



# UNOFFICIAL GUIDE: SUBMITTING BIDS ON NEGOTIATED ROUTE ORDER (NRO) SOLICITATIONS

Updated February 1, 2023



Provided by:  
MILITARY SURFACE DEPLOYMENT AND  
DISTRIBUTION COMMAND (HQ SDDC) SPECIAL  
REQUIREMENTS BRANCH (SRB)

## Table of Contents

1. Purpose .....	2
2. Scope .....	2
3. Responsibilities .....	2
4. References .....	3
5. Acronyms .....	3
6. Procedure .....	3
a. Receiving the Solicitation .....	3
b. Filling Out the Bid Sheet .....	4
1. SCAC .....	5
2. Unit Cost .....	5
3. Tender Number .....	6
4. Tender Effective/Expiration Dates .....	7
5. Loads Can Handle .....	8
6. Contact Information .....	9
c. Saving the File .....	9
d. Submitting Bids .....	9
e. Awarding Freight .....	10
7. Protective/Accessorial Services .....	10
8. Equipment .....	12

---

---

**UNOFFICIAL GUIDE:  
SUBMITTING BIDS ON  
NEGOTIATED ROUTE ORDER (NRO)  
SOLICITATIONS**

---

---

**1. Purpose**

- a. This is an unofficial guide for Transportation Service Providers (TSP) that will outline the negotiations process and identify ways to prevent some of the most common mistakes made while submitting bids on Negotiated Route Order (NRO) solicitations. This guide is intended to help reduce the number of rejected bids, thus reducing the number of man-hours spent on rework by TSPs as well as the Military Surface Deployment and Distribution Command (HQ SDDC), Special Requirements Branch (SRB).

**2. Scope**

- a. This guide is intended to improve the effectiveness of TSP responses to negotiated motor solicitations. The techniques and format apply to cost estimate solicitation emails as well.

**3. Responsibilities**

- a. Transportation Officer (TO) or Shipper:
  - i. Responsible for ensuring all pertinent information and requirements for the load are identified before submitting solicitation to SRB.
  - ii. The only person who can award freight and create a transportation commercial bill of lading (CBL).
  - iii. The only person authorized to release the Standard Carrier Alpha Code (SCAC) and bid price of the TSP awarded the freight.
- b. HQ SDDC, SRB Traffic Management Specialist (TMS):
  - i. The only activity authorized by government regulations to negotiate tender rates directly with TSPs.
  - ii. Responsible for evaluating shipper requirements before soliciting requests.
  - iii. Responsible for evaluating and accepting or rejecting all TSP bids.
  - iv. Provides TO or Shipper with a list of responsive and technically acceptable TSPs ranked according to the evaluation and award criteria identified in the solicitation letter.
- c. Transportation Service Provider (TSP):
  - i. Responsible for reviewing and understanding the Military Freight Traffic Unified Rules Publication (MFTURP-1) located on the SDDC public website.
  - ii. Responsible for reading the TSP Quick Reference Guide provided upon confirmation of enrollment into the SDDC Negotiated Tender Solicitation Program.
  - iii. Responsible for reading the Freight Carrier Registration Program (FCRP) Registration Package.
  - iv. Responsible for reading and understanding the solicitation letter in its entirety before submitting a bid.
  - v. Responsible for keeping track of all tender numbers used to prevent unauthorized tender duplication (refer to Figures 6-7 through 6-10).
  - vi. Responsible for submitting their 500,000 series tender in Tender Entry on the Web (TEOW) within **two** working days of being awarded freight.

---

---

**UNOFFICIAL GUIDE:  
SUBMITTING BIDS ON  
NEGOTIATED ROUTE ORDER (NRO)  
SOLICITATIONS**

---

---

**4. References**

- a. DoD 4500.9-R, Defense Transportation Regulation (DTR)
- b. MFTURP-1, Military Freight Traffic Unified Rules Publication-1

**5. Acronyms**

520	OVER DIMENSIONAL FREIGHT SERVICE
675	SIGNATURE AND TALLY RECORD SERVICE
ALD	AVAILABLE TO LOAD DATE
CBL	COMMERCIAL BILL OF LADING
CIS	CONSTANT SURVEILLANCE SERVICE
DCS	TRAILER TRACKING SERVICE
DDP	DUAL DRIVER PROTECTIVE SERVICE
DEP	DETENTION: VEHICLES WITH POWER UNITS
DET	DETENTION: VEHICLES WITHOUT POWER UNITS
DTR	DEFENSE TRANSPORTATION REGULATION
EXP	EXPEDITED SERVICE
FCRP	FREIGHT CARRIER REGISTRATION PROGRAM
HOL	SUNDAY/HOLIDAY PICKUP/DELIVERY
HQ SDDC	MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND
MFTURP-1	MILITARY FREIGHT TRAFFIC UNIFIED RULES PUBLICATION-1
NRO	NEGOTIATED ROUTE ORDER
PER	OVERWEIGHT PERMIT SHIPMENT
PSS	PROTECTIVE SECURITY SERVICE
RDD	REQUIRED DELIVERY DATE
SAT	SATURDAY PICKUP/DELIVERY
SCAC	STANDARD CARRIER ALPHA CODE
SNS	SATELLITE MOTOR SURVEILLANCE SERVICE
SRB	SPECIAL REQUIREMENTS BRANCH
TEOW	TENDER ENTRY ON THE WEB
TFG	TRANSPORTATION FACILITIES GUIDE
TMS	TRAFFIC MANAGEMENT SPECIALIST
TO	TRANSPORTATION OFFICER
TSP	TRANSPORTATION SERVICE PROVIDER
VFN	VEHICLES FURNISHED BUT NOT USED

Table 5-1


**6. Procedure**

- a. Receiving the Solicitation
  - i. TSPs are provided terms and conditions for a movement via a written solicitation. All solicitations will be received via email from an SRB TMS. All matters or questions about the solicitation should be directed to the assigned SRB TMS. Any supporting documentation (e.g. load plan) will be attached to the email.

\*\*\*Note: Ensure army.mil domain is granted access through spam filters and firewalls.

**UNOFFICIAL GUIDE:  
SUBMITTING BIDS ON  
NEGOTIATED ROUTE ORDER (NRO)  
SOLICITATIONS**

- ii. Ensure that you read and understand all requirements of the solicitation before submitting a bid (Figure 6-1).



DEPARTMENT OF THE ARMY  
MILITARY SURFACE DEPARTMENT AND DISTRIBUTION COMMAND (SDOC)  
1 SOLDIER WAY  
SCOTT AFB, IL 62225

SDOC Operations  
Special Requirements Branch  
1 Soldier Way  
Scott AFB, IL 62225

**1.** SOLICITATION NUMBER: 100054321A-1G  
CLOSING TIME/DATE: 2:00 PM CENTRAL 14-Apr-20

**2.** DATE: 03-Apr-2020

FROM: ANYWHERE US  
SPLC: 123456789  
TO: SOMEWHERE US  
SPLC: 987654321  
MILES: 1,234

Dear Sir/Madam:

On behalf of the Transportation Officer at **3.** SCOTT AFB, IL, the Military Surface Department & Distribution Command (SDOC) at Scott Air Force Base, IL is requesting Transportation Service Providers (TSPs) submit bids based on the parameters set forth in this solicitation letter.

Pertinent movement information:

Available To Load D: **4.** 27-Apr-2020 Required Delivery Date: 12-May-2020

QTY	COMMODITY	COMMODITY CODE	DIMENSIONS (LxWxH) - inches	UNIT WEIGHT (pounds)
	Vehicles	90180	SEE ATTACHED LIST	
	Trailer	89180		
				<b>6.</b> TOTAL WEIGHT

**5.** Equipment Required: 1(8) AH2, 1(4) AF3, 1(3) A30

**7.** Protective/Accessorial Services Required

Service	Rate	Volume	Sub Total
Over Dimensional Freight Service (PER)			
Over Weight/Excess Shipments (PER)			
Telephone Service (XXX)			
Side (XXX)			

**NOTES:**

(1) AH2  
(7) AH2 (S20)  
(3) AF3  
(1) AF3 (S20)  
(1) A30  
(1) A30 (PER)  
(1) A30 (S20) (PER) (MESMENHET)

\*\*\*ATTENTION: Sub Total column on this bid sheet only calculates the Volume and Unit Cost callat Any "As Needed" or "Per Occurrence" accessorial charges included in this routing must be calculated separately and ADDED to the Sub Total column to determine actual TOTAL COST. Accessorials identified in the "Protective/Accessorial Services Required" area, but not broken out for costing on the bid sheet are still considered "All Inclusive" as part of the line haul "Unit Cost" rate and are not charged separately.\*\*\*

**7.** Any additional requirements that may be unique to the movement (e.g. shipper/receiving hours of operations, number of conveyances that can be loaded/downloaded per day, etc.), shippers instructions, or specific load information (e.g. equipment/accessorial breakdown, etc.).

Figure 6-1

- iii. TSPs are **prohibited** from placing DoD loads on broker boards until the TSP has been awarded the freight by the shipper (refer to paragraph 7. a. for more information about the classes of cargo brokers or freight forwarders are authorized to move).

**b. Filling Out the Bid Sheet**

- i. All unshaded cells in a bid line row must be filled in (Figure 6-2).

BID SHEET

Solicitation: 100054321A-1G		Closing Date/Time: 14 Apr 2020 @ 02:00 PM		Origin (SPLC): ANYWHERE US (123456789)		Destination (SPLC): SOMEWHERE US (987654321)		Miles: 1,234		ALD/RDD: 27 Apr 2020 / 12 May 2020		Commodity (Class): Vehicles (190190) Trailer (189140) (1)		Equipment Req: 1(8) AH2, 1(4) AF3, 1(3) A30		Equipment (XXX)	
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address		
ABCD		\$1,500.00	PL	11	\$16,500.00	\$100.00	\$250.00	\$250.00	500001	4/25/2020	5/25/2020	11	JOHN SMITH	818-555-1234	JOHN.SMITH@EMAIL.COM		

**(1)** SCAC refer to 6. b. i. 1.

**(2)** UNIT COST refer to 6. b. i. 2.

**(3)** ACCESSORIAL refer to 6. b. i. 2. A. ii.

**(4)** TENDER NUMBER refer to 6. b. i. 3.

**(5)** EFFECTIVE / EXPIRATION DATES refer to 6. b. i. 4.

**(6)** LOADS CAN HANDLE refer to 6. b. i. 5.

**(7)** CONTACT INFORMATION refer to 6. b. i. 6.

Figure 6-2

**UNOFFICIAL GUIDE:  
SUBMITTING BIDS ON  
NEGOTIATED ROUTE ORDER (NRO)  
SOLICITATIONS**

1) SCAC

a) Enter your SCAC (Figure 6-3).

(11) AH2; NMFC: 190190, 189140															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
	ABCD		PL	11	\$0.00					4/25/2020	5/25/2020				
			PL	11	\$0.00					4/25/2020	5/25/2020				

Figure 6-3

- b) If you have more than one approved DoD TSP SCAC that is registered in the SDDC Negotiated Tender Solicitation Program, you can submit all bids on one letter by inserting rows in the sheet (SRB would prefer to receive all SCACs on one letter to help eliminate some of the email traffic). In most cases, additional rows are already provided. If more rows are needed, they can be inserted by right-clicking where you want to insert the row and selecting 'Insert' from the menu. (Figure 6-4).

Figure 6-4

- i. Do **not** submit a bid with a SCAC that is not registered in the SDDC Tender Negotiated Solicitation Program.

2) Unit Cost

a) The line haul rate entered on the bid sheet must be all-inclusive (Figure 6- 5).

(11) AH2; NMFC: 190190, 189140															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
	ABCD	\$3,500.00	PL	11	\$38,500.00					4/25/2020	5/25/2020				
			PL	11	\$0.00					4/25/2020	5/25/2020				

Figure 6-5

- i. Fuel Surcharge is considered "all-inclusive" and will be included in the line haul "Unit Cost" rate.
- ii. Protective/Accessorial Services required but not broken out for costing on the bid sheet are considered "all-inclusive" and will be included in the line haul "Unit Cost" rate.

\*\*\*EXCEPTION: Vehicle furnished not used (VFN), detention charges (DET1), (DEP1), and any accessorial services requested on an "as needed" basis will be separately priced on the solicitation (Figure 5-6).

(11) AH2- NMFC: 190190, 189140															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
	ABCD	\$3,500.00	PL	11	\$38,500.00	\$500.00	\$250.00	\$250.00		4/25/2020	5/25/2020				
			PL	11	\$0.00					4/25/2020	5/25/2020				

Figure 6-6



**UNOFFICIAL GUIDE:  
SUBMITTING BIDS ON  
NEGOTIATED ROUTE ORDER (NRO)  
SOLICITATIONS**

3) Tender Number

- a) Negotiated tenders must be numbered within the 500,000 series. The 500,000 series tenders are reserved for SDDC SRB negotiated solicitations **only**.
- b) It is recommended to begin with 500,001 and to run in chronological order through 599,999.
- c) If you use the same 500,000 series tender number for different equipment types, not only must the line haul unit rates match, but so must the accessorial rates (Figure 6-7 and Figure 6-8).

(11) AH2; NMFC: 190190, 189140															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
	ABCD	\$3,500.00	PL	11	\$38,500.00	\$500.00	\$250.00	\$250.00	500001	4/25/2020	5/25/2020				
			PL	11	\$0.00					4/25/2020	5/25/2020				

(7) AH2 (520); NMFC: 190190, 189140															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
	ABCD	\$2,500.00	PL	7	\$17,500.00	\$1,000.00	\$500.00	\$1,500.00	500001	4/25/2020	5/25/2020				
			PL	7	\$0.00					4/25/2020	5/25/2020				

The unit and accessorial rates are not the same so I cannot use the same tender number.

Figure 6-7

(11) AH2; NMFC: 190190, 189140															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
	ABCD	\$3,500.00	PL	11	\$38,500.00	\$500.00		\$250.00	500001	4/25/2020	5/25/2020				
			PL	11	\$0.00					4/25/2020	5/25/2020				

(7) AH2 (520); NMFC: 190190, 189140															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
	ABCD	\$3,500.00	PL	7	\$24,500.00	\$500.00		\$250.00	500001	4/25/2020	5/25/2020				
			PL	7	\$0.00					4/25/2020	5/25/2020				

The unit and accessorial rates are the same so I can use the same tender number.

Figure 6-8

- d) You **cannot** use the same 500,000 series tender number for multiple solicitations (Figure 6-9).

**UNOFFICIAL GUIDE:  
SUBMITTING BIDS ON  
NEGOTIATED ROUTE ORDER (NRO)  
SOLICITATIONS**

**BID SHEET**

Solicitation: 1NXX654321A-LG

Do not use the same tender number on multiple solicitations.

Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
ABCD		\$3,500.00	PL	11	\$35,000.00	\$500.00	\$250.00	\$250.00	500001	4/25/2020	5/25/2020				
			PL	11	\$0.00										

**BID SHEET**

Solicitation: 1NXX123456A-LG

Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
ABCD		\$2,750.00	PL	7	\$19,250.00	\$1,000.00	\$500.00	\$1,500.00	500001	4/25/2020	5/25/2020				
			PL	7	\$0.00										

Figure 6-9

- e) With 100,000 possible tenders, you are not in danger of running out, so you do not need to worry about recycling a tender number if you are not awarded freight.
- f) TSPs will only submit their 500,000 series tender in TEOW if awarded freight. Tender must be entered within **two** working days of being awarded freight.
- g) You can use the same tender number with different unit costs and accessorial costs when using different SCACs (Figure 6-10).

(11) AHZ; NMFC; 100000-100000															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
ABCD		\$3,500.00	PL	11	\$38,500.00	\$1,000.00	\$500.00	\$2,000.00	500001	4/25/2020	5/25/2020				
EFGH		\$2,600.00	PL	11	\$28,600.00	\$750.00	\$350.00	\$2,000.00	500001	4/25/2020	5/25/2020				
IJKL		\$3,100.00	PL	11	\$34,100.00	\$1,000.00	\$300.00	\$300.00	500001	4/25/2020	5/25/2020				

Figure 6-10

- 4) Tender Effective/Expiration Dates
  - a) Per Chapter 201 of the DTR, TSPs must offer negotiated rates for not less than 30 days and no more than 365 days.
  - b) The tender must encompass the full length of the request.



**UNOFFICIAL GUIDE:  
SUBMITTING BIDS ON  
NEGOTIATED ROUTE ORDER (NRO)  
SOLICITATIONS**

- c) The SRB TMS will fill in the effective and expiration dates that meet all requirements before sending the solicitation. Dates can be changed, but bid rejection is a risk if the dates no longer meet the requirement (Figure 6-11).

(11) AH2; NMFC: 190190, 189140															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
	ABCD	\$3,500.00	PL	11	\$38,500.00	\$500.00	\$250.00	\$250.00	500001	4/25/2020	5/25/2020				
			PL	11	\$0.00					4/25/2020	5/25/2020				

Figure 6-11

- 5) Loads Can Handle
- a) Indicate the number of loads you can support in the “Loads Can Handle” cell. This number will not exceed the volume being requested for each bid line (Figure 6-12).

(11) AH2; NMFC: 190190, 189140															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
	ABCD	\$3,500.00	PL	11	\$38,500.00	\$500.00		\$250.00	500001	4/25/2020	5/25/2020	11			
			PL	11	\$0.00					4/25/2020	5/25/2020				

(7) AH2 (520); NMFC: 190190, 189140															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
	ABCD	\$2,500.00	PL	7	\$17,500.00	\$500.00		\$250.00	500002	4/25/2020	5/25/2020	3			
			PL	7	\$0.00					4/25/2020	5/25/2020				

Figure 6-12

- b) If the TO has provided loading information, it will be described in the ‘Notes’ section of the solicitation (Figure 6-13).

**NOTES:**

**CARGO AVAILABLE FROM 24 APR 2020**  
**PICK UP AND DELIVERY HOURS OF OPERATION: MON-FRI 0800-1400 HRS.**  
**LOADING 10 TRUCKS PER DAY.**

Figure 6-13

- c) If no schedule is indicated in the ‘Notes’, the TSP should contact the shipper directly with any questions before submitting a bid.
- d) Unless otherwise stated, TSP should use the available to load date (ALD) and the required delivery date (RDD) to estimate a Load Schedule by subtracting the number of transit days allowed (refer to Table 202-2. DoD Standard Transit Time Guide in Chapter 202 of the DTR) from the RDD. (Figure 6-14 and Figure 6-15).
- i. Shippers can request expedited service (EXP) if the RDD is less than standard transit time, however, TSPs must still obey all federal break and speed laws.

\*\*\*NOTE: The loading schedule should be confirmed with shipper before accepting any offered loads.

**Available To Load Date:** 24-Apr-2020

**Required Delivery Date:** 14-May-2020

Figure 6-14

**UNOFFICIAL GUIDE:  
SUBMITTING BIDS ON  
NEGOTIATED ROUTE ORDER (NRO)  
SOLICITATIONS**

**Table 202-2. DoD Standard Transit Time Guide – Single & Dual-Driver Shipments**

TOTAL TRANSIT DAYS – EXCLUDING SRC I AND II SHIPMENTS				
DISTANCE MILES	SINGLE DRIVER		DUAL DRIVER	
	TL	LTL	TL	LTL/DROM
< = 500	1	3	1	5
501 – 1000	2	4	2	5
1001 – 1500	3	5	3	6
1501 – 2000	4	6	4	7
2001 – 2500	5	7	5	8
> 2500	6	7	5	9

Figure 6-15

- e) Only fill out the bid line rows with the equipment you can support (Figure 6-16).

(11) AH2; NMFC: 190190, 189140															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
	ABCD	\$3,500.00	PL	11	\$38,500.00	\$500.00	\$250.00	\$250.00	500001	4/25/2020	5/25/2020	11	JOHN SMITH	618-555-1234	JOHNSMITH@EMAIL.COM
			PL	11	\$0.00					4/25/2020	5/25/2020				

(7) AH2 (N20); NMFC: 190190, 189140															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
	ABCD	\$2,500.00	PL	7	\$17,500.00	\$500.00	\$250.00	\$250.00	500002	4/25/2020	5/25/2020	1	JOHN SMITH	618-555-1234	JOHNSMITH@EMAIL.COM
			PL	7	\$0.00					4/25/2020	5/25/2020				

(3) AF3; NMFC: 190190															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
			PL	3	\$0.00					4/25/2020	5/25/2020				
			PL	3	\$0.00					4/25/2020	5/25/2020				

I cannot support the AF3, so I have left the row blank.

Figure 6-16

- 6) Contact Information
- a) Provide the contact information that the TO or shipper should contact to award freight (Figure 6-17).

(11) AH2; NMFC: 190190, 189140															
Rank	SCAC	Unit Cost	Rate Qualifier	Volume	Sub Total	VFN (2)	DEP (1)	DET (1)	Tender Number	Effective Date	Expiration Date	Loads Can Handle	POC	Phone Number	Email Address
	ABCD	\$3,500.00	PL	11	\$38,500.00	\$500.00	\$250.00	\$250.00	500001	4/25/2020	5/25/2020	11	JOHN SMITH	618-555-1234	JOHNSMITH@EMAIL.COM
			PL	11	\$0.00					4/25/2020	5/25/2020				

Figure 6-17

- c. Saving the File
- i. Save the spreadsheet. Do **not** change the naming convention of the file, unless to add your SCAC.
    - 1) Adding and placement of your SCAC is optional when saving.
  - ii. Bids will **only** be accepted as an Excel spreadsheet. Do not add or delete any columns or change any formulas in the spreadsheet.
- d. Submitting Bids
- i. Attach the Excel file to an email (or respond to the original email). The solicitation number and your SCAC (placement of your SCAC is optional) **must** be in the subject line.
    - 1) Including your SCAC in the email subject line is especially critical when bidding with multiple SCACs and submitting them on separate letters. You are at a higher risk of

---

UNOFFICIAL GUIDE:  
SUBMITTING BIDS ON  
NEGOTIATED ROUTE ORDER (NRO)  
SOLICITATIONS

---

additional bids being marked as a “duplicate” if it is not easily identified.

- ii. All bids must be submitted to [usarmy.scott.sddc.mbx.negotiations-team@army.mil](mailto:usarmy.scott.sddc.mbx.negotiations-team@army.mil) before the bid closing time and date provided in the solicitation. Including the assigned SRB TMS to the CC line is optional.
  - iii. SRB is under no obligation to extend or delay closing a solicitation for rejected bids. It is recommended to try to submit bids with enough time to make corrections if necessary.
- e. Awarding Freight
- i. If there is a high volume of bids received, the SRB will rank all acceptable bids, then use their judgment to determine a cutoff number for bids to forward to the TO based on the requirement.
  - ii. The 349 Report must be sent to the TO within 24 hrs. of the solicitation closing.
  - iii. The shipper cannot charge a TSP with shipment refusal if they fail to contact the TSP within 24 hrs. of receiving the 349 Report from SRB.
    - 1) Please keep this timetable in mind before inquiring about the awarding of freight.
  - iv. The TO is the only person who can award freight and create a CBL. **SRB cannot and does not award freight.** Contact the TO for all inquiries regarding the awarding of freight.
    - 1) The TO is the only person authorized to release the SCAC and bid price of the TSP awarded the freight.
    - 2) The TO **cannot** tell you where you ranked on a bid sheet nor are they authorized to provide you with a copy of the 349 Report.
7. **Protective/Accessorial Services:** (Disclaimer: Please refer to the MFTURP-1 for the official all-inclusive definitions and rate applications, below are only a brief description and clarification of a few common and sometimes misunderstood accessorial. Ensure that you stay current on MFTURP-1 revisions).
- a. Brokers, freight forwarders, and third-party logistics companies are not authorized to handle or accept any shipments moving with Constant Surveillance Service (CIS), Dual-Driver Protective Service (DDP), Protective Security Service (PSS), Satellite Motor Surveillance Service (SNS), Trailer Tracking Service (DCS), and/or (675) Signature and Tally Record Service.
    - i. If you are a broker or freight forwarder and you receive a solicitation with any of these protective services on it, it was an oversight/error of the SRB TMS and you should notify them immediately. Do **not** submit a bid for it if you are **not** authorized to handle the freight. You could be subject to penalties should you try.
    - ii. If accepting the load, you must utilize equipment covered under your SCAC and insurance policy.
  - b. VEHICLES FURNISHED BUT NOT USED (VFN): A TSP may establish a flat charge of VFN(2) \$\_\_\_\_\_ for each vehicle properly dispatched that was not used by the shipper.
    - i. Implied meaning: This amount is intended to compensate the driver for the lost load.
    - ii. This charge **cannot** exceed the line haul unit cost.

---

UNOFFICIAL GUIDE:  
SUBMITTING BIDS ON  
NEGOTIATED ROUTE ORDER (NRO)  
SOLICITATIONS

---

- c. DETENTION: VEHICLES WITH POWER UNITS (DEP): If loading or unloading extends beyond the allowable free time, then the TSP can assess a detention charge based on a charge of DEP(1)\$\_\_\_\_\_for every sixty minutes of delay that occurs during normal operating hours, which is known as detention time. If the delay is less than sixty minutes or exceeds sixty minutes, then the charge is prorated based on the actual minutes of detention time incurred.
- i. Implied meaning: This is an hourly amount intended to compensate drivers for any time they are delayed outside of the allowable free time that the shipper is at fault.
- d. DETENTION: VEHICLES WITHOUT POWER UNITS (DET): For each of the first and second 24-hour periods or fraction thereof that vehicle is detained beyond the allowable free time, the charge shall be DET(1) \$\_\_\_\_\_per 24-hour day or fraction thereof.
- i. Implied meaning: This is a daily amount intended to compensate TSPs if the shipper requests that trailers be dropped on site for up to 48 hrs.
- e. PICKUP/DELIVERY ON SATURDAYS (SAT), SUNDAYS OR HOLIDAYS (HOL): When a shipper requests pickup or delivery service to be provided at times other than an installation's normal operating hours as indicated in the Transportation Facilities Guide (TFG), the shipment shall be subject to the following charges:
- i. SAT(1) \$\_\_\_\_\_per hour or fraction per driver on Saturdays, subject to a minimum charge of SAT(2) \$\_\_\_\_\_per driver.
- 1) Implied meaning: If Saturday load/unload is requested by the shipper, drivers are entitled to an additional, special hourly rate SAT(1). Time begins when the TSP is onsite and has notified the installation that they are ready and available to load/unload and ends once the installation has released the driver. If the total hourly amount is less than the minimum charge identified in SAT(2), the SAT(2) amount will apply.
- ii. HOL(1) \$\_\_\_\_\_per hour or fraction per driver on Sundays and holidays, subject to a minimum charge of HOL(2) \$\_\_\_\_\_per driver.
- 1) Implied meaning: If Sunday or holiday load/unload is requested by the shipper, drivers are entitled to an additional, special hourly rate HOL(1). Time begins when the TSP is onsite and has notified the installation that they are ready and available to load/unload and ends once the installation has released the driver. If the total hourly amount is less than the minimum charge identified in HOL(2), the HOL(2) amount will apply.
- f. For more information on accessorial, please refer to Appendix C of the MFTURP-1.

---

---

**UNOFFICIAL GUIDE:  
SUBMITTING BIDS ON  
NEGOTIATED ROUTE ORDER (NRO)  
SOLICITATIONS**

---

---

**8. Equipment**

- a. Table 8-1 provides a basic chart for dimension and weight information as defined by the MFTURP-1. This chart does not account for different size trailers that can affect the height and weight of a load. For standard planning purposes only, if the load plan indicates freight outside of these dimensions, (520) Over dimensional Freight Service and/or (PER) Overweight Permit Shipment accessorial should apply. You should contact the SRB TMS if you have questions about applicable accessorial services.

<i>Equipment Type</i>	<i>Deck Height</i>	<i>Length</i>	<i>Width</i>	<i>Height</i>	<i>Weight (lbs.)</i>
<i>Flat (AF3)</i>	54-60	480-636	102	102	48,000
<i>Step (AH2)</i>	39	480-636	102	103-123	48,000
<i>RGN (A30)</i>	29	480-636	102	134-143	45,000

Table 8-1

- b. Federally mandated maximum weights:
- i. 80,000 lbs. gross vehicle weight (tractor + trailer + load)
  - ii. 20,000 lbs. single axle weight
  - iii. 34,000 lbs. tandem axle weight
- c. For information on equipment codes, please refer to Appendix A of the MFTURP-1.