

## **FEMA Tender of Service Program Program Overview**

**FEMA invites Transportation Service Providers (TSPs) to register for the FEMA Tender of Service Program who provide the following freight / cargo movement services:**

- Air
- Maritime
- Rail
- Trucking
  - Power Only
  - Closed Van, Flatbed, Step Deck, Refrigerated Van, RGN
  - Movement of Transportable Temporary Housing Units

*\*\* Note: FEMA does not have a need for automobile hauling services \*\**

**To qualify as a FEMA-Approved TSP, all carriers must:**

1. Sign and submit the FEMA TSP Agreement and Certification Statement
2. Provide proof of a minimum of \$300,000 in cargo insurance coverage
3. Provide a copy of your firm's current SCAC Assignment Letter from the NMFTA
4. Have a current and active registration in the System for Award Management (SAM)  
(<https://www.sam.gov/SAM/>)

### **Important Notes**

- Registration with the FEMA Tender of Service Program does not guarantee that you will be offered transportation opportunities with FEMA.
- FEMA's transportation needs are highly dependent on disaster response requirements. The FEMA Tender of Service Program fulfills transportation needs for incidents that are impactful enough to require a National-level response. There may be times when FEMA has very few transportation requirements as well as times when FEMA has an urgent need for a great deal of transportation support.
- FEMA may reach out to you at any time, 24/7, for transportation assistance. It is important to provide us with a single point of contact (email and phone #) that is monitored 24 hours per day.
- FEMA does not have a load board and does not use automated tendering. FEMA will contact you directly if you are being offered a load.
- All air, maritime, and rail moves are spot bid. TSPs are not required to submit rates for these modes.
- FEMA invites TSPs who provide trucking services to submit rates annually during the open bid cycle. FEMA does not award specific lanes to specific carriers; all submitted rates are loaded into our system. If you become a FEMA-Approved trucking TSP when the bid cycle is closed, you will be eligible for spot bid opportunities until you are able to submit rates.
- All FEMA-Approved TSPs are eligible for spot bid opportunities, but not all TSPs will be contacted for every spot bid. Instead, FEMA reaches out to approved TSPs on a rotating basis.

Please direct any questions regarding the FEMA Tender of Service Program to:

[\*\*FEMA-Transportation-Programs@fema.dhs.gov\*\*](mailto:FEMA-Transportation-Programs@fema.dhs.gov)

DEPARTMENT OF HOMELAND SECURITY  
 Federal Emergency Management Agency  
**LOGISTICS SUPPLY CHAIN MANAGEMENT SYSTEM CLOUD**  
**USER ACCOUNT MANAGEMENT REQUEST FORM**

<b>Section - 1 - Instructions:</b> All new LSCMS users should complete all applicable information in Section 1.	Date of Request:
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**SECTION 1: USER INFORMATION**

Company Name:	First Name:	Last Name:
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Email Address:	Phone Number:	Company SCAC:
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Address/City/State/Zip Code:	DUNS #:
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**Please provide one SINGLE Company Point of Contact for Bid Requests:**

Bid Request Email:	Bid Request Phone #:
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**Please provide one SINGLE Company Point of Contact for Trailer Recovery:**

Trailer Recovery Email:	Trailer Recovery Phone #:
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**Select the description that best fits the transportation services you provide:**

\_\_\_\_\_ Company-Owned Assets                      \_\_\_\_\_ Freight Broker

**Place an "X" beside all modes of transportation that you wish to provide to FEMA:**

Transportation Modes	
Air – Airport to Airport	
Air – Door to Door	
Maritime – Maritime Port to Maritime Port	
Maritime – Door to Door	
Rail – Rail Yard to Rail Yard	
Rail – Door to Door	
Motor Freight – Full Truckload (TL)	
Motor Freight - Less Than Truckload (LTL)	
Transportable Temporary Housing Units (TTHU)	

\_\_\_\_\_

Print User's Name

\_\_\_\_\_

User's Signature

\_\_\_\_\_

Print Supervisor Name

\_\_\_\_\_

Supervisor Signature

**SECTION 2: FEMA USE ONLY**

Document Upload                       Logistics Gateway

LSCMS Approving Official Signature & Date:

# LOGISTICS SUPPLY CHAIN MANAGEMENT SYSTEM

## System Rules of Behavior and User Security Agreement

### All Users are required to sign this security agreement

The following rules of behavior apply to all Department of Homeland Security (DHS) employees and support contractors who use DHS systems, Information Technology resources, such as laptop computers and portable electronic devices to access, store, receive, or transmit sensitive information. Logistics Supply Chain Management System Cloud is a sensitive information system. All information within the system is covered by the DHS/ FEMA security policies that govern sensitive government information. Failure to comply with this agreement may result in administrative actions, up to and including loss of rights within the system, complete loss of system access, and security actions being initiated against you.

- Sharing your account or password is prohibited. Never e-mail or give your password over the phone. You will not, under any circumstances, log in using another user's account.
- If you forget your password, you must contact the FEMA Enterprise Service Desk at 1- 888-457-3362 or [HLPFEMAFEMA-Enterprise-Service-Desk@fema.dhs.gov](mailto:HLPFEMAFEMA-Enterprise-Service-Desk@fema.dhs.gov).
- If your account has been disabled for not logging in within 35 days, you must email the FEMA Enterprise Service Desk: [HLPFEMAFEMA-Enterprise-Service-Desk@fema.dhs.gov](mailto:HLPFEMAFEMA-Enterprise-Service-Desk@fema.dhs.gov).
- Leaving your workstation unattended while an active LSCMS session is still running constitutes a security violation. Log out of LSCMS before walking away from your machine.
- Report unusual or suspicious behavior to your supervisor and the FEMA Security Operations Center at (540)542-4762 or [fema-soc@fema.dhs.gov](mailto:fema-soc@fema.dhs.gov). Account activity may be monitored for unusual and suspicious behavior.
- Users should protect sensitive information from disclosure to unauthorized persons or groups.

### Acknowledgment Statement

I acknowledge that I have read the rules of behavior, understand them, and will comply with them. I understand that failure to comply with these rules could result in verbal or written warning, removal of system access and reassignment to other duties, criminal or civil prosecution or termination.

Print User's Name: \_\_\_\_\_ Date: \_\_\_\_\_

User's Signature: \_\_\_\_\_