



**Military Surface Deployment & Distribution Command (SDDC)**  
*“Trusted Professionals...Delivering Readiness”*



**Negotiated Solicitation/Tender Management**

**QUICK REFERENCE GUIDE (QRG)**

This QRG is designed to assist the Transportation Service Provider (TSP) in navigating the negotiated (500000 series) tender solicitation process hosted by HQ SDDC G33DM-S, Special Requirements Branch. Negotiated 500000 series tender solicitations are a rate based email notification process and is provided solely as a service to DoD-approved carriers who have elected to participate in this segment of business supporting the Military Surface Deployment and Distribution Command (SDDC) freight transportation process. SDDC is not responsible for undeliverable email notifications due to incorrect email addresses, communication problems, or other internet or local area network issues. This process is intended solely to notify carriers of Negotiated Route Order (NRO) solicitations and receive carrier proposed tariff/tender rates to support said business. There are no direct or implied warranties or guarantees of any kind. Please use the following as a guide when participating in negotiated business and/or submitting 500000 series tenders in Tender Entry on the Web (TEOW).

- DOD approved carriers must opt-in to participate in 500000 series NRO tender solicitations
  - Send your request to participate to the email address provided below
  - Only one (1) point of contact and email address will be accepted per SCAC
  - TSPs will only receive solicitations applicable to the MODE and DOT AUTHORITY their SCAC is registered for in the Freight Carrier Registration Program (FCRP)
- Review and understand the Military Freight Traffic Unified Rules Publication (MFTURP-1) (24 October 2016)
  - Located on the SDDC public website @ <https://www.sddc.army.mil/Pages/default.aspx>
- By DoD regulation the shipping activity is not authorized to negotiate rates directly with the TSP
  - If voluntary tender rates are NOT used, shipping activities must obtain rates via the Electronic Transportation Acquisition (ETA) spot bid process or through negotiation via HQ SDDC Special Requirements Branch
- Please read the entire solicitation prior to submitting a bid
  - Load specifics, conveyance and accessorial requirements, special instructions, unique requirements, as well as guidance for completing the bid sheets are all contained within the solicitation
  - TSPs are subject to carrier performance action if unable to meet, in whole or in part, requirements of solicitation bid on
  - No costs/rates can be associated with DoD loads placed on broker boards, unless that TSP has actually been awarded the traffic by the shipper
- SDDC does not own the requirement, SRB's role is to negotiate the route order for our customers (shippers)
- TSPs acknowledge upon submission of their tender rates that the government's acceptance of such rates does not create a contractual obligation by either party until a

Email: [army.sddc.ops.negotiation@mail.mil](mailto:army.sddc.ops.negotiation@mail.mil)

HQ SDDC Public Website: <https://www.sddc.army.mil/Pages/default.aspx>

- Bill of Lading (BOL) is issued by the installation/activity Transportation Officer (TO)
- - A provision of the National Defense Authorization Act for Fiscal Year 1997 prohibits anyone except the TO/Shipper awarding the freight from releasing the SCAC/company name and winning bid price of the TSP awarded the freight
  - The solicitation requirements listed are in addition to the Military Freight Traffic Unified Rules Publication (MFTURP-1), applicable regulatory or statutory requirements and any future supplements
  - The line haul rate provided on the bid sheet must be all-inclusive (to include Fuel Surcharge)
    - EXCEPTION: Detention charges (DET1), (DEP1) and vehicle furnished not used (VFN) rates will be provided
    - EXCEPTION: Any accessorials requested on an “as needed” basis
  - Upon award, TSPs will enter ALL tender rates via TEOW, in unique cases, Standard Tender Freight Services (SDDC Form 364-R) paper tenders will be submitted manually via email
    - Negotiated 500000 series tenders are reserved for SDDC Special Requirements Branch negotiated solicitations **ONLY**
    - Negotiated 500000 series tenders must be submitted with **two working days** of award
    - Negotiated 500000 series tenders will reflect binding rates for a minimum 30-day period, unless otherwise specified in solicitation
  - Negotiated 500000 series tender entry
    - Tenders submitted in TEOW must match the information provided on your bid sheet or it will be rejected
    - The entire NRO solicitation number (1NXX number) must be entered in both the “Solicitation” and “Nature of Change” fields
    - All accessorials requested in the solicitation will be identified in the tender
      - Actual rates will be provided for Detention charges (DET1), (DEP1), vehicle furnished not used (VFN), and any “as needed” accessorials
      - A rate of \$0.00 will be provided for any of the all-inclusive accessorials
    - If you receive a Commodity Mismatch error during the edit check, please make sure you have the appropriate commodity type selected. Example FAK commodities are “DOD” and not “NMFC” type commodities
  - MFTURP-1 prohibits brokers, freight forwarders and logistics companies from handling or accepting any shipments moving with CIS, DDP, PSS, SNS, DCS, and/or 675
    - Handling and solicitation of DoD sensitive conventional AA&E, classified (SECRET and Confidential), sensitive and controlled cryptographic items, Class 1, Division 1.1 thru 1.6, sensitive munitions are also prohibited
  - Additional carrier performance guidance or cost related questions can be addressed to: [usarmy.scott.sddc.mbx.carrier-performance@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-performance@mail.mil) or [usarmy.scott.sddc.mbx.cost-questions@mail.mil](mailto:usarmy.scott.sddc.mbx.cost-questions@mail.mil)

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