

Agricultural Marketing Service (AMS)
Livestock, Poultry and Seed (LPS) Program
Food Safety and Commodity Specification (FSCS) Division
Room 2624 S-Bldg, Phone: (202) 692-0342

SUPPLEMENT 509 TO THE AMS MASTER SOLICITATION FOR PURCHASE OF FROZEN ALASKA POLLOCK BLOCKS FOR DISTRIBUTION TO FEDERAL FOOD AND NUTRITION ASSISTANCE PROGRAMS

Supersedes: Supplement 509 April 2015 – Changes from
previous requirements in [blue](#)

Effective: [April 2016](#)

100 OVERVIEW

110 This document provides additional program requirements for the purchase of frozen Alaska Pollock blocks by the Department of Agriculture (USDA), including the applicable Federal Purchase Program Specification (FPPS) (**Exhibit A**).

200 INSTRUCTIONS TO POTENTIAL SUPPLIERS

210 The frozen Alaska Pollock blocks [shall](#) be purchased on a competitive bid basis from qualified suppliers who have met the requirements described in this Section. Interested suppliers may submit a technical proposal at any time during the purchase program. Suppliers should allow 10 working days, from USDA's receipt of the technical proposal for notification of evaluation results. A supplier is deemed eligible upon notification of approval of the technical proposal by the FSCS Division.

220 Submission of a technical proposal is not binding on USDA. Actual purchases [shall](#) be described in the AMS Master Solicitation and Solicitations.

230 Documentation Requirements

231 Technical Proposal Requirement

231.1 Include a detailed description of the frozen Alaska Pollock block and each of the production steps that are taken to meet or exceed the minimum product requirements set forth in the FPPS. (Plan/Do)

231.2 Describe all the quality assurance methods used to verify conformance to all requirements. This [shall](#) include the monitoring and measurements taken during the process to verify conformance with each requirement. All measurement results shall be recorded and made available to AMS and/or Department of Commerce (DOC).

Approved by  CMS

Date Issued: 06/10/11

Date Revised: [04/25/16](#)

(Check)

- 231.3 Identify all corrective actions to be taken if deviations from contractual and **FPPS** requirements occur during production, and all preventative actions to be taken to preclude a reoccurrence. (Act)
- 231.4 The technical proposal shall follow the format as shown in **Exhibit B**. Technical proposals should be brief and concise.
- 231.5 The technical proposal shall be preceded by the following, as required by the template:
- 231.5.1 Table of Contents listing the major areas as they appear in the technical proposal; and
- 231.5.2 List of attachments **and** forms provided in the technical proposal with the applicable document name and reference number.
- 232 The FSCS Division **shall** review each technical proposal to determine if **it** is adequate and **shall** notify the supplier of the status and their eligibility to bid.

300 INSTRUCTIONS FOR SUBMISSION OF TECHNICAL PROPOSAL

- 310 The following procedures establish the acceptable minimum requirements for the format and content of the technical proposal:
- 310.1 The Government has provided a technical proposal format to be used in preparing the technical proposal (see **Exhibit B**). The supplier shall submit the technical proposal as an email file attachment to AMS (Darin.Doerscher@ams.usda.gov and Steve.Whisenant@ams.usda.gov). The technical proposal shall be saved in a non-portable document file format (not PDF; e.g., Microsoft Word). The technical proposal **shall** be submitted in its entirety. If the file size of the technical proposal is too large to send in a single email, it may be divided and sent in multiple emails (i.e., Part 1, Part 2, Part 3, etc.). The collection of attachments and appendices may be submitted as a separate document as well.
- 310.2. The technical proposal **shall** be submitted by an authorized agent of the company.
- 310.3 While it is not the desire of the Government to penalize a **supplier** for non-compliance with formatting instructions, technical evaluators may have difficulty evaluating the technical proposal to the fullest extent possible if the proposal is not presented in the proper format. Technical evaluators **shall** not be required to search other subsections or sections of the offeror's technical proposal for information requested in the evaluation.
- 320 Technical Proposal Revisions
- 321 Changes to a supplier's technical proposal may be submitted at any time or at the request of the FSCS Division. All technical proposal revisions **shall** meet the following criteria:

Approved by  CMS

Date Issued: 06/10/11

Date Revised: [04/25/16](#)

321.1 Any changes to a technical proposal made by the supplier after its initial submittal shall be accomplished by submitting an entire technical proposal. A cover letter shall be submitted with the changes identified and an explanation of the need for the change. The supplier shall include the revision date and the appropriate page number(s).

321.2 Changes from the original technical proposal shall be highlighted and deletions in strikeouts.

400 ASSESSMENT BY THE QUALITY ASSESSMENT (QA) DIVISION

410 Once a supplier is notified by the FSCS Division that the technical proposal meets the applicable criteria, the QA Division shall contact the supplier to set up a pre-award onsite capability assessment audit of the facility's processes, food defense plan, and quality control program used to produce the product(s) to determine the supplier's ability to meet contractual requirements.

420 Pre-Award Onsite Capability Assessment Audit

421 Food Defense Assessment

421.1 The QA Division shall conduct a food defense audit that shall include, but is not limited to, a thorough evaluation of the potential supplier's food defense plan. Documentation shall support the supplier's food defense plan. If the report demonstrates that the food defense plan is inadequate, the supplier shall be notified by the FSCS Division that it is ineligible to bid. The supplier shall have an opportunity to correct identified deficiencies, modify its food defense plan and contact the QA Division. Eligibility shall depend on whether the modifications demonstrate compliance with the food defense plan.

422 Documentation shall support:

422.1 the production of the frozen Alaska Pollock block that complies with the applicable FPPS and the potential supplier's approved technical proposal, and

422.2 the supplier's food defense plan. In addition, the audit shall consist of the review of records related to purchasing, receiving, production, quality control, inventory and shipping records, and interviews with management and production personnel.

423 Upon completion of the onsite capability assessment, the auditor shall provide either a verbal or email notification of the audit findings to the FSCS Division to determine (based on the audit findings), supplier eligibility to bid. Supplier shall be notified by the FSCS Division and the official final report shall be sent once released from the QA Division.

423.1 If the audit findings demonstrate that the process or food defense plan is inadequate, the supplier shall be notified by the FSCS Division that it is ineligible to bid. The supplier shall have an opportunity to correct identified deficiencies, modify its process,

Approved by  CMS

Date Issued: 06/10/11

Date Revised: 04/25/16

food [defense](#) plan, and/or technical proposal, and resubmit to [FSCS Division](#) for further consideration.

423.2 Eligibility [shall](#) depend on whether the modifications demonstrate that:

423.2.1 the process is capable of delivering frozen Alaska Pollock block in compliance with the FPPS,

423.2.2 the supplier is in compliance with [its](#) food [defense](#) plan,

423.2.3 [a successful QA Division corrective action audit is conducted](#), and

423.2.4 the supplier complies with other applicable contractual requirements.

430 Post-Award Assessment Audit

431 Eligible suppliers who receive contracts [shall](#) have their documented food [defense](#) plan, technical proposal, and supporting documentation readily available for review by the [FSCS Division](#) or AMS agents. Records may be maintained on hard copy or electronic media. However, records maintained as electronic media [shall](#) be made available in printed form immediately upon request by [the FSCS Division](#) or AMS agents.

432 The QA Division [shall](#) conduct an onsite audit of the [supplier's](#) facility(s) and processes when production commences for the first contract awarded. Additional audits [shall](#) be conducted as determined by the FSCS Division, but not less than once per month for [suppliers](#) with continuous or multiple contracts, or once per contract for intermittent [suppliers](#). At the discretion of the FSCS Division, more frequent audits may be conducted when audit deficiencies are detected.

440 Post-Award Actions

441 Any deviation from contractual requirements [shall](#) be immediately reported by the [supplier](#) to the Contracting Officer and FSCS Division. The Contracting Officer or FSCS Division [shall](#) notify the [supplier](#) regarding eligibility to continue to participate as a [supplier](#).

442 [Suppliers shall](#) assure that the delivered product complies with the provisions of the FPPS, the applicable assessment by USDA, and the [supplier's](#) technical proposal approved by the FSCS Division.

450 The cost of all audit, product monitoring, and certification services performed by the AMS agents [shall](#) be borne by the [supplier](#). This includes, but is not limited to, audits, examinations, supervision, official documentation, and related services.

460 Questions concerning charges and the availability of AMS agents can [be directed to](#) USDA/AMS, LPS Program's QA Division field office or the Director of the QA Division, LPS Program, AMS, USDA, Room 3953-S, STOP 0258, 1400 Independence Avenue, SW, Washington, DC 20250-0258, telephone (202) 720-3271.

Approved by  CMS

Date Issued: 06/10/11

Date Revised: [04/25/16](#)

500 DOMESTIC ORIGIN CERTIFICATION CLAUSE

510 The **supplier shall** include **the below** domestic origin certification clause in its entirety in all subcontracts for fresh and frozen Alaska Pollock or Alaska Pollock products used in fulfilling any contracts awarded under this Supplement and Master Solicitation. The burden of proof of compliance is on the Contractor. All raw materials **shall** be shipped in containers labeled as “Domestic Only Product” on the principle display panel and the bill of lading accompanying the shipment **shall** contain the statement “Domestic Only Product.”

600 CERTIFICATE OF CONFORMANCE (COC)

610 In addition to the referenced payment documents required in the Master Solicitation, please include a copy of the Contractor’s Certificate of Conformance (**Exhibit D**).

700 CONTRACTOR CHECKLOADING

710 Contractor **shall** perform checkloading examinations as described in the FPPS at the time of shipment and issue contractor’s certificate to accompany each shipment that includes all of the following information:

710.1 Purchase Order Number,

710.2 Sales Order and Sales Order Item Number,

710.3 Name of product,

610.4 Shipping Date,

710.5 Production lot number(s) and date each lot was produced,

710.6 Count of shipping containers and total projected net weight in each production lot,

710.7 Identity of car or truck (car numbers and letters, seals, truck license, etc.) as applicable

710.8 Contractor certification that product conforms with the FPPS,

710.9 Count and projected net weight verified, and

710.10 Signature of company official responsible for checkloading.

800 EXHIBITS

Approved by  CMS

Date Issued: 06/10/11

Date Revised: 04/25/16



APPROVED

**FEDERAL PURCHASE
PROGRAM SPECIFICATION
(FPPS) FOR ONCE-FROZEN
ALASKA POLLOCK BLOCKS**

Agricultural Marketing Service (AMS)
Livestock, Poultry and Seed (LPS) Program
Food Safety and Commodity Specification (FSCS) Division
Room 2628 S-Bldg, Phone: (202) 692-0342

Supersedes: FPPS APB dated April 2015 – changes from
previous requirements in [blue](#)

Effective: [April 2016](#)

100 ITEM DESCRIPTION

- 110 Once-Frozen Alaska Pollock Blocks
- 120 U.S. Grade A
- 130 Fish blocks shall weigh approximately 16-½ pounds and shall be packed three (3) blocks to a master carton with a net weight of 49-½ pounds.

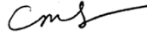
200 CHECKLIST OF REQUIREMENTS

- 210 Product shall be produced under the Food and Drug Administration regulations and all applicable federal Acts and regulatory references cited therein that are in effect on the date of production.

300 MATERIALS

310 FISH FLESH

- 311 Domestic Origin of Fish Flesh – The Alaska Pollock (*Gadus chalcogrammus*) shall be derived from fillets that are caught and processed in U.S. waters on a U.S. flagged vessel or caught in U.S. waters and processed in a facility based in the U.S. or U.S. Territory.
- 312 U.S. Grade A - United States Standards for Grades of Frozen Fish Fillet Blocks. Standards for Grades shall be implemented in accordance with the guidance set forth in part II of the National Oceanic and Atmospheric Administration (NOAA) Handbook 25, "Inspector's Instructions for Grading Frozen Fish Blocks."
- 313 The U.S. Standards for Grades shall apply to once-frozen fish blocks that are rectangular shaped masses made from Alaska Pollock flesh.
- 314 The blocks shall be made from whole fillets that are skinless and boneless (pin bone out).

Approved by  CMS
Date Issued: 06/18/09
Date Revised: [04/07/16](#)

315 The blocks shall not contain minced or comminuted fish flesh. The blocks shall not be made by restructuring (reworking) pieces of fish blocks into the shape of a fish block.

316 The blocks shall not contain sodium phosphates.

317 The blocks shall never be allowed to thaw and shall have been stored at temperatures of 0°F or less for no more than 12 months.

318 The Pollock blocks shall be practically free of voids and ice pockets.

320 METAL DETECTION

321 All product shall be free of metal contaminates. Detection of stainless steel, ferrous, and non-ferrous (e.g., lead, copper, and aluminum) metals is required. The equipment, location, detection procedure, sensitivity levels, frequency of equipment validation, and corrective action procedures shall be identified and described.

400 PREPARATION FOR DELIVERY

410 PACKAGING AND PACKING

411 Packaging – Fresh (never previously frozen) Alaska Pollock fillets shall be layered into a block mold and deep frozen to produce fish blocks that are used as the raw material for further processing into high quality breaded and battered fish products. The once-frozen Alaska Pollock Blocks shall be wrapped or sealed to protect blocks from freezer deterioration, physical damage, and contamination.

412 Fish blocks shall weigh approximately 16-½ pounds and shall be packed three to a master carton with a net weight of 49-½ pounds.

413 The once-frozen blocks shall be protected by a paperboard block liner and then packed in a cardboard master case, which reduces the likelihood of freezer burn or rancidity. The packaging should be uniform and completely cover the product.

414 Shipping container labeling shall declare a net weight, meaning actual product weight.

415 Style and Size of Container – Only one size and style of bags and cases may be offered in an individual shipping unit. The shipping containers shall be in compliance with the National Motor Freight Classification, or the Uniform Freight Classification, as applicable.

416 Labeling - Cases shall be labeled to include all information required by United States Department of Commerce (USDC) regulations. Shipping container

labels shall be illustrated in the contractor's technical proposal and contain the following information:

- 416.1 USDA Shield – The shield shall be at least 2 inches high and shall appear on top or on the principle display panel of each case.



- 416.2 The applicable purchase order number.
- 416.3 A traceability code that includes information regarding production establishment, production date and production lot.
- 416.4 USDC Inspection Mark and Grade – The Processed Under Federal Inspection “PUFI” mark along with the Grade A Shield.
- 416.5 Material Number – 110601.
- 416.6 Product Name – Once-Frozen Alaska Pollock Blocks.

420 PALLETIZED UNIT LOADS

- 421 All product shall be stacked on new or well-maintained pallets and palletized with shrink wrap plastic, unless otherwise specified in the invitation. Pallet loads shall be stacked in a manner that minimizes the overhang of the shipping containers over the edges of the pallets and exposes each shipping container's principal display panel to facilitate certification examinations.

500 PRODUCT ASSURANCE

510 QUALITY ASSURANCE

- 511 All Alaska Pollock Block manufacturing facilities used in fulfilling USDA contracts shall be a United States Department of Commerce (USDC) Approved Establishment (HACCP QMP, IQA and Resident Inspector Plant) operating in accordance with all applicable regulations. A resident USDC inspector shall be present in a Resident Inspector Plant during fillet block manufacturing and grade fillet blocks in accordance with the U.S. Grade Standards. The contractors shall declare the type of NMFS inspection program they are operating under.

520 DELIVERED PRODUCT

- 521 Delivery Unit - Each delivery unit shall consist of 800 shipping containers with a net weight of 39,600 pounds. No tolerances shall be allowed.

522 All products shall be delivered to AMS assigned destinations under seal with tamper proof, tamper resistant, serially numbered, high security seals that meet the American Society for Testing and Materials Standard (ASTM) F1157-04 and/or the International Organization for Standards (ISO) 17712-2010 as required under the Master Solicitation. Seals shall be 1/8th-inch diameter cable, high-security bolt, or equivalent.

530 WARRANTY AND COMPLAINT RESOLUTION

531 Warranty – The contractor shall guarantee that the product complies with all specification requirements, production plan declarations, and provisions set forth in the Master Solicitation and Supplement.

532 Complaint Resolution – Customer complaint resolution procedures shall be included in the production plan. These procedures shall include: a point of contact, investigation steps, intent to cooperate with AMS, and product replacement or monetary compensation. The procedures shall be used to resolve product complaints from recipient agencies or AMS.

600 NON-CONFORMING PRODUCT

610 The contractor shall include a plan and [supporting documentation](#) to assure that non-conforming product is not delivered under USDA contracts. The plan shall address 1) control and segregation of non-conforming product, 2) removal of any USDA markings, and 3) disposition of non-conforming product, including vendor [documentation](#) of final disposition (e.g., diverted to commercial production, cooked or destroyed).

700 CONTACTOR CHECKLOADING

701 Contractor shall perform checkloading examinations at the time of shipment and issue a contractor's certificate to accompany each shipment that includes all of the following information:

701.1 Purchase Order Number/Purchase Order Line Item Number;

701.2 Sales Order Number/Sales Order Line Item Number;

701.3 Destination of shipment;

701.4 Name of Product and applicable Material Number;

701.5 Shipping Date;

701.6 Production lot number(s) and date each lot was produced along with shipping container and immediate container code(s) and the code used that provides traceability to establishment number, production lot and date;

701.7 Count of shipping containers and total projected net weight in each production lot;

- 701.8 Identity of car or truck (car numbers and letters, seals, truck license, etc.) as applicable;
- 701.9 Contractor certification that product conforms with the applicable specification (FPPS-APB-2016);
- 701.10 Count and projected net weight verified and;
- 701.11 Signature of company official responsible for checkloading.

Cover Page:

Company Name

Company Address

Contact Person, including title, phone number, including emergency contact information, e-mail address ([shall](#) be authorized to represent the company).

Technical Proposal for: [Supplement Number] and [FPPS]

Table of Contents (all pages and attachments [shall](#) be number and identified – any attachments must be identified and referenced in the Technical Proposal).

The technical proposal should document a quality control program that includes procedures, records, forms, pictures, etc., which demonstrates conformance with the following checklist of requirements:

- 100 ITEM DESCRIPTION
- 200 CHECKLIST OF REQUIREMENTS
- 300 MATERIALS
- 310 FISH FLESH
- 311 Domestic Origin of Fish Flesh
- 312 U. S. Grade A
 - Frozen Pollock Blocks
- 320 METAL DETECTION
- 322.3 Spinal Cord Removal
- 323.1 Traceability
- 330 NON-MEAT COMPONENTS
- 400 PREPARATION FOR DELIVERY
- 410 PACKAGING AND PACKING
- 411 Packaging
- 412 Fish Blocks

Approved by  CMS

Date Issued: 06/10/11

Date Revised: [04/25/16](#)

- 413 Freezing Protection
- 415 Style and Size of Container
- 416 Labeling
- 420 PALLETIZED UNIT LOADS
- 500 PRODUCT ASSURANCE
- 510 QUALITY ASSURANCE
- 520 DELIVERED PRODUCT
- 521 Delivery Unit
- 522 Sealing
- 530 WARRANTY AND COMPLAINT RESOLUTION
- 531 Warranty
- 532 Complaint Resolution
- 600 NON-CONFORMING PRODUCT

Attachments or Appendixes - Please attach all referenced documents with the applicable document name and reference number.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
LIVESTOCK, POULTRY AND SEED PROGRAM

CERTIFICATE OF CONFORMANCE FOR
THE PROCUREMENT OF FROZEN ALASKA
POLLOCK BLOCK

CERTIFICATE OF CONFORMANCE

I certify the following:

(1) On [delivery date(s)], [Supplier's name] furnished the (insert the appropriate commodity description) called for by Purchase Order Number _via [Carrier] under Sales Order Number/Item number(s): _____.

(2) The (insert the appropriate material name) is of the quality specified and conforms in all respects with the purchase order requirements, including [Supplier's name] Technical Proposal as approved by the AMS, LPS Program, FSCS Division.

(3) Product identification, (i.e. production lot number(s)) is in the quantity shown on the attached acceptance document.

(4) Supplier assures all meat or meat products used in fulfilling this contract was produced in the United States as defined in the AMS Master Solicitation Section I.E.

Date: _____

Signature: _____

(Signed by an officer or representative authorized to sign offers)

Title: _____

Approved by  CMS

Date Issued: 06/10/11

Date Revised: 04/25/16