

Attachment H – Reporting Specifications
ITN18SN-127 - Relocation for Household Goods and Laboratories

- A. Reporting Requirements:
- a. Shipment Summary - A summary of the total number of shipments handled for the specified period further broken down into the following incremental categories: number of shipments by agency activity, number of interstate shipments, number of intrastate shipments, and number of international location shipments. For each category the Provider must show total line-haul and accessorial charges and zip codes of origin and destination.
 - b. Per Shipment Detail Report – a detailed summary of each shipment including the following fields to the extent possible by the van line:
 - Van Line
 - Employee/Customer Name
 - School Rollup
 - Origin City
 - Origin Zip Code
 - Destination City with Zip
 - Destination Zip Code
 - Estimated Weight
 - Actual Weight
 - Savings (optional)
 - Carrier Order Number (optional)
 - Number of Miles
 - 3rd Party Service/Amount
 - Net Bill
 - Gross Bill (Tariff)
 - Requested Load Date
 - Actual Load Date
 - Requested Delivery Date
 - Actual Delivery Date
 - Claim (Date Submitted)
 - Claim Amount Settled
 - Claim Date Settled
 - SIT Weight
 - Commodity (HHG/LAB/AUTO/OTHER)
 - Self-Haul (Y/N)
 - c. Claims Summary - A summary of the total number of loss/damage claims handled for the specified period further broken down into the following incremental categories: number of claims by agency activity, number of interstate claims, number of intrastate claims, number of international location claims, average number of days between the date of claim filing and date of issue of initial settlement offer; average number of days between the date of receipt of the initial settlement offer and the date of final settlement, average amount claimed and settled interstate, average amount claimed and settled intrastate, and average amount claimed and settled on international locations. For each claim not settled within 30 days and/or 60 days when approved by the shipping agency's contract manager an explanation for the delay explanation should be supplied.

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- d. On-time Services Summary Report - A summary report listing employee name, scheduled pickup date, actual pickup date, scheduled delivery dates into storage in transit (SIT) and/or residence, actual delivery dates into SIT and/or residence, scheduled date for delivery out of SIT, and actual date for delivery out of SIT. When scheduled and actual dates are different, an explanation must be provided.
- e. Sustainability Report – A summary report of sustainable initiatives such as debris removal, user of post-consumer and recycled packing materials, and energy efficient vehicles/carbon footprint (or carbon footprint reduction practices). Include if possible the number of cartons picked up from the one required debris pick-up and the use / re-use of those cartons.