



US Army Transportation Command (ARTRANS)

Negotiated Solicitation/Tender Management Quick Reference Guide (QRG)

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1. Purpose

- a. This QRG is designed to assist the Transportation Service Provider (TSP) in navigating the 500,000 series negotiated tender solicitation process. The 500,000 series negotiated tender solicitations are manual email notifications of shipment offers to DoD approved carriers who have elected to participate in this segment of business. This line of business normally includes 25 or more trucks with single origin/destination (volume moves), unique requirements not supported by voluntary tenders/spot bid, no voluntary tenders on file, and when no responses were received for shipments processed via normal shipper systems or spot bid.

2. Scope

- a. This process is intended solely to notify carriers of Negotiated Route Order (NRO) solicitations and receive carrier proposed 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 500,000 series negotiated tenders in Tender Entry on the Web (TEOW).

3. Responsibilities

- a. Negotiated 500,000 series tenders are reserved for ARTRANS Special Requirements negotiated solicitations ONLY. TSPs are not authorized to issue 500,000 series tender numbers directly to shipping activities outside the ARTRANS negotiated tender solicitation process.
 - i. EXCEPTION: When a national emergency has been declared, TSPs can then go outside of the ARTRANS negotiated tender solicitation process to issue 500,000 series tender numbers
- b. ARTRANS is not responsible for undeliverable email notifications due to incorrect email addresses, communication problems, or other internet/local area network issues.

4. References

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

5. Procedure

- a. DoD approved carriers must opt-in to participate in 500,000 series negotiated tender solicitations
 - i. Send your request to the email address provided below to participate and a TSP survey will be provided.

- ii. Special Requirements can only add one point of contact (POC) email per SCAC to our contact list. We recommend using an organization email vs. a personal email. However, if you do use a personal email, make sure you are updating the POC anytime you have an employee turnover. Changes or update requests must come from, or include, at least one of the registered POCs on your carrier profile in the Freight Carrier Registration Program (FCRP).
 - iii. Solicitations received will be consistent with the FCRP MODE and DoT Authority
 - 1. You **must** notify our office of subsequent status/DoT Authority changes (i.e., approved for HAZMAT loads, become dual registered as a broker and asset-based carrier, or approved for transportation protective services (TPS))
 - iv. Review and understand the Military Freight Traffic United Rules Publication (MFTURP-1) and Defense Transportation Regulation (DTR) located on the ARTRANS public website
 - 1. IAW MFTURP-1, Sec A, Para E. “When rules, charges or other requirements are negotiated that differ from or conflict with this publication and the intent of the parties is to modify the requirements of this publication as they apply for a particular movement, the negotiated terms will apply to only the specific movement.”
 - b. By DoD regulation the shipping activity is not authorized to negotiate rates directly with a TSP, except when a national emergency has been declared
 - i. 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 ARTRANS Special Requirements.
 - c. Please read the entire solicitation letter prior to submitting a bid
 - i. Conveyance and accessorial requirements, special instructions, unique requirements, as well as guidance for completing the bid sheets are all contained within the solicitation letter
 - ii. TSPs are subject to carrier performance action if unable to meet in whole or in part of the requirements of the solicitation
- ***NOTE: Do not post costs/rates on broker boards unless you have been awarded the traffic by the shipping activity**
- d. ARTRANS does not own the requirement, Special Requirement’s role is to negotiate the route order on behalf of the shipping activity
 - e. 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 Bill of Lading (BL) is issued by the installation/activity Transportation Officer (TO)
 - f. A provision of the National Defense Authorization Act (NDAA) 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 that is awarded the freight

- i. Again, ARTRANS Special Requirements **cannot** share the lowest carrier ranked, lowest carrier bid price, or where you rank amongst other bidding carriers. The awarding shipping activity can only share the awarded carrier and price; they are not authorized to share the entire list
- g. The line haul rate provided on the bid sheet must be all inclusive (to include Fuel Surcharge)
 - i. EXCEPTION: Detention charges (DET(1)), (DEP(1)), and vehicle furnished but not used (VFN) rates will be provided
 - ii. EXCEPTION: Any accessorials requested on an “as needed” basis
- h. Upon award, TSPs will enter ALL tenders via TEOW, in unique cases and when requested, Standard Tender Freight Services (SDDC Form 364-R) paper tenders will be submitted manually via email
 - i. A proposed 500,000 series tender number must be provided with all bids; we recommend carriers start a log as these tender numbers cannot be duplicated
 - ii. Negotiated 500,000 series tenders must be submitted within **two working days** of award
 - iii. Negotiated 500,000 series tenders will reflect binding rates for a minimum 30-day period, unless specified in the solicitation
- i. Negotiated 500,000 series tender entry
 - i. All 500,000 negotiated tender submissions are manually reviewed and approved by the individual who issued the solicitation
 - ii. Negotiated 500,000 series tenders submitted in TEOW must match the information provided on your bid sheet or it will be rejected
 - iii. The entire NRO solicitation number (1NXX number) must be entered in the “Solicitation” field
 - iv. All accessorials requested in the solicitation will be identified in the tender
 1. Actual rates will be provided for Detention Charges (DET(1)), (DEP(1)), (VFN), and any “as needed” accessorials
 2. A rate of \$0.00 will be provided for any of the all-inclusive accessorials
 - v. If you receive a Commodity Mismatch error during the edit check, please make sure you have the appropriate commodity type selected.
 1. Example: 999912 is a DoD unique and not a NMFC type commodity
- j. MFTURP-1 prohibits brokers, freight forwarders, and logistics companies from handling or accepting any shipments moving with Constant Surveillance Service (CIS), Dual Driver Protective Service (DDP), Satellite Motor Surveillance Service (SNS), Trailer Tracking Service (DCS), and/or Signature and Tally Record Service (675)

- i. 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
- k. Additional carrier performance guidance or cost related questions can be addressed to: usarmy.scott.artrans.mbx.carrier-performance@army.mil or usarmy.scott.artrans.mbx.cost-questions@army.mil