



Appendix V.D.1

Non-Temporary Storage (NTS) Rate Filing

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INTRODUCTION

The Defense Personal Property Program (DP3) incorporates Non Temporary Storage (NTS) services. The Defense Personal Property System (DPS) is the automated system that supports DP3. DP3 uses a “Best Value” approach when awarding storage lots requiring NTS services. Best value is based on a Transportation Service Provider’s (TSP’s) performance and rates. DPS establishes a Best Value Score (BVS) for each TSP-Area Of Responsibility (AOR)/Zone combination, based on their Performance Score (PS) and Rate Score (RS). See the document titled *Chapter3 Best Value Score Business Rules* for more details. An Area of Responsibility is classified as a specifically defined geographic area where one military installation has been designated the responsibility for acquisition of transportation, storage, and related personal property movement services.

Rates are filed by TSPs who have approved warehouse facilities and have been administratively determined to be qualified to provide NTS services for the DoD.

1. Rate Filing Background

In order to file rates, TSPs are required to become qualified to provide NTS services on behalf of the DoD.

In order to submit a bid to compete for awards of storage lots requiring NTS services, rates must be filed in the DPS rate filing module, Request for Quote (RFQ) workbench, for more information refer to “Rate Filing Instructions for TSP” located on the SDDC website. TSPs are solely responsible to establish internal quality control procedures to ensure the accuracy of any rate intended to be filed prior to actual submission. Failure to submit rates in DPS by the designated filing deadline shall be considered a non-responsive bid, and will be rejected. Rates that are submitted in improper format in accordance with specific requirements set forth herein will be rejected as non-responsive.

DPS will establish a Rate Score for all TSPs with acceptable rates and will use the Rate Score to calculate a TSP’s BVS. DPS will then rank the TSPs based on their BVS.

2. Annual Rate Filing Procedures

During the Annual Rate Filing period, there are four rounds of rate filing. A rate can only be filed once per Area of Responsibility (AOR)/zone. Rates rejected in the first round may be re-filed in the final (second) round. TSPs who did not submit a rate for a specific AOR/zone in the first round are allowed to submit a rate in the second round.

Rates rejected in the second round based on errors will not be included in the program. The TSP with the rejected rate will not be included for shipment lots for the initial performance period of the annual cycle. If the TSP wants to re-file rates for that AOR for the second performance period and if the new rates pass the competitive range check at the beginning of the next performance period, the TSP will then be included in that AOR and be available for shipments. TSPs are encouraged to file rates for any AOR/zones in which they elect to participate. An AOR/zone will be established under the current, published rate filing format using the schedule of services and rates for household goods contained in the DD Form 1162-1, *Schedule of Services and Rates for Household Goods*. A TSP may only file rates for zones in which they possess lawful operating authority.

Note: The AOR/zones for the Phase III NTS are defined on SDDC’s website at: www.sddc.army.mil.

2.1 DPS Rate Filing Instructions

TSPs must file rates in the Request for Quote (RFQ) module in DPS. TSPs are responsible for establishing quality control procedures that permit the review of rates prior to actual submission to SDDC. Failure to submit rates in DPS by the designated filing date and time will result in non-acceptance of the submissions. TSPs are responsible for the selection and actions of their Internet Service Provider (ISP). TSPs are also responsible for any internal company computer security and control/use of issued passwords for access to the DPS system.

The TSP Rate Filing Users Manual that sets forth specific instructions on rate filing are provided in the NTS TOS.

2.2 DPS Rate Filing for NTS TSPs

The DPS Rate Filing Module will provide service items and descriptions from the DD Form 1162-1, *Schedule of Services and Rates for Household Goods* for NTS TSPs to file their rates by AOR and

zone(s). Figure 1 is the DD Form 1162-1 depicting the service items for which NTS TSPs file rates.

SCHEDULE OF SERVICES AND RATES FOR HOUSEHOLD GOODS			
Rates listed in this schedule shall be inclusive of all charges for labor, materials, vans and equipment and incidental facilities and services necessary for the performing of the storage and related services specified in this schedule. All services to be performed under this schedule should be in accordance with requirements for services for storage of household goods. All service orders are subject to a minimum weight of 500 pounds.			
1. BASIC ORDERING AGREEMENT NUMBER	2. MODIFICATION NUMBER	3. EFFECTIVE DATE (YYYYMMDD)	
4. SERVICE PERFORMED			
a. TITLE	b. DESCRIPTION	c. RATE	
(1) ITEM I PACKING	Packing and protection as required by and incident to drayage, marking, tagging and inventorying for storage. (Includes flat wardrobe cartons) <i>(Rate per cwt.)</i>	\$	
(2) ITEM II SPECIAL SERVICE	(a) Wardrobes: Upright wardrobes with minimum 18 inch bar. <i>(Cost each)</i>	\$	
	(b) Inventory of high value items as declared by the member or his agent. <i>(Cost per inventoried carton)</i>	\$	
(3) ITEM III DRAYAGE	Pickup at location, loading, weighing, drayage to warehouse and unloading onto warehouse platform. <i>(Rate per cwt.)</i>	ZONE	
		1	\$
		2	\$
		3	\$
		4	\$
		5	\$
(4) ITEM IV HANDLING IN	Handling in, labor and equipment required to place in storage from warehouse platform, wrapping for storage which is in addition to that required for drayage to contractor's warehouse and preservation of items for and during the storage period. <i>(Rate per cwt.)</i>	\$	
(5) ITEM V STORAGE	Storage per Clause H-5, Basic Ordering Agreement <i>(Rate per cwt. per month)</i>	\$	
(6) ITEM VI HANDLING OUT	Handling out, labor and equipment required to remove from storage and place onto warehouse platform. <i>(Rate per cwt.)</i>	\$	
(7) ITEM VII DELIVERY	Delivery, to include loading at contractor's warehouse platform and drayage to destination, unloading, including the placing in appropriate rooms in accordance with specifications <i>(Rate per cwt.)</i>	ZONE	
		1	\$
		2	\$
		3	\$
		4	\$
		5	\$
(8) ITEM VIII UNPACKING	Unpacking, including unpacking all barrels, crates, cartons, recording overage, shortage or damage found while unpacking, removing from owner's residence all empty containers, packing materials and other debris accumulated incident to unpacking in accordance with specifications. <i>(Rate per cwt.)</i>	\$	
5. SERVICE AREA. This agreement covers orders placed by using activities within the following area.			
6. GEOGRAPHIC DESCRIPTION OF EACH ZONE SHOWN IN ITEMS III AND VII ABOVE			
a. ZONE 1	b. ZONE 2		
c. ZONE 3	d. ZONE 4		
e. ZONE 5	f. ZONE 6		
7. CONTRACTOR CERTIFICATION STATEMENT			
I certify that I hold a valid operating permit/certificate for the zones on which I have submitted rates.			
a. TYPED NAME <i>(Last, First, Middle Initial)</i>	b. SIGNATURE		

DD FORM 1162-1, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

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Figure 1: NTS Rate Filing Fields

Rates filed for Items (1) - Packing, (2) – Special Services, (4) – Handling In, (5) - Storage, (6) – Handling Out and (8) Unpacking will be applicable across all AOR/zones that the NTS

TSP wishes to participate. Rates for Items (3) – Drayage and (7) - Delivery may vary from zone to zone.

The rates filed for Items (1) – Packing, (3) – Drayage for Zone 1, (4) – Handle In, (5) – Storage, (6) – Handling Out, (7) – Delivery, and (8) – Unpacking will be used as one amount to calculate the TSP’s Rate Score. TSPs will have one Rate Score for each Zone within each AOR.

3. Rate Filing, Rate Adjustments, and Performance Period Timeline

NTS TSPs can file or adjust rates up to four (4) times a year. The newly filed rates will become valid at the beginning of the next performance period. There are four performance periods. The annual rate cycle is from 15 May of the current year to 14 May of the following year. During annual rate filing, TSPs are required to re-file rates even if they currently have rates for the AORs they are participating in. If the TSP does not file rates at the annual rate filing, the TSP will not be available for lots within the first performance period of the annual rate cycle. A performance period is the period over which TSPs will be evaluated for purposes of quartile ranking and shipment allocation. DPS will rack and stack NTS TSP prior to the start of each performance period. The performance periods are:

1 January to 14 May
15 May to 31 July
1 August to 30 September
1 October to 31 December

The performance periods listed above are subject to change due to program requirements. For any updates to performance periods, reference the NTS TOS.

SDDC will establish rate filing/adjustment deadlines for each performance period. TSPs will be notified of these deadlines prior to each rate filing cycle.

Rates can only be filed between the designated to and from dates. Rates not submitted by the designated filing deadlines will not be accepted.

Annual rate filing cycles will last approximately twenty (20) business days after the first day each cycle opens. The approximate number of days for each rate filing activity is provided in Table 1. No rate filing period will end on the first business day of the week.

Performance period rate update or additions will close one (1) week prior to the new performance period.

#	Rate Filing Task Description	Approx. # of Calendar Days
1	1st round of Rate Filings for NTS by DoD-qualified TSPs	10
2	RSMO review of competitive range results. RPM manually approve system rejected rates as business requires.	1
3	TSP rejection notifications sent	1
4	Rate filing errors identified (including competitive range check)	1
5	2nd / FINAL round of Rate Filing	10
6	Final Notification to TSPs on rate filing errors (including Competitive Range check)	1
7	Best Value Scores Calculated	3
8	Establish Quality Bands by Channel	2

Table 1: Rate Filing Tasks and Timeframes

4. Late Submission of Rates

TSPs may not submit rates after the designated deadline date to be included in the program for the given performance period.

5. Competitive Range

All rates filed are subject to a Competitive Range check. TSPs will file rates for each Service Item Performed by AOR/Zone. The DD Form 1162-1 *Schedule of Services and Rates for Household Goods* (Figure 1) lists and describes the Service Line Item Performed for NTS. Acceptable ranges for each Service Item Performed by AOR/Zone are established in DPS to be used in the Competitive Range check of TSPs filed rates.

Rates filed by the TSP that pass the Competitive Range check (i.e. falls within the competitive rate ranges) will be accepted by DPS. Rates that are outside of the pre-established range will be rejected and forwarded to the RSMO's queue by DPS. The RSMO can review results of the Competitive Range check after the 1st round. At their discretion, RSMOs can accept rates for Item III and VII, even if they fall out of the Competitive Rate range, as business requires.

If the RSMO does not accept the rejected rates, DPS advises the TSP that they are either above or below the competitive range for each of the service item rates filed. These TSPs will then be given one opportunity to submit a new rate as part of 2nd/Final round of rate filing. If this new service item rate is still outside the Competitive Rate Range, the TSP will be notified and will not be allowed to submit a new rate until the next rate filing cycle. If a TSP only participates in the 2nd /final round, and if the TSP's rate fails the Competitive Rate Range test, that TSP is not allowed another opportunity to re-file a new rate.

The RSMOs and HQ SDDC reserve the right to either publish (make public) or not publish the Competitive Rate ranges. For this reason, TSPs will either be notified of the range or not

notified. Approved NTS rates will be effective for the entire cycle. Within DPS, there is no difference between a rate accepted by the RSMO or automatically by DPS.

6. Rate Filing Errors and Rejections

DPS will perform edit checks and validations prior to TSP’s final submission of their rates during the annual cycle and before the rate is scored at each performance period. For example, DPS will not allow alpha characters in numeric rate fields. DPS will allow TSPs to change their rates prior to the rate filing deadlines. At midnight on the deadline dates, the submitted rates will be processed and accepted or rejected. Accepted rates cannot be changed for the given performance period, but can be updated for the next. If the TSP feels no need to update their rate for the next performance period, the TSP’s rate will remain the same as it was for the previous performance period.

The rate-filing errors and validations are executed at the end of each round of the annual filing. Rates that are accepted will be stored in the DPS database. TSPs will be notified of their rate filing errors via email. DPS will display rejected rates and the reason for rejection.

All submitted rates will be subject to the following validation checks in DPS:

Error Type	DPS Action	Remark
Administrative errors	TSPs will be informed of their errors and will be given an opportunity to re-file their rate.	Rates that are not accepted in the 1 st round can be re-filed in the 2 nd (Final) round. <i>*Only can occur if the error happens in the 1st round of rate filing.</i>
TSP is disqualified	TSPs rates will be rejected	Rates submitted by nonqualified or disqualified TSPs will be rejected
TSP is ineligible in “non-use” or inactive	Rates will be accepted in DPS if it passes all other checks. Accepted rates will not be used until they are placed on the active Traffic Distribution List (TDL). If the rates are not accepted, TSPs will be informed of the errors and will be given an opportunity to re-file their rates.	TSPs that are suspended, in non-use, or inactive will be allowed to file rates, but will not receive any shipments until they are placed on the active Traffic Distribution List (TDL). Rates that are not accepted in the 1 st round can be re-filed in the 2 nd (Final) round. <i>*TSPs will only be given this opportunity if this problem occurs in the 1st round of rate filing.</i>
Submitted rates fail the Competitive Range check for an AOR/Zone	Rates will not be accepted, TSPs will be given an opportunity to re-file their. DPS message will indicate if the TSP’s rate was <u>higher</u> than the highest rate in the Competitive Range OR TSP’s rate was <u>lower</u> than the lowest rate in the Competitive Range	Rates that are not accepted in the 1 st round can be re-filed in the 2 nd (Final) round. <i>*TSPs may participate in the 2nd round even if they did not submit their original rate in the 1st round of rate filing.</i>

Table 2: Rate Filing Validations

1st round of rate filing:

TSPs are encouraged to file rates for all AOR/Zones in which they wish to participate in the 1st round of rate filing. Rates filed in the 1st round of rate filing that pass the Competitive Range check will be considered final. TSPs will be given one opportunity to correct the following errors: administrative errors; incomplete rate submissions; and rates not passing the Competitive Range check. These errors can be corrected in the 2nd/final round of rate filing.

2nd / Final round of rate filing:

Rates rejected for any reason in the 2nd / final round cannot be resubmitted and TSPs with rejected rates will have to wait until the next rate filing cycle to submit rates. TSPs who did not submit a rate in the 1st round of rate filing may submit a rate for those AOR/Zone and/or Service Items in the 2nd/final round.

The following error messages will be shown in DPS-RFQ module in the “Status” column for each rejected rate:

Error Number	Error Message
01	CFAC compliance error
02	TSP is currently Ineligible
03	TSP is currently in Non-Use
04	TSP is currently on In-Active list
05	TSP is currently Disqualified
06	Rate is higher than acceptable high (only applies to round 1 for NTS)
07	Rate is lower than the lowest rate in the Competitive Range (only applies to round 1 for NTS)
08	Rate is higher than the highest rate in the Competitive Range and is being placed on the reserve list (only applies to round 2 for NTS)
09	Rate is lower than the lowest rate in the Competitive Range and is being placed on the reserve list (only applies to round 2 for NTS)

Table 3: Rate Filing Error Messages

7. NTS TSP Reserve List

NTS TSPs who have filed rates that are outside of the competitive range will be maintained in an “Active” status but will not be placed in the Quality Banding to receive shipments. TSPs will receive notification after the close of rate filing of which channels they will be maintained on the reserve list. These TSPs will be placed on “reserve” to be used by the PPSO for back up services or when no other TSPs are available to perform required services. No punitive action will be taken against TSPs based on shipment refusals.

When DPS cannot award a shipment due to a complete blackout situation (by all approved TSPs, all TSPs on the ‘reserve’ list will be activated. During the rate filing process, DPS will store the rejected rates for the TSPs on the reserve list. This reserve list is viewable by the

PPSO and RSMO. The shipments awarded during this ‘blackout cycle’ will be stored using the rates that were rejected during the previous rate filing cycle. These TSPs will have a BVS score calculated using these stored rates. Shipments will be awarded by DPS according to the normal shipment award rules. Once the shipments for the ‘blackout cycle’ have been assigned, the shipment award procedure will return to the NTS quality banding methodology discussed in Chapter 4, NTS Shipment Management. TSPs on the reserve list will be maintained for use if a ‘blackout cycle’ were to occur again.

Note: The ‘reserve’ rates on file may be used by the TSP in the next rate cycle. If the TSP does not make a change to the rates, no action is required. If the TSP changes a rate, the standard rate filing guidelines will apply.

8. Acceptance of Rates

- a. TSPs can see their accepted rate in DPS.
- b. SDDC reserves the right to reject any or all offers; to waive informalities and minor irregularities in offers received; to negotiate, accept, or reject initial or subsequent submissions without discussion of rates; to nonuse or cancel any rate upon fifteen (15) days notice; and re-solicit rates.
- c. SDDC reserves the right to extend the effective period of rates to modify the rate-filing period.
- d. Rate submissions should be based on the most favorable terms to the Government from a price and service standpoint.
- e. It is SDDC's sole intent to solicit responsible rates prepared in accordance with sound business decisions. Rates, which would jeopardize financial viability of a TSP, are not desired.
- f. Individual rates should be constructed to stand alone without regard to rates for other AOR/Zones.
- g. SDDC reserves the right to initiate and/or modify special negotiations, in manual or automated format, at any time commensurate with requirements. Unique rate filing procedures may be required in those instances where normal automated procedures are not appropriate due to particular circumstances existing at the time. Methods for administratively processing such situations will be provided in the special solicitation instructions.
- h. TSPs are offering their rates for storage/transportation services to the United States Government for the indicated rate cycle under the applicable tender of service. By submitting rates, the TSP agrees to abide by the rules applicable to the tender of service.
- i. General Service Administration (GSA) and Department of Justice (DOJ) will have “read only” access to DPS.

9. Cancellation of Rates

In the NTS program, TSPs can cancel their rates. TSPs can add, delete, change or correct rates in DPS, prior to the rate filing deadline. These changes or updates, do not become applicable until the next performance period. If the rate is outside of the competitive range, the TSP will be removed from the program for that given performance period. A TSP that files rates for any AOR/Zone may not cancel a rate after it has been accepted by SDDC. The cancellation does not become effective until the next performance period; at that time, the

TSP will not be available for award for the performance period in which their rate was cancelled.

TSPs have the ability to blackout any dates on which they do not wish to receive traffic awards. If a TSP cannot provide service on a specific date(s), then those date(s) can be blacked out in advance. Additionally, if a TSP no longer wants to participate in the NTS program, they may request that their status be changed under the TSP Qualification module. After these requests are granted, the TSP will not receive shipment awards within the AOR/zone(s) requested and will be removed from the traffic distribution lists in DPS. However, the TSP must service all shipments awarded and/or currently in the pipeline (e.g. packed or picked up). Refer to the NTS TSP Qualification Business Rules document for additional details on this and related topics.

In order for a TSP to participate in the AOR/zone in which they have requested to be eliminated, they can request approval or re-insertion to the AOR at anytime throughout the year. This also applies to new entrants. If the TSP is a new entrant, the TSP must complete all the required qualifications and file rates for the program. If the TSP is adding or re-entering an AOR, they will not need to complete all the Qualifications required of a new entrant. If it is a new storage warehouse, the warehouse will need have the applicable warehouse inspections before the TSP can be added the AOR. The warehouse will need to have a WIS before it can be considered for lots.

Once the TSP has completed these requirements and filed rates for the AOR, they will have to wait until the beginning of the next performance period before they are added to the program and receive lots. At the performance periods, all TSPs in each AOR will be ranked by BVS score.

10. Termination of Rates

The RSMOs have the ability to terminate rates for a TSP in an AOR/zone or all TSP rates at any point in the program. If a TSP chooses to once again do business in an AOR/zone in which rates have been terminated, they will be required to re-file rates. DPS will not carry over rates that have been terminated previously to the next rate filing cycle.

11. Emergency Rate Request

The RSMOs have the ability to request an 'emergency rate' as needed. This request will be sent via DPS to all approved NTS TSPs within a specific geographic area determined by the requesting RSMO. The geographic area can be broken down by AOR/zone, region or state. The request for emergency rates will specify the timeframe the TSP has to respond as well as the time period the rates will be valid for.

The emergency rates filed will be checked against the Competitive Rate ranges for Item III. The RSMOs have the ability accept a rate that falls outside the Competitive Rate range. The rates filed under an emergency request are valid only for the time period stated on the request.

12. TSP Change of Company Name or Ownership

When a TSP changes name and/or ownership, the TSP must maintain existing rates. Refer to the NTS TSP Qualification Business Rules document for additional details.

13. Special Storage Rate Filing

Special storage is requested for the following circumstances, but not limited to: 1) deployment storage 2) barracks/billeting services 3) student storage, etc.

PPSOs will request special storage rates from the RSMOs for special storage requirements within their AOR. The RSMO will solicit special rates from TSPs for each unique requirement. TSPs wishing to compete for these special storage requirements must submit their rate via DPS.

Special Storage rates must be filed prior to the specified timeframe identified by the RSMO. The DPS Special Storage Rate Module provides service items and descriptions from the DD Form 1162-1, Schedule of Service and Rates for Household Goods for NTS TSPs to file their rates by AOR and zones(s) as shown in Figure 1 above. Rates filed by the TSP that pass the Competitive Range check will be accepted by DPS. Rates that are outside of the pre-established range will be rejected and forwarded to the RSMO's queue by DPS for review. At their discretion, RSMOs can accept rates for Item III and VII, even if they fall out of the Competitive Rate range, as business requires.

Primary and alternate TSPs will confirm their acceptance of the special storage requirement by providing their respective Tender Numbers via DPS within 2 working days of the award. Acceptance of special storage rates does not guarantee any offer of tonnage/shipments. TSP's response binds the TSP to a rate commitment. Alternate TSPs will have the option to withdraw their special storage rate if they do not desire to participate in traffic that is not handled by the Primary. Special Storage awards will not affect normal rate distributions.

Special Storage Distribution:

- 1 All rates submitted by TSPs for the special storage must be lower than their lowest rate on file for that zone in that AOR. Unique handling or storage services are excluded from this requirement.

- 2 DPS ensures TSPs provide special storage rates lower than their current rate on file for that zone. Higher rates are rejected.

- 3 DPS establishes a Rate Score (RS) for all TSPs with acceptable rates for each special storage request.

- 4 DPS combines the special storage with the current Performance Score (PS) for the market to establish a unique BVS used for the special storage shipment.

- 5 DPS ranks TSPs based on their BVS (from highest to lowest) and selects the TSP with the highest BVS at the time of the special storage award.

6 SDDC may select an alternate TSP to handle special storage shipments above the amount handled by the primary TSP if required.