

FEMA Rate Filing Instructions for the Rate Filing Cycle

Issued By: The Federal Emergency Management Agency
Tender of Service Program

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FEMA

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1. Terms and Conditions

1.1. General

This Federal Emergency Management Agency (FEMA) Rate Filing Instructions (RFI) for the Rate Filing Cycle (RFC) are the instructions that must be followed to submit rates for the FEMA Tender of Service Program. Please note that, in some instances, this RFI and its RFC will deviate from and will supersede regulations published in the FEMA Standard Tender of Service (FEMA STOS), FEMA Uniform Rules Tariff (FEMA URT), and other relevant documents. Transportation Service Providers (TSPs) are strongly encouraged to read the FEMA STOS document as well as FEMA URT.

Direct any questions about this RFI to:

Federal Emergency Management Agency
Logistics Management Directorate
Transportation Management Division
Email: FEMA-Transportation-Programs@fema.dhs.gov
Website: www.fema.gov/transportation-programs

This FEMA RFI is requesting rates for nine equipment types at the General, non-emergency service level and one accessorial. Emergency service rates will be bid as an accessorial (485-EM: Emergency Service) that adds a % increase to the General service base rate. Please see Section 5 of this document for more details.

Modes to be included under this RFI will be full truckload (TL), less-than-truckload (LTL), and Transportable Temporary Housing Unit (TTHU) shipments for freight-all-kinds (FAK). Please refer to the FEMA STOS and FEMA URT for additional details.

1.2. TSP Eligibility to Submit Rates

Only TSPs who provide motor freight services and have met all of FEMA's approval requirements for the 2025 FEMA STOS program year by March 28, 2025, will be eligible to submit rates in response to this RFI. Any rates submitted by TSPs who have not met the requirements to be FEMA-approved TSPs for the 2025 Program Year by March 28, 2025, will be rejected. Please see the FEMA STOS for details regarding FEMA approval requirements.

1.3. Effective Period

Rates submitted during the Rate Filing Cycle made in response to these instructions will be for the period of July 1st, 2025, through June 30th, 2026.

The Government reserves the right to change the effective period of all or part of the rates accepted in accordance with this RFI and its RFC. The Government reserves the right to delay the effective date of this RFI and its RFC for up to ninety (90) days.

1.4. Filing Period

Initial Filings: The Rate Filing Cycle will open at 08:00 AM Eastern Standard Time (EST) on Friday, May 23, 2025. Rates submitted by those Transportation Service Providers (TSPs) approved for participation in the FEMA Tender of Service Program are due before, or no later than 5:30 PM EDT on Friday, June 6, 2025, and will be processed in accordance with Section 4.1 of this document.

Re-Filings of Rates Due to Filing Deficiencies: Rates submitted during the open RFC which do not meet the requirements as stated in this RFI will be considered non-responsive and will be rejected. If a TSP's rate offer is submitted in accordance with this RFI and its RFC by a Rate Filing Service Provider, the Rate Filing Service Provider will be notified of the deficiencies and not the TSP.

If an error is discovered in a submitted rate while the RFC is open, the TSP may submit a corrected rate before the close of the RFC (the second submittal will overwrite the incorrect bid). No changes may be made to submitted rates after the close date (5:30 PM EDT on June 6, 2025).

1.5. Submission of Rates

FEMA-Approved TSPs will submit rates for this RFC by electronic submission of rates via FEMA's Transportation Procurement (TP) system.

1.6. Applicability of Rates Submitted

Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup.

The TSP's submission of rates to FEMA for the modes and equipment identified in this RFI and FEMA's acceptance of those rates constitutes the agreement between FEMA and the TSP. The TSP agrees that it can and will service all points within each origin state and destination state for which a rate is submitted and accepted. The rates submitted by the TSP will be applicable throughout the 2025 FEMA Tender of Service Program year. TSPs should consider potential fluctuations in freight costs when submitting their rates for this RFC, as these rates will remain in effect for the full year. TSPs should not include the fuel surcharge in their submitted rates, as it is calculated separately. See Item 1300 of the FEMA Uniform Rules Tariff (FEMA URT) for more information on the Fuel Related General Adjustment (FRGA). As a TSP submitting a rate, you are stating you will honor that rate. Failure to do so could result in Temporary Nonuse, Suspension or Debarment from the FEMA Tender of Service Program.

All Government shipments are subject to the terms/conditions contained in 41 CFR §§102-117 and 102-118. The Bill of Lading (BOL) for any such shipment must contain the statement “This is a U.S. Government shipment.”

1.7. Letter of Intent Certification

By submitting a rate to the FEMA Tender of Service Program in accordance with this RFI, the TSP submitting the rates certifies:

I have read and will comply with all the provisions contained in this RFI dated January 1, 2025, as well as any amendments, supplements, changes, and/or reissues thereto; the FEMA Standard Tender of Service, the FEMA Uniform Rules Tariff, the U.S. Government Freight Transportation Handbook, and Czar Lite (Effective Date: 9/24/2023), and I further certify that the company for which rates have been submitted has the operating authority and insurance required to move FAK for FEMA.

1.8. Option to Extend

The Government reserves the right to extend the expiration date of all or part of the rates accepted in accordance with this RFI for up to one (1) year beyond its original expiration date.

1.9. Termination

Accepted rates may be terminated by the Government immediately upon the debarment or suspension of the Transportation Service Provider in accordance with 41 CFR § 105-68.

Upon termination of their rates, the TSP shall be paid any sum due the TSP for services performed under this RFI to the date of such termination; and in the event of partial termination, shall be paid in accordance with the terms of the rates submitted for any services furnished under the portion of the rate that is not terminated; provided, however, any such payment shall be without prejudice to any claim which the Government may have against the TSP and the Government shall have the right to offset any such claims against such payment.

Termination for convenience of the Government: The Government, by written notice, may terminate all or part of the rates submitted and accepted in accordance with this RFI, in whole or in part, when it is in the Government’s best interest. If a rate(s) submitted are terminated, the Government shall be liable only for payment for services rendered before the effective date of the termination.

1.10. Valuation and Liability for Loss and Damage

Notwithstanding any provision of 41 CFR Part 102-117 and Part 102-118, cargo will be valued at replacement load value unless otherwise stated on the document that constitutes the contract of carriage. This is generally the Bill of Lading (BOL). Full value is stated in U.S. dollars and is

considered the replacement value of the cargo for reimbursement purposes. To ensure that full value protection is provided to Government shipments, the shipping organization must provide proof of the replacement value of the shipment.

All motor carriers must maintain a minimum of \$300,000 in cargo insurance to transport FEMA freight. Cargo insurance must remain active at all times and proof of current, valid cargo insurance must be provided by supplying a certificate of insurance to FEMA. Failure to provide updated information or retain active cargo insurance will result in immediate TSP disqualification.

If the value of the cargo exceeds \$300,000, the value of the shipment will be clearly stated on the BOL. In the event of loss or damage, the TSP accepting the shipment will be responsible for the full replacement value of the shipment. TSPs who do not reimburse the federal government for the full replacement value of the shipment will be subject to temporary nonuse, suspension, or debarment, in accordance with 41 C.F.R. Part 102-117, Subpart I and 48 C.F.R. §§ 9.406-3 and 9.407-3, as well as claims under 49 C.F.R. Parts 370 and 1005.

The TSP assumes responsibility for all damage or injury to persons or property occasioned through the use, maintenance, and operation of the TSP's vehicles or other equipment by the TSP or the TSP's sub-contracted employees and agents. The TSP, at the TSP's expense, shall maintain public liability insurance as required by Federal, State, and local regulatory agencies; and maintain specific liability insurance for transporting hazardous cargo, if a TSP is transporting such material.

1.11. Mandatory Requirements

Before applying for approval to participate in the FEMA Tender of Service Program, you must first register in the System for Award Management (SAM) if your company has not already done so. The SAM is the online contractor database for the U.S. Federal Government, managed by the General Services Administration (GSA). The SAM collects, validates, stores, and disseminates data in support of Government acquisition and award missions. It is a free service. Registration information and procedures can be found at the SAM website: <https://www.sam.gov/SAM/>.

Upon registering in the SAM, a Unique Entity Identifier (UEI) is created. The UEI is a 12-digit alphanumeric code used to uniquely identify, validate, and verify federal contractors. Existing entities already registered with the SAM will have their UEI assigned and viewable within the SAM.

In addition, TSPs must maintain valid operating certificates for their scope of operations and must obtain a valid Standard Carrier Alpha Code (SCAC).

All TSPs are required to register with FEMA's Third-Party Payment System (TPPS). U.S. Bank is FEMA's current TPPS provider and uses Syncada. To participate in the FEMA Tender of Service Program, TSPs must be enrolled in Syncada and be certified to receive e-payment for transportation services. Even if otherwise qualified, TSPs that are not enrolled in Syncada will not be eligible to transport freight for FEMA. TSPs may contact U.S. Bank via phone at 800- 417-1844 or via email at james.chenelle@usbank.com for information regarding Syncada enrollment.

Please see the FEMA Standard Tender of Service (FEMA STOS) and FEMA Uniform Rules Tariff (FEMA URT) for more details regarding mandatory requirements. Copies of these documents are available at <https://www.fema.gov/transportation-programs>.

To participate in this procurement, all TSPs must have all FEMA Tender of Service Program registration documents up to date and on file at FEMA Headquarters.

2. Evaluation and Acceptance of Submitted Rate

2.1. Evaluation

All submitted rates which have been determined to be responsive in accordance with this Rate Filing Instructions (RFI) and its Rate Filing Cycle (RFC) will be considered by FEMA. Price will be determined by calculating both the price of the line haul transportation and the price of the accessorial service(s) requested by the customer agency for each cost comparison requested.

FEMA may evaluate the carrier and its agent's performance during the tender period using the criteria listed in this section based upon consignors and/or consignee's feedback. Failure to meet the outlined criteria may result in non-use.

Per 41 CFR § 102-117.280, important TSP performance measures may include, but are not limited to the:

- TSP's percentage of on-time deliveries;
- Percentage of shipments that include overcharges or undercharges;
- Percentage of claims received in a given period;
- Percentage of returns received on time;
- Percentage of shipments rejected;
- Percentage of billing improprieties;
- Average response time on tracing shipments;
- TSP's safety record (accidents, losses, damages or misdirected shipments) as a percentage of all shipments;
- TSP's driving record (accidents, traffic tickets and driving complaints) as a percentage of shipments; and
- Percentage of customer satisfaction reports on carrier performance.

The metrics FEMA currently uses to evaluate TSP performance include, but are not limited to:

- Transportation Service Provider (TSP) Does Not Honor Commitment
- Transportation Service Provider (TSP) Fails to Meet Required Delivery Date (RDD)
- Transportation Service Provider (TSP) Fails to Provide In-Transit Visibility (ITV)
- Transportation Service Provider (TSP) Fails to Pick Up Empty Trailer
- Transportation Service Provider (TSP) Loses or Damages Shipment

2.2. Acceptance

Accepted rates will be loaded into FEMA's Transportation Management System (TMS), Logistics Supply Chain Management System - Cloud (LSCMS-C). TSPs, both asset-based and brokers, with applicable rates for the requested shipment will be listed on the cost comparison from low cost to high cost.

FEMA may consider factors other than price when awarding shipments. As a result, the listing of TSPs on a cost comparison is for informational purposes only and does not guarantee any transportation opportunities will be awarded.

3. Basis for Determining Applicable Mileage

3.1. Milage Software Applications

Unless otherwise authorized, all tenders for shipments within the continental United States (CONUS) will be predicated on the shortest route distance as determined by ALK Technologies PC*Miler Version 33. PC*Miler is a software package tailored to the trucking industry that generates point-to-point mileage, routes, and driving instructions over the complete highway system in North America.

If mileage cannot be determined using ALK Technologies PC*Miler Version 33, the TSP may use an applicable mileage guide, book, or other method to determine mileages, subject to verification and acceptance by FEMA.

4. Rate Submission Special Instructions

4.1. Submission Special Instructions

All electronic rates submitted in accordance with all sections of this RFI must follow these instructions:

- All rates must be submitted electronically using FEMA's Transportation Procurement (TP) system. TP, FEMA's online system for managing rates, works best with the following browsers: Microsoft Edge, Firefox, Google Chrome. FEMA will not consider any rates that are not submitted electronically. **No Paper Rates Will Be Accepted.**
- TSPs wishing to submit rates in response to this RFI are strongly encouraged to participate in one of the online training sessions listed below for instructions regarding how to submit rates:

- Tuesday, May 13th, 2025, 1:00 PM Eastern Time
- Wednesday, May 14th, 2025, 10:00 AM Eastern Time

Additional details regarding these training sessions will be posted to www.fema.gov/transportation-programs as information becomes available. A reference guide with written instructions will be provided to TSPs eligible to submit rates in response to this RFI.

- Rates must be submitted between 08:00 AM Eastern Time on Friday, May 23, 2025, and 5:30 PM, Eastern Time on Friday, June 6, 2025. Rates received before 08:00 AM Eastern Time on May 23, 2025, or after 5:30 PM Eastern Time on June 6, 2025, will be rejected – no exceptions. The RFC will not be extended.
- TSPs should submit rates only for the lanes they are able to service and the accessorials they are able to provide in an effective manner as per the terms of this RFI, the FEMA Standard Tender of Service, the FEMA Uniform Rules Tariff, and the U.S. Government Freight Handbook. Failure to honor submitted rates could result in temporary non-use or suspension.
- Rates received that are not submitted in accordance with this RFI will be rejected.

5. Rate Structure

Rates will be accepted for the below listed modes, equipment types, accessorials, and service levels between 08:00 AM Eastern Time on Friday, May 23, 2025, and 5:30 PM, Eastern Time on Friday, June 6, 2025.

5.1. Equipment Types

TP system will be set up for combinations of mode, equipment type, and service level, as shown in the table below:

Table 1: Available Equipment Types for Submitted Rates

<i>Equipment Type</i>	<i>Bid Name</i>	<i>Mode</i>	<i>Service Level</i>
Power Only	26-TL-POWR	TL	General
Trailer	26-TL-TRLR	TL	General
Reefer	26-TL-REFG	TL	General
Flatbed	26-TL-FLAT	TL	General
Box Truck w/Liftgate	26-TL-BOXLIFT	TL	General
Trailer	26-LTL-TRLR	LTL	General
TTHU* 8 FT	26-TL-TTHU8	TL	General
TTHU* 12 FT	26-TL-TTHU12	TL	General
Travel Trailer	26-TL-TRAV	TL	General

* TTHU = Transportable Temporary Housing Unit

It is important to note that TSPs are not required to submit rates for all lanes or for all equipment types available. TSPs are strongly encouraged to submit rates only for the lanes and equipment types they are able to service in an effective manner as per the terms of the FEMA STOS.

If a TSP submits a rate for any specific equipment type and lane, the TSP is required to enter a minimum charge for that equipment type and lane. The minimum charge may be as low as \$0.00.

TSPs must honor the rates they submit. Failure to comply may result in the TSP being placed in temporary nonuse status as indicated in the FEMA STOS.

5.2. Accessorials

FEMA is accepting rates on the following accessorial services. Rates may be less than, but must not exceed, the maximum charges listed in the table below. If a TSP attempts to submit a rate that exceeds the allowable maximum charge for an accessorial listed in the FEMA URT, the rate will be reduced to the maximum allowable charge for that accessorial.

All accessorial rates require the TSP to enter a minimum charge. The minimum charge may be as low as \$0.00 but cannot exceed the allowable maximum charge.

Please note that accessorial rates are submitted separately per each equipment type. See the FEMA URT posted on www.fema.gov/transportation-programs for more details regarding accessorial charges.

Table 2: Emergency Service

<i>Item #</i>	<i>Accessorial</i>	<i>Maximum Charge</i>
485-EM	Emergency Service	Filed as a % added to the General Rate; not to exceed 50%

5.3. Flat Fees and Fuel Adjustment

FEMA will compensate TSPs for the following accessorials as a Flat Fee. No rates will be accepted for these accessorial charges:

Table 3: Accessorials with Flat Fees

<i>Item #</i>	<i>Accessorial</i>	<i>Flat Fee</i>
325	Detention – Vehicles with Power Units and 20’-26’ Box Truck w/Liftgate	\$135/hr. after 2 hours free time has expired as long as the FEMA facility is open

Item #	Accessorial	Flat Fee
350	Detention – Dropped Trailers: Closed Van, Flatbed, Step Deck	\$120/day
350-RF	Detention – Dropped Trailers: Refrigerated Van	\$200/day
425-FF	Hydraulic Lift Gate Service	Maximum Charge: \$100 per lift gate
450	Forklift Service	Maximum Charge: \$400/shipment
925	Diversion or Reconsignment Service	\$1.35/mile + Rate per Mile (RPM)
1040	Dual Driver Service	Maximum Charge: \$350/shipment
1310	Relocation of Dropped Trailers	\$1.35/mile
1350	Truck Ordered, Not Used (TONU)	\$260/shipment
1351	Wrangler Service	\$860/day

In addition, TSP moves will be subject to *Item 1300: Fuel Related General Rate Adjustment* to provide reasonable relief from sudden and unforeseen increases in diesel fuel prices. Please see the FEMA URT (available at www.fema.gov/transportation-programs) for details regarding the Fuel Related General Rate Adjustment and the Flat Fee accessorials noted in the table above.

5.4. Less Than Truckload (LTL) Rates

FEMA is using CzarLite (Effective Date: 9/24/2023) as the baseline tariff for LTL moves. TSPs that wish to provide LTL services to FEMA should submit a discount or premium against this CzarLite baseline as part of their rate submission.

LTL shipments should be rated by carriers as freight all kinds (FAK). FEMA will use freight Class 92.5 for all LTL shipments to retrieve the baseline shipment cost from the CzarLite tariff.