



U.S. General Services Administration

Federal Acquisition Service

Ordering on Schedule Multiple Award Schedule 48 – Transportation, Delivery & Relocation Services

GSA Employee Relocation
Resource Center
Government Relocation Forum
October 18, 2011

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Lead Contract Specialist
Transportation Acquisition
Support Division - QMAC

Agenda

- Overview of the Multiple Award Schedule (MAS) & Schedule 48
- Benefits of Ordering on Schedule
- Fundamentals of Establishing a BPA against Schedule
- Ordering (FAR 8.4) Procedures off of Schedule
- Questions and Answers



Multiple Award Schedules



A Multiple Award Schedule (MAS) is a listing of vendors contracting with GSA to supply commercial products and/or services at varying prices to authorized users.

Websites: www.gsa.gov/schedules



GSA Schedule 48 – What is it?



Contract Holder

➤ Travel, Transportation & Relocation Services

- employee relocation services
- office relocation services
- courier services
- move management services
- ground transportation
- rental supplemental vehicle services
- long term lodging services
- domestic delivery (light and heavyweight packages)

➤ Established Ceiling Prices

➤ Websites for Relocation:

www.moveit.gsa.gov

www.gsaelibrary.gsa.gov

➤ www.fbo.gov Keyword/Solicitation: FBGT-GG-050001-B

Why Order Services Off of Schedule?

Benefits of GSA Schedule

- Easy ordering procedures
- Assured Compliance with :
 - Federal applicable regulations
 - Competition requirements
- Cost and Time Savings – 60-90 days
- Sustainable Acquisition
 - Green
 - Socioeconomic Goals
- Flexibility
- Vendor specialization and expertise
- Responsible, Technically qualified Contractors

Move Management Services 653 7

- Moving
- Transferee Entitlement and Pre-Move counseling
- Carrier Selection (if requested)
- Shipment Booking
- Preparation of Bills of Lading
- Service Performance & Prepayment Audits
- Onsite Quality Control
- Customization

Employee Relocation Services – 653 1, 653-4, 653-5

- Home Sales and Household Goods Move Services
- Employee Counseling
- Closing Services
- Property Management
- Customization Services (BVO programs)
- Managed Direct Reimbursement
- Expense Management
- Relocation Software & Reporting

Fundamentals of Contracting Services from Schedule 48

- Acquisition Planning & Market Research
- Blanket Purchase Agreement (BPA)
- Statement of Work (SOW)
- Request for Quotations (RFQ)
- Obtaining Best Value
- Contract File Documentation



Acquisition Planning & Market Research

- Acquisition Planning in accordance with FAR Part 7
 - ❑ Acquisition Team Formation
 - ❑ Obtain Concurrence of Contracting Officer
 - ❑ Determine Acquisition Strategy
- Market Research in accordance with FAR Part 10
 - ❑ Review Similar Relocation Service Acquisitions
 - ❑ Identify Sources of Market Information
 - ❑ Discover & Resolve Requirement Weaknesses

Blanket Purchase Agreement (BPA)

- Is **NOT** a Contract or Guarantee of Business
- Underlying GSA Contract is Still In Effect
- Agencies May Establish a BPA per FAR Part 8.405-3
- Single Award BPA (requires justification) – 1 year
- Multiple Award BPA (preference)
- BPAs Usually Do Not Exceed 5-yr Duration
- BPAs Usually Do Not Exceed Period of the Contract, but MAY Do So To Meet Program Requirements.*

Benefits to Using a BPA

- Satisfy Repetitive Need for Services
- Streamline Ordering Procedures
- Reduce Administrative Efforts
- Leverage Buying Power Through Volume Purchasing
- Provide Opportunity to Negotiate Improved Discounts Off Schedule Price



Benefits to Using a BPA

- Faster Turnaround on Orders
- Task Orders Follow Applicable Regulation and Vendor Contract Terms & Conditions
- Permit Agencies to add terms and conditions*
- Incorporate Contractor Teaming Arrangements (CTA)
- Preferred method for employee relocation services



Impacts on Federal Supply Schedules

FAR Subpart 8.4

- Rules for competing Schedule task and delivery orders reflect DFARS 208.405-70
- Additional Competition Requirements
- Additional Requirements when Limiting Resources



Impacts on Federal Supply Schedules

Procedures for Establishing Schedule BPAs(FAR 8.405-3(a))

- Preference for Multiple-Award over Single-Award
- Considerations for BPA establishment:
 - Scope and complexity of requirement(s)
 - Benefits of on-going competition
 - Administrative costs of BPAs
 - Technical qualifications of schedule contractor(s)
- Must address ordering frequency, invoicing, discounts, requirements, delivery locations, and time
- Ordering procedures for multiple-award BPAs must be in accordance with 8.405-3(c)(2)
- Allows multi-agency BPAs when agencies and their requirements can be defined at the time of establishment



Impacts on Federal Supply Schedules

Restrictions on Single Award BPAs (FAR 8.405-3(a))

➤ Restrictions on Single-award BPAs

- If estimated over \$103 million, must follow procedures for limiting sources AND Head of Agency must determine, in writing that one of the following conditions applies (may be combined with limited source justification):
 - The orders expected under the BPA are so integrally related that only a single source can reasonably perform the work
 - The BPA provides only for firm-fixed priced orders for products with unit prices established in the BPA or services with prices established in the BPA for specific tasks to be performed
 - Only one source is qualified and capable of performing the work at a reasonable price to the government
 - It is necessary in the public interest to award the BPA to a single source for exceptional circumstances.
- Limits period of performance to one year base with the possibility of four one-year options
- Annual reviews require approval by the ordering activities competition advocate

Impacts on Federal Supply Schedules

New Competition Requirements for Orders with SOW (FAR 8.405-2)

Estimated
Dollar Value

Simplified
Acquisition
Threshold

Micro-
purchase
threshold

- Create SOW and evaluation criteria
 - Receive ≥ 3 quotes, use eBuy, or follow procedure for limiting sources
 - Seek price reduction
 - Select best value quote
 - May not place orders orally
- Create SOW and evaluation criteria
 - Issue RFQ to ≥ 3 contractors, or follow procedures for limiting sources
 - Distribute orders among contractors
 - Select best value quote
- Place order with contractor
 - Distribute orders among contractors

Post Award:
Provide timely
notification to
unsuccessful
offerors.

Best Value Recommendation

- You decide
- Best Value offers the Government the Greatest Overall Benefit
- Considers Factors other than Price
- Agencies Must Determine Importance of Each Factors as they Relate to Each Other and Price
- Criteria Must Be Defined in the Statement of Work

BEST VALUE FACTORS to CONSIDER

- In Accordance with FAR 8.405-2 – Orders Requiring a Statement of Work
- Past Performance
- Service Characteristics
- Environmental and Energy Efficiency
- Technical Qualifications
- Training & Customer Support
- Administrative Costs
- Delivery & Performance Terms

Preparing a Statement of Work

- Identify & Emphasize Critical Elements
- State Requirements Vendors Must Meet
- Provide Logical & Readable Text
- Define “Best Value” Criteria



Formatting a Statement of Work

- Background
- Scope of Work
- Objectives
- Tasks
- Delivery
- Place of Performance
- Period of Performance
- Method of Award



Request for Quotations (RFQ)

- Standardization
- RFQ Must Include the Following:
 - ❑ RFQ Identification Number
 - ❑ Issuing Organization with POC
 - ❑ Closing Date and Time
 - ❑ Notification Only MAS Contractors will be Considered
 - ❑ Method of Award (Task Order, Multiple Award BPA, etc)
 - ❑ Instructions to Offerors
 - ❑ Other Pertinent Information (Additional Terms, etc) ²¹

EBUY

The use of eBuy will ensure compliance with new requirements

WWW.EBUY.GSA.GOV

GSA Advantage! e-Buy - Windows Internet Explorer provided by General Services Administration

https://www.gsaadvantage.gov/advgsa/advantage/login/eBuyLogin.do?BV_SessionID=@@@@0748075568.1273206426@@@@&BV_EngineID=ccccadekfidhifcflgcefmdgfhgdgn.0

File Edit View Favorites Tools Help

Facebook Ordering GSA Schedules Pre... GSA Advantage! e-Buy

GSA **eBuy** GSA Advantage! | e-Library

Welcome

GSA's latest e-Business innovation, *eBuy*, is an electronic Request for Quote (RFQ) / Request for Proposal (RFP) system designed to allow government buyers to request information, find sources, and prepare RFQs/RFPs, online, for millions of services and products offered through GSA's Multiple Award Schedule (MAS) and GSA Technology Contracts. Government buyers can use eBuy to obtain quotes or proposals for services, large quantity purchases, big ticket items, and purchases with complex requirements.

GSA can help you [Click here to learn more >>](#)

ACHIEVE YOUR GREEN ENERGY GOALS

Acquire fully compliant, innovative energy services with the new CPES BPAs.

[▶ All About e-Buy](#) [▶ e-Buy Training](#)

<p>Government Buyers</p> <p>Please enter your GSA Advantage! Membership User ID and Password.</p> <p>User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>▶ Register for a User ID and Password</p> <p>▶ I Forgot my User ID and/or Password.</p>	<p>GSA Contractors</p> <p>Please enter your Contract number and Password as provided by the Vendor Support Center.</p> <p>Contract Number <input type="text"/></p> <p><small>(Example: GS99F9999F, V123P1234A, or GSOOTO7NSD1234)</small></p> <p>Password <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>▶ Forgot Your Password?</p> <p><small>Please contact the VSC at 1-877-495-4849 or e-mail us at vendor.support@gsa.gov.</small></p>
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*** WARNING *** This is a U.S. General Services Administration computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution. [Privacy and Security](#)

Start | GSA Advantage! ... | 4 Microsoft Office ... | > Re: Fw: COMMITT... | 2 Windows Explorer | 4 Microsoft Office ... | 12:27 AM Friday



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RFQ PROCESS

Step 1. Assign Category & Select Vendors

Instructions: Listed below are vendors who currently have contracts under the Category you selected. Place a "check" next to the vendors whom you would like to quote on your RFQ. The vendors you select will receive an e-mail notice inviting them to quote on your requirements. You may request a quote from any or all vendors listed. In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors (if available). Remember, vendors are not required to submit a quote.
Reminder: Other vendors listed under this category may view and quote on the RFQ even if they have not been selected to receive an email invitation.

48 TRANSPORTATION, DELIVERY AND RELOCATION SOLUTIONS

Category	Description
653 8	OFFICE RELOCATION

77 contractors are available.

Select all vendors

Submit

Display: All Socio-Economic Indicators
 Small Business
 SBA Certified 8(a) Firm

Note: Hold the 'Ctrl' key to select all that apply. This allows sorting for selection/invitation purposes only. It does not prevent unselected vendors from submitting quotes.

Contractor Name	Address	Socio-Economic Status	Text File	Web page
... LLC	CHESTERFIELD, MO	Small Business	[icon]	[icon]
... COMPANY I	SHAWNEE MISSION, KS	Other than Small Business	[icon]	[icon]
...	SAN ANTONIO, TX	Small Business	[icon]	[icon]
...	SAN DIEGO, CA	Small Business	[icon]	[icon]
... ORANGE	ELGIN, IL	Small Business	[icon]	[icon]
...	KEARNY, NJ	Other than Small Business	[icon]	[icon]
...	FREDERICKSBURG, VA	Small Business Women Owned business	[icon]	[icon]

You can click on the contractor's name to view information about the company such as address, phone number, and point of contact information

eBuy allows you to re-sort the seller listing by socio-economic status.

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GSA Advantage! eBuy Profile - Windows Internet Explorer provided by General Services Administration

https://www.ebuy.gsa.gov/advantage/buyer/schedule_details.do

File Edit View Favorites Tools Help

GSA Advantage! eBuy Profile

Page Tools



Home Prepare an RFQ My RFQs Profile e-Buy Guidance e-Buy Training Log Off

Profile - New Address

Instructions: Please enter a Shipping Address and the Individual Receiving Shipment.

Notes:

1. Please do not use any special characters (quotes, #,\$, etc..) in the Address Name
2. **Overseas Customers:** please make sure your APO/FPO mail address is entered in City, and AA, AE or AP is entered in State.

Submit - Continue

Address Name	<input type="text"/>	Individual Receiving Shipment	
Agency	<input type="text"/>	Name:	<input type="text"/>
Address Line 1	<input type="text"/>	Phone:	<input type="text"/> <i>commercial, no alphas</i>
Address Line 2 <i>(optional)</i>	<input type="text"/>	E-mail:	<input type="text"/>
City	<input type="text"/>		
State	<input type="text"/>		
Zip Code	<input type="text"/> (ex. 22202 or 22202-1234)		

Your e-Buy Session will timeout in : 59:47

Trusted sites 100%

Windows taskbar with icons for start, CA, FED desk, phone, chat, and various applications like IBM Lotus, Amit, New F..., QMAC, Micros, Windo, and Micros. System clock shows 10:20 AM Wednesday.



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RFQ – 1-2-3

GSA Advantage | eBuy Prepare RFQ - Step 2 - Windows Internet Explorer provided by General Services Administration

https://www.ebuy.gsa.gov/advantage/buyer/buyer_address.do

File Edit View Favorites Tools Help

GSA Advantage | eBuy Prepare RFQ - Step 2

Home Prepare an RFQ My RFQs Profile e-Buy Guidance e-Buy Training Log Off

Step 2. RFQ Information

Instructions: Please enter your RFQ information below. If necessary, you may attach supporting documentation, such as statements of work, proposals, etc., by clicking on "Attach Documents". You should also include any criteria you may use to evaluate quotes.
Reminder: In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors for orders exceeding the micro-purchase threshold (FAR 8.405-1). Include brand name justification/ documentation if applicable (FAR 8.405-6).

Categories Selected:

48: 653 8 - OFFICE RELOCATION	Vendors selected	Remove Category
	3	X

RFQ ID: RFQ564783

Check if you are seeking sources or information only.

Recovery/Stimulus Acquisition (used to inform Seller, and for your documentation)

Reference # []
 OPTIONAL - use as needed to assign an internal reference or control number to your RFQ. This number will appear to sellers.

RFQ Title (ex. Consulting services; Office supplies)

[]

Delivery: (specify delivery expected)

Deliver [0] days After Receipt of Order (ARO) (Products)

Date of Award to Date of Completion (Services)

Period of performance: [] through [] (Services)

Line Items (Enter specific line items below)

Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Change Address
[]	[]	[]	[]	[]	(1)	Change
[]	[]	[]	[]	[]	(1)	Change
[]	[]	[]	[]	[]	(1)	Change

1 (points to Categories Selected)

2 (points to Product/Service Name column)

3 (points to Line Items section)

Your e-Buy Session will timeout in : 59:42

start | G.A.L. | FED desk | 5 In... | IBM L... | Amit ... | New F... | QMAC... | Micros... | Windo... | Micros... | 100% | 10:31 AM Wednesday

A document can be attached to the RFQ by clicking on the "Browse" button in Step 1.

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GSA Advantage! | e-Library

[Home](#) [Prepare RFQ](#) [My RFQs](#) [Profile](#) [e-Buy Guidance](#) [e-Buy Training](#) [Log Off](#)

Add Attachments to RFQ

Instructions: You may attach a statement of work or additional documents to the RFQ as needed. Each document must be *less than 5MB* in size.

No documents attached

Attach additional documentation:	
Step 1 - Select a document for upload	<input type="text"/> <input data-bbox="749 605 846 634" type="button" value="Browse..."/>
Step 2 - Enter a new name for the document	<input type="text"/> (optional)
Step 3 - Click to upload the document	<input data-bbox="600 719 780 748" type="button" value="Upload The File"/>

[Go Back to RFQ Basic Info](#)

A document can be attached to the RFQ by clicking on the "Browse" button in Step 1.

After selecting the documents, click "Upload File"

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No documents attached

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Step 1 - Select a document for upload	<input type="text" value="C:\temp\notesFE0FC0\Do"/> <input type="button" value="Browse..."/>
Step 2 - Enter a <i>new</i> name for the document	<input type="text"/> (optional)
Step 3 - Click to upload the document	<input type="button" value="Upload The File"/>

[Go Back to RFQ Basic Info](#)

After selecting the documents, click "Upload File"

When finished, click "Go Back to the RFQ Basic Info"

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Easy as 1-2-3

The screenshot shows a web browser window with the URL https://www.ebuy.gsa.gov/advantage/buyer/rfq_attachment.do. The page title is "GSA Advantage! eBuy Attach Documents to RFQ". The main content area is titled "Add Attachments to RFQ" and includes instructions: "You may attach a statement of work or additional documents to the RFQ as needed. Each document must be less than 5MB in size." Below the instructions, there is a table showing "Documents Attached to RFQ" with one entry: "OfficeRelocation.docx" with a red 'x' icon. A section titled "Attach additional documentation:" contains three steps: "Step 1 - Select a document for upload" with a text input field and a "Browse..." button; "Step 2 - Enter a new name for the document" with a text input field and "(optional)" text; and "Step 3 - Click to upload the document" with an "Upload The File" button. A "Go Back to RFQ Basic Info" button is located at the bottom left of the main content area. Three numbered arrows point to these elements: arrow 1 points to the "Browse..." button, arrow 2 points to the "Go Back to RFQ Basic Info" button, and arrow 3 points to the "Upload The File" button.

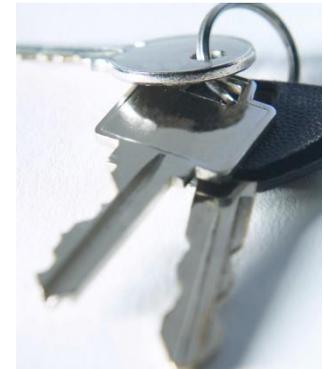
1

2

3

Documentation is Key

- ❑ Schedule Contracts Considered
- ❑ Contractor from whom Services purchased
- ❑ Description of Service Purchased
- ❑ Dollar Value
- ❑ Evaluation Methodology
- ❑ Best Value Rationale
- ❑ Price Reasonableness Determination



QUESTIONS/CLARIFICATIONS





U.S. General Services Administration

Federal Acquisition Service

Government Relocation Procurement Workshop

GSA Employee Relocation
Resource Center
Government Relocation Forum
October 18, 2011

Robyn Bennett
Lead Traffic Management Specialist
GSA, ERRC

Procuring Transportation via a Tender

- 40 U.S.C. § 501
 - ❑ GSA is designated traffic manager for federal agencies
 - ❑ GSA negotiates transportation services and rates on behalf of other agencies

- 49 U.S.C. 13712
 - ❑ Agencies may purchase transportation services outside of FAR guidelines

Benefits of Using a Tender

- No need for contracting officers
- Do not have to issue a formal contract
- Shorter lead times
- Easy to modify or cancel
- Easier for all approved TSPs to participate

- **SIMPLER!**

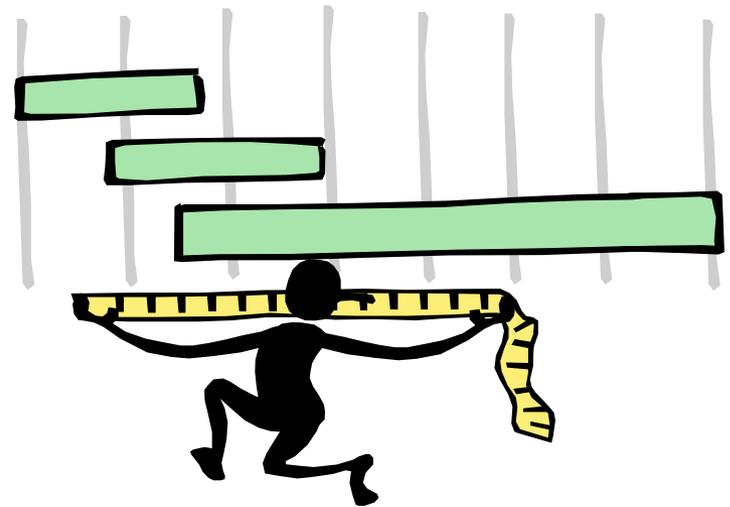
Centralized Household Goods Traffic Management Program (CHAMP)

- Tender based program
- Domestic and International coverage
- Line-haul, accessorials, storage-in-transit (SIT), unaccompanied air baggage (UAB), and privately owned vehicles (POV)
- Household Goods Tender of Service
- Strict TSP approval requirements
- GSA01Tariff
- Request for Offers



CHAMP Continued...

- Full Value
- Established transit times
- Maxpak charges
- 115% weight variance
- Set fuel surcharge
- GSA Form 3080
- Customer Satisfaction Index
- Value Index
- 30 day claim settlement



Your Requirements

- General rates
 - ❑ Available to everyone
- Alternating rates
 - ❑ Accepted rate offers apply to a specific agency/location and rate offers May alternate with any other accepted rate offer
- Non-Alternating rates
 - ❑ Accepted rate offers apply to a specific agency/location and rate offers May Not alternate with any other accepted rate offer

Which Would Work Best for You?

➤ General



➤ Alternating



➤ Non-Alternating



Which Would Work Best for You?

- General
 - ✓ Small number of shipments
 - ✓ No special requirements
- Alternating
 - ✓ Large number of shipments
 - ✓ Desirable traffic lanes
- Non-Alternating
 - ✓ Special requirements

General Rates

- Can use at any time



Alternating & Non-Alternating

- ERRC will work with you to develop your own standing route order (SRO)
- Your SRO will be included in the Request for Offers
- Acceptable rate offers will apply to your specific agency/location

Choices

- General Transportation Services
 - ❑ Provision of transportation related services only
 - ❑ You manage the move

- Move Management Services
 - ❑ Provision of transportation and other related services
 - ❑ You turn the management of the relocation over to an approved Move Management Service Provider

You Decide

➤ Reasons to go with General Transportation Services



➤ Reasons to go with Move Management Services



You Decide

- Reasons to go with General Transportation Services
 - ✓ Knowledge of relocation industry and practices
 - ✓ Available resources
 - ✓ Experienced staff
 - ✓ Time to devote to the relocation process

- Reasons to go with Move Management Services
 - ✓ Limited resources
 - ✓ Staff not trained in relocation policies and procedures
 - ✓ More mission critical responsibilities
 - ✓ Limited time to devote to the relocation process

Decision – General Transportation Services

- Request access to the Transportation Management Services Solution (TMSS) system today and be preparing for an upcoming relocation within a day or two
- Utilize “G” rates

Its' as easy as...



www.moveit.gsa.gov

GSA U.S. General Services Administration

Center for Transportation Management



Did you know that the GSA Federal Acquisition Service, Center for Transportation Management provides procurement solutions for employee and office relocation services and assistance in shipping freight, small parcels and household goods?

Now, for your convenience, www.moveit.gsa.gov connects you to the Center for Transportation Management program information, Transportation Management Services Solution (TMSS) and FAS Employee Relocation Resource Center (ERRC) websites.

**CENTER FOR
TRANSPORTATION
MANAGEMENT PROGRAM
INFORMATION**

Click Here

**TRANSPORTATION
MANAGEMENT SERVICES
SOLUTION (TMSS)**

Click Here

**EMPLOYEE RELOCATION
RESOURCE CENTER
(ERRC)**

Click Here



Federal Acquisition Service

GSA U.S. General Services Administration

GSA Home

Transportation Management Services Solution (TMSS)



Freight Queries now include the Fuel Surcharge in the Estimated Cost

WELCOME TO TMSS!

Transportation Management Services Solution (TMSS) is the first comprehensive online freight and household goods transportation management system designed exclusively for Federal civilian agency representatives and Transportation Service Providers (TSPs) doing business with GSA, contact us on our toll free number: 1-866-MOVEGSA (1-866-668-3472) or e-mail us at gasa@moveit.gsa.gov. Don't forget to [bookmark](#) us at www.moveit.gsa.gov.

TMSS - SIGNIFICANT SAVINGS, MORE VALUE!

TMSS provides access to GSA's highly competitive transportation rates via the Freight Management Program (FMP) and Centralized Household Goods Traffic Management Program (CHAMP).

Freight Management Program (FMP)

- Average Savings - 33.7% off Commercial Rates
- Strict TSP approval process
- 479 TSPs - large and small carriers, Brokers & Freight Forwarders currently have rates on file
- GSA has 1,657 approved TSPs in TMSS

Centralized Household Goods Traffic Management Program (CHAMP)

- Average Savings - 8.5% off Commercial Rates
- Strict TSP approval process
- Over 250 TSPs

NOTE TO CUSTOMERS: If you are not a user of TMSS, please go to "New Federal Customer? Click Here to Register." (located on this Home page). All subsequent logins will require you to use the TMSS-assigned User ID and your personally selected Password. All users who access TMSS are required to have their own User ID and Password.

NOTE TO TRANSPORTATION SERVICE PROVIDERS (TSPs): All GSA-approved TSPs have been assigned a TMSS User ID and Password. If you do not know your User ID or Password, contact GSA toll free at 1-866-MOVEGSA (1-866-668-3472) with your Standard Carrier Alpha Code (SCAC) and Tax Identification Number (TIN). TMSS will notify you of your User ID via e-mail and you will get a separate e-mail with the generic password. After you log in to TMSS, you will be required to create a new TMSS password. All subsequent TMSS logins will require you to use the TMSS User ID and Password. If you are not an approved GSA TSP, contact GSA toll free at 1-866-MOVEGSA (1-866-668-3472) or go to our Web site www.gsa.gov/transportation under Freight Management to learn how to become a TSP.

more features - more flexibility - less work

[FAQs](#) | [Contact Us](#) | [Browser Info](#) | [System Status](#) | [HHG Move Management Guidelines](#) | [GSA Form 3080-HHG Carrier Evaluation](#)

Login to TMSS

New Federal Customer?
Click Here to Register.

What's New?

[Electronic GSA 3080](#)

★ Offerings

Transportation Management

TMSS Training
Online Training Guides

Travel Training Courses

Session Timeout counter: 10793

Trusted sites

100%

Federal Acquisition Service

 U.S. General Services Administration

Transportation Management Services Solution (TMSS)

[* Home](#) [* FAQs](#) [* About TMSS](#) [* Contact Us](#) [* Close](#) [* Help](#)

CUSTOMER REGISTRATION

Fields in red are required fields

Please Enter the Registration Particulars

Customer Name:

Bureau Name:

Type of Access: Freight Household Goods

User First Name:

Middle Initial:

Last Name:

User E-mail: (Eg: xyz@abc.gov, abc@xyz.com)

User Phone: (Eg: 123-456-7890 or If International No. enter with proper codes)

Password Hint Question:

Password Hint Answer: (case sensitive)

Reporting Official Information

Reporting Official Name:

Title:

Address:

City:

State:

Zip Code: (Enter 5 or 9 digit Zipcode eg. 12345 or 12345-1234)

Country:

Telephone No: (Eg: 123-456-7890 or If International No. enter with proper codes) Ext

Fax: (Eg: 123-456-7890 or If International No. enter with proper codes)

Reporting Official E-mail:

Session Timeout counter: 10795

Trusted sites 100%

Federal Acquisition Service

Transportation Management Services Solution (TMSS)

TMSS MAIN

- Freight Queries
- One Time Shipment
- Freight Report
- HHG Queries
- HHG Report
- Mailing List
- FAIC List
- Account Info
- Reports Menu
- Freight Shipment
- HHG Shipment
- Invoices
- Depot Shipment



Welcome to TMSS!
You are logged in as : 4709TT06 - Test Test

Choose your option by clicking on the Menu

! You have successfully logged into the TMSS system.

Thank you for using the Transportation Management Services Solution (TMSS) system. We hope you find this system easy to navigate and most of all user friendly. If you have questions or comments about our system, you are encouraged to contact us at our toll free number 1 866 MOVEGSA or gsamovehelp@gsa.gov. We are committed to the success of your transportation needs.

The first module of TMSS (implemented June 30, 2003) includes the same modes that were available in the Inter-agency Transportation Management System (ITMS) - freight and household goods. In the future, plans are to include other modes of transportation. Additionally, the initial fielding of TMSS will function primarily as a replication of ITMS. Future modules are being built and will enable GSA customers to effectively and efficiently manage the entire transportation process and execute all the following tasks on-line.

- Rate and route shipments
- Book shipments
- Generate Bills of lading
- Track and trace shipments
- View proof of delivery
- Perform prepayment audits
- Pay for transportation services
- Resolve services and billing disputes
- File/settle loss and damage claims
- Generate transportation reports
- Perform data analysis
- Facilitate post payment audits

more features - more flexibility - less work

Federal Acquisition Service

GSA U.S. General Services Administration

Transportation Management Services Solution (TMSS)

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HOUSEHOLD GOODS QUERY

Please enter other particulars...

Move Date (MM/DD/YYYY) :

Type :

SRO :

	Origin	Destination
Zip :	<input type="text" value="64078"/> <input type="button" value="Find State/City"/>	<input type="text" value="80433"/> <input type="button" value="Find State/City"/>
Country :	<input type="text" value="UNITED STATES"/>	<input type="text" value="UNITED STATES"/>
State/Province :	<input type="text" value="MISSOURI"/>	<input type="text" value="COLORADO"/>
City Starting with :	<input type="text" value="ABCDEFGHIJKLMNOPQRSTUVWXYZ"/>	<input type="text" value="ABCDEFGHIJKLMNOPQRSTUVWXYZ"/>
City :	<input type="text" value="PECULIAR(CASS)-64078"/> <input type="button" value="Find Zip"/>	<input type="text" value="ASPEN PARK(JEFFERSON)-80433"/> <input type="button" value="Find Zip"/>

Estimated Mileage :

Estimated Weight :

Estimated Unaccompanied Air Baggage :

Vehicle :

- None
- Class 1-Less Than 300 CFt
- Class 2-Between 300 and 800 CFt
- Class 3-Exceeding 800 CFt

Relocating Employees First Name :

Middle Initial :

Last Name :

No. of Lines (TSPs) to be displayed :



Session Timeout counter: 10772

Trusted sites

100%

Federal Acquisition Service

Transportation Management Services Solution (TMSS)

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HOUSEHOLD GOODS QUERY RESULTS

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Choose your TSP or Modify the Query; Agent selection provided later

Relocating Employee: Move Date: 10/18/2011
 Origin: PECULIAR, MO (64078) County: CASS Weight: 18,000 UAB : Vehicle Class: No Vehicle Shipped
 Destination: ASPEN PARK, CO (80433) County: JEFFERSON Miles: 648 Commuted Rate: \$24,709.33 SRO:

- New Carriers
- VI Greater Than or Equal To 100
- Other Carriers
- Display All Carriers
- General Transportation (G)
- Move Management (M)
- All Type Rates
- Hiding 30 and 60 Days Storage Charge

The estimated Surface Charge includes an 11.91% bump-up to cover anticipated accessorial service charges. The estimated Surface Charge also includes a Packing and Container Maximum(Max-Pack) Charge. The Max-Pack charge is rarely met. If you are using the estimated Surface Charge for comparison purposes, you need to deduct the 11.91% to get a more accurate estimated Surface Charge cost.

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Rate Type	SCAC	Company Name	Telephone	Tender	C.S.I	V.I.	Surface		U A B		Vehicle	Total	SIT Rate	30 Day	60 Day	90 Day
							%	Charge	%	Charge						
G	NAVL	NATIONAL VAN LINES, INC.	800-866-1826	6458	103.62	104.1701	39%	\$9,636.63	0%	\$0.00	\$0.00	\$9,636.63	60%	\$5,475.00	\$6,771.00	\$8,067.00
M	STVL	STARCK VAN LINES INC	800-326-6556	2013	103.66	103.6715	41%	\$10,130.82	0%	\$0.00	\$0.00	\$10,130.82	58%	\$5,292.50	\$6,545.30	\$7,798.10
G	STVL	STARCK VAN LINES INC	800-326-6556	2011	103.66	103.6715	41%	\$10,130.82	0%	\$0.00	\$0.00	\$10,130.82	58%	\$5,292.50	\$6,545.30	\$7,798.10
G	ARMT	ARMSTRONG RELOCATION CO.	800-288-7396	AR11	103.88	103.5171	41%	\$10,130.82	0%	\$0.00	\$0.00	\$10,130.82	60%	\$5,475.00	\$6,771.00	\$8,067.00
G	COVA	COVAN WORLD-WIDE	800-239-4099	COV1	102.02	103.0501	39%	\$9,636.63	0%	\$0.00	\$0.00	\$9,636.63	60%	\$5,475.00	\$6,771.00	\$8,067.00
M	NAVL	NATIONAL VAN LINES, INC.	800-866-1826	6460	103.62	102.9176	42%	\$10,377.91	0%	\$0.00	\$0.00	\$10,377.91	60%	\$5,475.00	\$6,771.00	\$8,067.00
M	COVA	COVAN WORLD-WIDE	800-239-4099	COV1	102.02	102.6326	40%	\$9,883.73	0%	\$0.00	\$0.00	\$9,883.73	60%	\$5,475.00	\$6,771.00	\$8,067.00
M	ARMT	ARMSTRONG RELOCATION CO.	800-288-7396	AR11	103.88	102.5729	44%	\$10,872.10	0%	\$0.00	\$0.00	\$10,872.10	58%	\$5,292.50	\$6,545.30	\$7,798.10
G	GRVI	GRAEBEL VAN LINES, INC.	800-590-7159	GG11	99.75	101.7695	39%	\$9,636.63	0%	\$0.00	\$0.00	\$9,636.63	58%	\$5,292.50	\$6,545.30	\$7,798.10
G	ATVL	ATLAS VAN LINES INC	800-457-3370	1575	101.32	101.7251	41%	\$10,130.82	0%	\$0.00	\$0.00	\$10,130.82	60%	\$5,475.00	\$6,771.00	\$8,067.00
G	BTFA	BERGERTRANSFER	888-499-0560	0012	101.56	101.4756	42%	\$10,377.91	0%	\$0.00	\$0.00	\$10,377.91	60%	\$5,475.00	\$6,771.00	\$8,067.00
M	ARPV	ARPIN VAN LINES, INC.	800-995-2914	A108	99.06	100.5606	40%	\$9,883.73	0%	\$0.00	\$0.00	\$9,883.73	60%	\$5,475.00	\$6,771.00	\$8,067.00
G	ARPV	ARPIN VAN LINES, INC.	800-995-2914	A102	99.06	100.5606	40%	\$9,883.73	0%	\$0.00	\$0.00	\$9,883.73	60%	\$5,475.00	\$6,771.00	\$8,067.00
M	BTFA	BERGERTRANSFER	888-499-0560	0012	101.56	100.2230	45%	\$11,119.19	0%	\$0.00	\$0.00	\$11,119.19	60%	\$5,475.00	\$6,771.00	\$8,067.00
M	GRVI	GRAEBEL VAN LINES, INC.	800-723-2394	GM11	99.75	100.0994	43%	\$10,625.01	0%	\$0.00	\$0.00	\$10,625.01	58%	\$5,292.50	\$6,545.30	\$7,798.10
G	CMAC	COLEMAN AMERICAN MOVING SERVICES	334-983-6500	CM11	98.89	100.0241	41%	\$10,130.82	0%	\$0.00	\$0.00	\$10,130.82	60%	\$5,475.00	\$6,771.00	\$8,067.00
G	ALLV	ALLIEDVANLINES	800-382-9645	9657	98.85	99.9961	41%	\$10,130.82	0%	\$0.00	\$0.00	\$10,130.82	60%	\$5,475.00	\$6,771.00	\$8,067.00
M	ATVL	ATLAS VAN LINES INC	800-457-3370	1581	101.32	99.6375	46%	\$11,366.29	0%	\$0.00	\$0.00	\$11,366.29	60%	\$5,475.00	\$6,771.00	\$8,067.00
G	AERM	MAYFLOWER TRANSIT. LLC	800-395-2395	M110	99.25	99.2869	43%	\$10,625.01	0%	\$0.00	\$0.00	\$10,625.01	61%	\$5,566.25	\$6,883.85	\$8,201.45

Session Timeout counter: 2782

Trusted sites

Federal Acquisition Service

Identify the elements to be booked HHG UAB POV

Shipment Information

DRN & Suffix : H00000000004201 - 01

Enter Origin, Destinations & other Addresses : **Addresses**

Relocating Employee's First Name : Middle Initial : Last Name :
Designated Representative Releasing Shipment First Name : Middle Initial : Last Name :
Requested Packing Date (MM/DD/YYYY) :
Pickup/Move Date (MM/DD/YYYY) : 10/18/2011
Required Delivery Date (MM/DD/YYYY) :

Estimated Mileage : 648 Estimated Weight : 18000
Vehicle Shipped : No Vehicle Shipped Unaccompanied Air Baggage : 0
Professional Books, Papers & Equipment : No SRO Selected :
Pre-Move Survey required : After Acceptance Pre-Move Survey Type : On Site
Pre-Move Survey : No results

Shipment Cost Information

Type of Rate : G Tender Id : 6458
Surface Transportation % : 39% Surface Transportation Charge : \$9,636.63
Unaccompanied Air Baggage % : 0% Unaccompanied Air Baggage Cost : \$0.00
Vehicle Shipment Charge : \$0.00 Total Transportation Cost : \$9,636.63
30 Days Storage In Transit : \$5,475.00 60 Days Storage In Transit : \$6,771.00
90 Days Storage In Transit : \$8,067.00
SIT and Other Accessorial Services : **Accessorials**

Origin

City, State and Zip : PECULIAR, MO(64078)
Country : United States

Destination

City, State and Zip : ASPEN PARK, CO(80433)
Country : United States

Status : Incomplete

Response from TSP required within Days or Hours : Select Days Days OR Select Hours Hours OR Off-Line Booking

If you are using Off-Line Booking, please contact the TSP to verify shipment acceptance prior to continuing

Preferred Local Agent : Select Local Agent

Preferred Agent Name : Agent assigned by TSP :
Phone : Phone :
Fax No : Fax No :
Email : Email :

Additional comments concerning your shipment :

Decision – Move Management Services

- Request access to TMSS
- Review those TSPs offering “M” rates
- Review your requirements
- Choose one or more TSPs offering “M” rates to enter in to a MOU with



Federal Acquisition Service

Transportation Management Services Solution (TMSS)

HOUSEHOLD GOODS QUERY RESULTS

Back to Query Download

Choose your TSP or Modify the Query; Agent selection provided later

Relocating Employee: Origin: ANACOSTIA, DC (20373) Destination: ENGLAND
 County: DISTRICT OF COLUMBIA Weight: 8,000 UAB : 300
 County: Miles: 0 Move Date: 10/18/2011
 Vehicle Class: Class II Vehicle Commuted Rate: SRO: DVADC

- New Carriers
- VI Greater Than or Equal To 100
- Other Carriers
- Display All Carriers
- General Transportation (G)
- Move Management (M)
- All Type Rates
- Hiding 30 and 60 Days Storage Charge

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Rate Type	SCAC	Company Name	Telephone	Tender	C.S.I	V.I.	Surface		U A B		Vehicle	Total	SIT Rate	30 Day	60 Day	90 Day
							%	Charge	%	Charge						
* G	AIGP	ARPIN INTERNATIONAL GROUP	800-995-2914	AIGP	103.59	110.3230	155%	\$12,693.88	671%	\$958.75	\$2,920.00	\$16,572.63	110%	\$664.40	\$836.00	\$1,007.60
* G	CRWV	CARTWRIGHT INTERNATIONAL VAN L	800-821-2334	CRWV	106.14	108.7346	160%	\$13,103.36	847%	\$1,210.22	\$4,008.00	\$18,321.58	100%	\$604.00	\$760.00	\$916.00
* M	CRWV	CARTWRIGHT INTERNATIONAL VAN L	800-821-2334	CRWM	106.14	107.0919	168%	\$13,758.52	877%	\$1,253.09	\$4,258.00	\$19,269.61	100%	\$604.00	\$760.00	\$916.00
* M	AIGP	ARPIN INTERNATIONAL GROUP	800-995-2914	AIGP	103.59	107.0523	165%	\$13,512.84	988%	\$1,411.69	\$3,220.00	\$18,144.53	120%	\$724.80	\$912.00	\$1,099.20
* G	CWPH	CROWN RELOCATIONS	800-506-3461	CR06	109.09	105.0565	191%	\$15,642.13	1,202%	\$1,717.46	\$4,750.00	\$22,109.59	100%	\$604.00	\$760.00	\$916.00
* G	INIC	INTERSTATE INTERNATIONAL INC	888-472-6683	C11V	107.63	104.3353	183%	\$14,986.96	1,110%	\$1,586.01	\$5,301.00	\$21,873.97	100%	\$604.00	\$760.00	\$916.00
* G	NAVI	NORTH AMERICAN VAN LINES, INC	630-570-3360	G106	100.35	103.4977	140%	\$11,465.44	983%	\$1,404.55	\$6,065.00	\$18,934.99	110%	\$664.40	\$836.00	\$1,007.60
* M	INIC	INTERSTATE INTERNATIONAL INC	800-999-1001	C61V	107.63	103.2810	190%	\$15,560.24	1,154%	\$1,648.88	\$5,513.00	\$22,722.12	100%	\$604.00	\$760.00	\$916.00
* G	PLNE	PLANES MOVING & STORAGE, INC.	800-543-4977	3104	109.09	102.3413	200%	\$16,379.20	1,400%	\$2,000.37	\$5,500.00	\$23,879.57	200%	\$1,208.00	\$1,520.00	\$1,832.00
* G	PAXT	PAXTON VAN LINES	703-321-7600	P610	103.60	101.1374	191%	\$15,642.13	1,202%	\$1,717.46	\$4,750.00	\$22,109.59	110%	\$664.40	\$836.00	\$1,007.60
* M	NAVI	NORTH AMERICAN VAN LINES, INC	630-570-3360	G108	100.35	100.5681	154%	\$12,611.98	1,081%	\$1,544.57	\$6,672.00	\$20,828.55	110%	\$664.40	\$836.00	\$1,007.60
* G	ARBA	AMERICAN RED BALL INTERNATIONA	206-526-1730	V111	97.90	99.4158	182%	\$14,905.07	1,057%	\$1,510.28	\$4,082.00	\$20,497.35	100%	\$604.00	\$760.00	\$916.00
* G	ATVN	ATLAS VAN LINES INTERNATIONAL	206-526-1137	111X	94.51	97.4126	180%	\$14,741.28	1,020%	\$1,457.41	\$4,049.00	\$20,247.69	100%	\$604.00	\$760.00	\$916.00
* G	AVLH	ALLIED INTERNATIONAL NA, INC.	630-570-3495	G106	89.15	95.9027	139%	\$11,383.54	975%	\$1,393.11	\$6,015.00	\$18,791.65	110%	\$664.40	\$836.00	\$1,007.60
* M	PAXT	PAXTON VAN LINES	703-321-7600	P810	103.60	95.5073	239%	\$19,573.14	1,502%	\$2,146.11	\$5,938.00	\$27,657.25	115%	\$694.60	\$874.00	\$1,053.40
* G	SDHR	SUDDATH RELOCATION SERVICES, I	800-365-5463	GS06	98.00	94.7271	193%	\$15,805.92	916%	\$1,308.81	\$7,226.00	\$24,340.73	100%	\$604.00	\$760.00	\$916.00
* M	SDHR	SUDDATH RELOCATION SERVICES, I	800-365-5463	GS08	98.00	94.5566	195%	\$15,969.72	916%	\$1,308.81	\$7,226.00	\$24,504.53	100%	\$604.00	\$760.00	\$916.00
* M	AVLH	ALLIED INTERNATIONAL NA, INC.	630-570-3495	G108	89.15	92.9388	153%	\$12,530.08	1,073%	\$1,533.14	\$6,617.00	\$20,680.22	110%	\$664.40	\$836.00	\$1,007.60
* G	BEKM	BEKINS A-ONE MOVERS	877-289-1237	G006	0.00	37.2786	136%	\$11,137.85	753%	\$1,075.91	\$4,514.00	\$16,727.76	125%	\$755.00	\$950.00	\$1,145.00

MMS MOU – What Do You Want to Include?

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

MMS MOU – What Do You Want to Include?

- ✓ Make sure it is bound to CHAMP provisions
- ✓ Scope – domestic, international or both
- ✓ Employee counseling
- ✓ TSP selection and performance evaluations
- ✓ Self authorization of accessorials (followed by a written authorization)
- ✓ Bill of lading preparation
- ✓ Assistance with collection of the GSA 3080 Form
- ✓ Pre-payment audit services

MMS MOU – What Do You Want to Include?

- ✓ Claims preparation and settlement
- ✓ Management Reports
- ✓ Availability (24/7)
- ✓ Web site and access
- ✓ Helpful literature to employee
- ✓ How to handle one-time-only requests
- ✓ Securing of PII
- ✓ ...

MMS Guidelines – www.gsa.gov/transportation

Transportation
• Overview
• 2011 Government Transportation Forum
• Archives - Household Goods and Freight
• Electronic Bill of Lading (BL)
• Email Notifications
• Express & Ground Domestic Delivery Svcs
• Freight Management
• Household Goods Transportation
Agency Shipping Household Goods
▶ Move Management Guidelines
Rights and Responsibilities Pamphlet
Shipping Your HHG Employee Guide
Form 3080, HHG Carrier Evaluation Report
HTOS
HTOS and RFO Reference Library
Move Management Services
Request for Offers (RFO)
Transportation Service Provider Info

Move Management Guidelines

Agencies can obtain Move Management Services (MMS) from quality Transportation Service Providers (TSPs) with GSA's Centralized Household Goods Traffic Management Program (CHAMP). Under CHAMP, an agency can enter into a Memorandum of Understanding (MOU) with an approved TSP for the provision of a variety of Move Management Services. When developing a MOU, an agency can include such services as:

- Employee counseling;
- Entitlement issues;
- TSP selection;
- Bill of lading preparation;
- Prepayment audit services;
- Claim preparation and settlement; and
- Management reports.

Under a MOU, the MMS provider can handle an employee's relocation from beginning to end as detailed in the MOU. To see an example of TSPs who offer MMS, log into the [Transportation Management Services Solution](#) (TMSS) system and run a household goods query. Those TSPs offering MMS will be indicated with an "M" under the "Rate Type" column. If not currently a TMSS user, click on "New Federal Customer? Click here to Register" from the TMSS log in page to receive a TMSS User ID and Password.

GSA has developed general guidelines (see below) that should be considered or incorporated when developing a MOU. These general guidelines are merely suggestions to assist agencies in developing a MOU. An agency's needs may require adding and/or removing services to further tailor an agency's MOU. GSA is not responsible for MOU omissions or inaccuracies. Contact CHAMP's Program Management Office for questions or for assistance in completing and/or reviewing an agency MOU at reg6.transportation@gsa.gov or visit [Contacts](#).

[Example of a MOU](#)

CONTACTS

Robyn Bennett
(816) 823-3646

- robyn.bennett@gsa.gov
- [View Contact Details](#)

And Another Option...

- If choosing to access Move Management Services under TDRS 653-7, you can require that the move manager use a CHAMP approved TSP for the line-haul portion
- Must use a CHAMP TSP's "G" rates
- CHAMP TSP will bill for the line-haul and other related services (POV, UAB, SIT, accessorials) on a separate invoice in accordance with CHAMP
- TDRS 653-7 MMS Provider will submit a separate invoice to the agency billing for the move management services

More Info www.moveit.gsa.gov



Center for Transportation Management



Did you know that the GSA Federal Acquisition Service, Center for Transportation Management provides procurement solutions for employee and office relocation services and assistance in shipping freight, small parcels and household goods?

Now, for your convenience, www.moveit.gsa.gov connects you to the Center for Transportation Management program information, Transportation Management Services Solution (TMSS) and FAS Employee Relocation Resource Center (ERRC) websites.

**CENTER FOR
TRANSPORTATION
MANAGEMENT PROGRAM
INFORMATION**

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**TRANSPORTATION
MANAGEMENT SERVICES
SOLUTION (TMSS)**

Click Here

**EMPLOYEE RELOCATION
RESOURCE CENTER
(ERRC)**

Click Here



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Transportation Programs

Transportation Management Services Solution (TMSS)

GSA offers freight and household goods transportation services for federal civilian agencies. Transportation options are accessed through GSA's Internet based [TMSS](#) system. TMSS provides:

- Comprehensive online freight and household goods transportation;
- First web based transportation system with an approved electronic bill of lading;
- Online booking online feature;
- Volume discounted negotiated government rates;
- Efficient transportation system that streamlines the transportation process; and
- Easy use.

Centralized Household Goods Traffic Management Program (CHAMP)

[CHAMP](#) stipulates provisions for transporting household goods, privately owned vehicles, and unaccompanied air baggage of relocating federal employees to domestic and international destinations. CHAMP provides:

- Online booking of CHAMP shipments through TMSS;
- Economical advantages through significant savings off commercial rates;
- Over 250 participating Transportation Service Providers;
- Strict Transportation Service Provider approval process;
- Standards/requirements of Household Goods Tender of Service (HTOS); and
- Expert assistance and guidance from GSA's transportation management associates.

Freight Management Program (FMP)

FMP provides a framework for fulfilling the domestic freight shipping requirements of federal

CONTACTS

Transportation Programs
1-866-668-9472
• transportation_programs@gsa.gov
• [View Contact Details](#)

Relocation
1(877) 575-ERRC
• relocation_programs@gsa.gov
• [View Contact Details](#)

Raymond F. Price
(703) 605-2890
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