

Initial Rate Filing offers received between **July 22, 1998 and September 9, 1998**, received in accordance with [Section 1-2.5](#), with rate related deficiencies (i.e. discounts that are considered to be in error; for example; 55% or greater discount offered for a domestic shipment) will not be included in the database. Participants will be notified by phone, certified mail or facsimile transmission under [Section 1-3](#) for clarification and/or correction of offer. Corrections of deficiencies must be resubmitted within twelve (12) calendar days after receipt of notification. In those instances where corrections are not received within the twelve (12) calendar days after notification, offers will be considered unacceptable and the Participant will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received within the twelve (12) calendar days will be entered into the database in accordance with [Section 1-2](#).

1-1.6.4. Rate Filing Service Provider.

If a Participant's Initial Rate Filing offer is submitted in accordance with this RFO by a Rate Filing Service, the Rate Filing Service Provider will be notified of the deficiencies and **not** the firm. The Rate Filing Service Provider will be notified by phone, certified mail or facsimile transmission under [Section 1-3](#) for correction. Corrected offers must be resubmitted within twelve (12) calendar days after receipt of notification. In those instances where corrections are not received within the twelve (12) calendar days after notification, offers will be considered unacceptable and Participants will not be allowed to re-file until the next supplemental filing period, or until a new RFO is distributed, whichever comes first. All corrected offers received within the twelve (12) calendar days will be entered into the database in accordance with [Section 1-2](#).

1-2. Accepted/Effective Date.

Offers will be accepted and entered into the computer database on the date indicated in [Section 1-2.5](#) or the first working day of the month, whichever occurs first.

1-2.1. Initial Filings.

Initial Filings allowable under [Section 1-1.5.1](#) will be processed in accordance with [Section 1-2.5](#), below, except in those instances of resubmission of filing deficiencies, as identified in [Section 1-1.6](#).

1-2.2. New Filings.

New filings allowable under [Section 1-1.5.2](#), will be processed in accordance with [Section 1-2.5](#), below:

1-2.3. Late Filings.

Late filings of otherwise acceptable offers allowable under the limited terms specified in [Section 1-1.5.3](#), will be processed in accordance with [Section 1-2.5](#), below:

1-2.4. Supplemental Filings.

Supplements to accepted offers allowable under the limited terms specified in [Section 1-1.5.4](#) will be processed in accordance with [Section 1-2.5](#), below:

1-2.5. Schedule of Accepted Effective Dates.

	Calendar Year 1998	Calendar Year 1999		
	INITIAL FILINGS	NEW FILINGS	LATE FILINGS	SUPPLEMENTAL FILINGS
Date Received By	7-22-98 thru 9-9-98	2-1-99 thru 3-15-99	2-1-99 thru 3-15-99	2-1-99 thru 3-15-99
Computer Entry Date	11-1-98 or before	5-1-99 or before	5-1-99 or before	5-1-99 or before
Accepted/Effective Date	11-1-98	5-1-99	5-1-99	5-1-99

1-3. Participant Notifications.

1-3.1. Domestic Rate Filings.

If the submitting Participant receives no communication from GSA pursuant to Section 1-1.6 by the accepted/effective dates specified in Section 1-2.5, the Participant is on notice that its offer has been accepted.

1-3.2. International Rate Filings.

If the submitting Participant receives no communication from GSA pursuant to Section 1-1.6 by the accepted/effective dates specified in Section 1-2.5, the Participant is on notice that its offer has been accepted.

1-4. Documentation Requirements.

The following documentation is required to be on file with the PMO prior to the acceptance of a Participants rate offer, but no later than Section 1-2.5, Schedule of Accepted Rates, Date Received By. In the absence of any one or all required documents, the Participants rates will not be accepted by the database. This provision will apply with respect to any deficiency noted on documents, however, that for the purposes of this item, any reference to non-rate related deficiencies shall be construed as a documentation deficiency and Section 1-1.6.1 will apply. In those instances where corrections are not received in accordance with Section 1-1.6.1, offers will be considered unacceptable and Participants will not be allowed to re-file until the next supplemental filing period or until a new RFO is distributed, whichever comes first. All corrected offers received within the twelve (12) calendar days after notification will be entered into the database in accordance with Section 1-2.5.

1-4.1. Participant Providing General Transportation Services.

1-4.1.1. Trading Partner Agreement.

All Participants approved to provide General Transportation Services are required as part of its filing to have on file with the PMO a signed Trading Partner Agreement (TPA). In the absence of a TPA the Participants rate filing will be subject to the provision in Section 1-4, above. A TPA CURRENTLY ON FILE SATISFIES THIS REQUIREMENT.

1-4.1.2. Certificate of Insurance.

All Participants approved to provide General Transportation Services by the submission of a rate offer to the General Services Administration (GSA) PMO in accordance with this request, the Participant certifies that it will maintain cargo liability insurance meeting the HTOS (DTOS, Section 2.3.3 and ITOS, Section 2.4.5) requirements during the period of its accepted rate filing. GSA reserves the right to request from the Participant a Certificate of Insurance evidencing the maintenance of such cargo liability during the filing cycle.

1-4.1.3. Performance Bond - International Only.

All Participants approved to provide international General Transportation Services are required as part of its filing to furnish a performance bond, including Attachment 1 to this RFO, in accordance with the HTOS (ITOS, Section 2.4.6) and subject to the provisions of Section 1-4, above. The performance bond **MUST** clearly identify that the bond is in force for the period November 1, 1998 through October 31, 1999, or later. A Certification of Continuation of Bond is acceptable. **A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.**

1-4.2. Participant Providing Broker Move Management Services.

1-4.2.1. Disclosure Letter.

All Participants approved to provide Broker Move Management Services that have an agreement with a carrier providing transportation services which yield a commission, discount, or anything else of value to the Participant must submit a disclosure letter based on the following provisions:

- (1) Brokers with agreements yielding a commission from a carrier must propose a single commission rate and a uniform rate structure forming the basis for the commission, which will be used with all carriers, the broker selects to perform work under this RFO. Brokers must disclose the commission in writing, describe what the commission represents (e.g. percentage (%) of full tariff charges), and state they will use only this rate for work performed under this RFO.
- (2) Brokers with agreements that do not specify a commission but yield a discount or anything else of value to the broker must establish a rate structure with a uniform spread between the rate paid the broker and all carriers it uses to perform work under CHAMP. Brokers must disclose and fully describe the rate structure and spread to GSA and must include the basis (e.g. full tariff charges) for calculations under the rate structure. This disclosure must be submitted, in writing, and state that only this rate structure and spread will be used for work performed under this RFO.
- (3) GSA will review each broker's proposed commission rate or uniform rate structure and either approve or reject the arrangements. Brokers with approved arrangements may consider Paragraph B1-4.6 of the Tender of Service reinstated for work performed under this RFO.

1-4.2.2. Trading Partner Agreement.

All Participants approved to provide Broker Move Management Services are required as part of its filing to have on file with the PMO a signed Trading Partner Agreement in accordance with the HTOS (DTOS, Supplement, Section B3-5.7). In the absence of a Trading Partner Agreement, the Participants rate filing will be subject to the provision in [Section 1-4](#), above. A TPA CURRENTLY ON FILE SATISFIES THIS REQUIREMENT.

1-4.2.3. Performance Bond.

1-4.2.3.1. Domestic.

All Participants approved to provide Broker Move Management Services are required as part of its filing to furnish a performance bond, including Attachment 1 to this RFO, in accordance with the HTOS (DTOS Supplement, Section B3-5.8, effective November 1, 1996) at a minimum of \$20,000 and subject to the provisions of Section 1-4 above. The performance bond **MUST** clearly identify that the bond is in force for the period [November 1, 1998, through October 31, 1999](#), or later. A Certification of Continuation of Bond is acceptable. **A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.**

1-4.2.3.2. International

All participants approved to provide Broker Move Management Services are required as part of its filing to furnish a performance bond, including Attachment 1 to this RFO, in accordance with the HTOS (DTOS Supplement, Section B3-5.8, effective November 1, 1996) and subject to the provisions of Section 1-4, above. The performance bond **MUST** clearly identify that the bond is in force for the [period November 1, 1998 through October 31, 1999](#), or later. A Certification of Continuation of Bond is acceptable. **A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.**

1-4.3. Participant Providing Direct Move Management Services.

1-4.3.1. Trading Partner Agreement.

All Participants approved to provide Direct Move Management Services are required as part of its filing to have on file with the PMO a signed Trading Partner Agreement (TPA). In the absence of a TPA the Participants rate filing will be subject to the provision in [Section 1-4](#), above. A TPA CURRENTLY ON FILE AS A GENERAL TRANSPORTATION PROVIDER SATISFIES THIS REQUIREMENT.

1-4.3.2. Certificate of Insurance.

All Participants approved to provide Direct Move Management Services by the submission of a rate offer to the General Services Administration (GSA) PMO in accordance with this request, the Participant certifies that it will maintain cargo liability insurance meeting the HTOS (DTOS, Section 2.3.3 and ITOS, Section 2.4.5) requirements during the period of its accepted rate filing. GSA reserves the right to request from the Participant a Certificate of Insurance evidencing the maintenance of such cargo liability

during the filing cycle. **A PARTICIPANT MEETING THE REQUIREMENTS OF SECTION 1-4.1.2 SATISFIES THIS REQUIREMENT.**

1-4.3.3. Performance Bond - International Only.

All Participants approved to provide international Direct Move Management Services are required as part of its filing to furnish a performance bond, including Attachment 1 to this RFO, in accordance with the HTOS (ITOS, Section 2.4.6) and subject to the provisions of **Section 1-4**, above. The performance bond **MUST** clearly identify that the bond is in force for the period **November 1, 1998 through October 31, 1999**, or later. A Certification of Continuation of Bond is acceptable. **A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED. A PARTICIPANT MEETING THE REQUIREMENTS OF SECTION 1-4.1.3 SATISFIES THIS REQUIREMENT.**

1-4.4. Submission To.

All required documents must be submitted as originals with original signatures to the address specified in **Section 1-6**.

1-4.5. Place of Receipt.

Receipt of documentation requirements by any other office of the General Services Administration or by a filing service provider shall not be construed as receipt by the office specified in **Section 1-6**.

1-4.6. Time of Submission.

The **Disclosure Letter**, TPA, and Performance Bond must be submitted in accordance with **Section 1-4, above**. The provisions of **Section 1-4** will apply with respect to deficiencies in any of these documents; provided, however, that for the purposes of this item any reference to rate related deficiencies in **Section 1-1.6.1**.

1-5. Participant Certification Statement.

Participant certification of eligibility for the award of contracts for transportation.

(A) By submission of a rate tender electronically, the submitting Participant certifies that:

(1) Neither the Participant, nor any of its subsidiaries, officers, directors, principal owners, or principal employees is currently suspended, debarred, or in receipt of a notice of proposed debarment from any Federal agency as a result of civil judgment or criminal conviction or for any cause from GSA, or has been placed in temporary nonuse status by GSA for the routes covered by this tender as of the date that this rate tender is offered.

(2) The Participant is not a corporation, partnership, sole proprietorship or any other business entity which has been formed or organized following the suspension or debarment of, a subsidiary, officer, director, principal owner, or principal employee thereof (or from such an entity formed after receipt of a notice of proposed debarment).

(B) The following definitions are applicable to this certification:

(1) A subsidiary is a business entity whose management decisions are influenced by the Participant through legal or equitable ownership of a controlling interest in the firm's stock, assets, or otherwise.

(2) A principal owner is an individual or company, which owns a controlling interest in the Participant's stock, or an individual who can control, or substantially influence, the Participant's management, through the ownership interest of family members of close associates.

(3) A principal employee is a person(s) acting in a managerial or supervisory capacity (including consultants and business advisors) who is able to direct, or substantially influence, the carrier's performance of its obligations under its contracts for transportation with the Federal Government.

(C) The knowledge of the person who executes this certification is not required to exceed the knowledge which that person can reasonably be expected to possess, following inquiry, regarding the suspended or debarred status of the parties defined in (B) above.

(D) THE PARTICIPANT HAS A CONTINUING OBLIGATION TO INFORM THE GSA OFFICE TO WHICH THIS RATE TENDER IS SUBMITTED OF ANY CHANGE IN CIRCUMSTANCES WHICH RESULTS IN ITS INELIGIBILITY FOR THE RECEIPT OF CONTRACTS FOR TRANSPORTATION.

(E) An erroneous certification of eligibility or failure to notify the GSA transportation zone office receiving this tender of a change in eligibility may result in a recommendation for administrative action against the

carrier. Additionally, false statements to an agency of the Federal Government are subject to criminal prosecution pursuant to 18 USC 1001, as well as possible civil penalties.

1-6. Contact

Centralized Household Goods Traffic Management (CHAMP) Program Management Office (PMO)

NOTE: THIS IS A NEW MAILING ADDRESS

General Services Administration
Federal Supply Service Bureau (6FBX)
1500 Bannister Road Room 1076
Kansas City, MO 64131

(816) 823-3646 or FAX (816) 823-3656
Carla Young at carla.young@gsa.gov
Kim Anderson at kim.anderson@gsa.gov