



United States  
Department of  
Agriculture

Agricultural  
Marketing  
Service

Stop 0253-Room 2610-S  
1400 Independence Avenue, SW  
Washington, DC 20250

## SUPPLEMENT LS-301 TO AMS MASTER SOLICITATION

June 2009

### **PURCHASE OF HAM, BONELESS, FULLY-COOKED, WATER-ADDED FOR DISTRIBUTION TO CHILD NUTRITION AND OTHER FEDERAL FOOD AND NUTRITION PROGRAMS**

This document provides additional USDA requirements and specifications for the purchase of ham, boneless, fully-cooked, water-added products described in the attached References to the Applicable Bid and Contract Provisions (Exhibit A). In addition to product descriptions, this exhibit also provides information on the applicable Item Description and Checklist of Requirements (IDCR) for each fully-cooked boneless ham item. (Attachment I).

#### **I. INSTRUCTIONS TO POTENTIAL BIDDERS**

A. The water-added, fully-cooked, boneless ham product will be purchased on a competitive bid basis from suppliers who have met the requirements described in Section I.B. Interested suppliers may submit sample(s) and technical proposal(s) at any time during this purchase program. Suppliers should allow 10 working days from receipt of technical proposal by USDA for notification of the results of the evaluation of the ham sample(s) and technical proposal(s) from the Contracting Officer. A supplier is deemed eligible to bid after notification by the Contracting Officer.

Submission of sample(s) and technical proposal(s) is not binding on USDA. Actual purchases will be on a competitive bid basis as described in the Master Solicitation, this Supplement, and separately issued Invitations for Bid (IFB).

#### **B. Documentation and Assessment Requirements**

To become an eligible supplier, the following must be submitted to the Contracting Officer, Agricultural Marketing Service, U.S. Department of Agriculture, Stop 0253, Room 2610-South Building, 1400 Independence Avenue, SW., Washington, D.C. 20250-0253, for evaluation and approval prior to bidding:

##### **a. Technical Proposal Requirement:**

- 1) Include a detailed description of item and each of the production steps that are taken to meet or exceed the minimum product requirements set forth in the applicable IDCR. (Plan/Do)
- 2) Describe all the quality assurance methods used to verify conformance to all requirements. This will 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. (Check)

- 3) Identify all corrective actions to be taken if deviations from contractual and specification requirements occur during production, and all preventative actions to be taken to preclude a reoccurrence. (Act)
  - 4) The technical proposal shall follow the format as describe in Section III. Technical Proposal format. Offeror's proposal should be brief and concise.
  - 5) The technical proposal shall be preceded by the following, as required by the template:
    - a) Table of Contents listing the major areas as they appear in the technical proposal template; and
    - b) List of attachments, forms provided with the proposal, if appropriate.
  - 6) The technical proposal should be written in the following format:
    - a) Plan and Do - A description of the planning and production steps taken to meet each requirement.
    - b) Check - Describes all the quality assurance methods that will be used to verify conformances to each requirement. This will include the monitoring and measurement taken during the process (all measurements results shall be recorded and made available to AMS upon request).
    - c) Act - Identifies all corrective actions to be taken if deviations from contractual and specification requirements occur during production and all preventative actions taken to preclude reoccurrences.
- b. Product Sample
- 1) A sample ham (whole, sliced, or diced) with the ingredient statement, package (if applicable), and Nutrition Facts panel that conforms to the attached IDCR (Attachment I).

NOTE: New suppliers must submit a ham sample that represents the type of ham produced under the technical proposal (frozen, chilled, sliced, and/or diced). Suppliers that had samples approved under LS-124 will not have to resubmit samples under this Supplement unless there is a change either in the formulation or production process.

The Contracting Officer Technical Representative (COTR) will review each technical proposal and sample to determine if they are adequate. The Contracting Officer will notify the supplier of the status of their sample and technical proposal.

Once a supplier is notified by the Contracting Officer that the sample and technical proposal meet the applicable criteria, the Audit Review and Compliance (ARC) Branch will contact the supplier to set up a pre-award onsite capability assessment.

c. Assessment by the ARC Branch

After the sample(s) and technical proposal(s) are evaluated and approved, an ARC Branch auditor will perform an onsite assessment of the facility(s), processes, food security plan, and quality control program used to produce the product(s) to determine the supplier's ability to meet contractual requirements. The following assessments will apply:

## 1) Pre-Award Onsite Capability Assessment

### 1) Pre-Award Onsite Assessment Audit

The pre-award onsite assessment (audit) will include, but is not limited to, a thorough evaluation of the potential contractors' and subcontractors' facility(s), processes, food security plan, quality control program, equipment, procedures, and the appropriate documents and forms used during the production of the boneless pork item. Documentation must support: 1) the production of the ham item that complies with the applicable IDCR and the potential contractor's approved technical proposal, and 2) the contractor's or subcontractor's food security plan. In addition, the audit will consist of the review of records related to purchasing, receiving, production, quality control, inventory and shipping records, and interviews with management and production personnel.

Upon completion of the onsite capability assessment, the auditor will provide a report to the Contracting Officer for final review. After the supplier has satisfactorily completed the pre-award onsite capability assessment, the supplier will receive written notification from the Contracting Officer of their eligibility to bid.

If the report demonstrates that the technical proposal or food security plan is inadequate, the applicant will be notified by the Contracting Officer that they are ineligible to bid. The applicant will have an opportunity to correct identified deficiencies, modify their process, food security plan, and/or technical proposal, and resubmit for further consideration. Eligibility will depend on whether the modifications demonstrate that: 1) the process is capable of delivering ham products in compliance with the IDCR, 2) they are in compliance with their food security plan, 3) includes the applicable assessment by USDA, and 4) they comply with other applicable contractual requirements.

## 2) Post-Award Assessment

Eligible suppliers who receive contracts must have their documented food security plan, technical proposals, and supporting documentation readily available for review by the COTR or AMS agents. Records may be maintained on hard copy or electronic media. However, records maintained as electronic media will be made available in printed form immediately upon request by AMS or its agents.

The ARC Branch will conduct an onsite audit of the contractor's and subcontractor's facility(s) and processes when production commences for the first contract awarded. Additional audits will be conducted as determined by the Contracting Officer, but not less than once per month for contractors or subcontractors with continuous or multiple contracts, or once per contract for intermittent contractors. At the discretion of the Contracting Officer, more frequent audits may be conducted when audit deficiencies are detected.

### 3) Post-Award Actions

Any deviation from contractual requirements will be immediately reported by the contractor to the Contracting Officer. The Contracting Officer will notify the contractor regarding eligibility to continue to participate as a contractor.

Contractor will assure that the delivered product complies with the provisions of the applicable IDCR, the applicable assessment by USDA, and the contractor's technical proposal approved by the Contracting Officer.

Once a supplier is eligible to bid, the supplier must request a Domestic Electronic Bid Entry System (DEBES) Login ID (see Attachment II) and Address Information (Attachment III).

### C. Animal Welfare Requirements

General: The contractor and all subcontractors must develop and implement written plans that are consistent with a systematic approach to humane handling as outlined in 69 CFR 54625. The plans will be incorporated into their approved technical proposal and must address or include the following requirements.

1. The contractor must ensure that any facility that harvests animals for this program has a:
  2. Mission Statement on Animal Handling that is distributed to all employees and conspicuously displayed at the premises.
  3. Training program on Animal Welfare that:
    - a. is provided to all employees interacting with animals;
    - b. covers Chapter 2: Auditing Animal Handling and Stunning 7 Core Criteria of the *AMI Recommended Animal Handling Guidelines and Audit Guide 2007 Edition*;
    - c. is conducted no less frequently than once a year for each designated employee; and,
    - d. requires signed documentation from each employee and confirmation by signature of the designated trainer upon successful completion of training.
  4. Quality management plan (internal) that routinely assesses and monitors humane handling through the use of a numerical scoring system conducted by a trained employee.
  5. (hogs) Written protocol in-place and enforced that ensures all animals designated by FSIS as U.S. Suspects (9 C.F.R. 301.2) that are slaughtered are appropriately segregated during the harvest and production processes and precluded from inclusion in any products purchased by AMS.
  6. Written quality management plan to implement the provisions of Chapter 2: Auditing Animal Handling and Stunning 7 Core Criteria of the *AMI Recommended Animal Handling Guidelines and Audit Guide 2007 Edition*, found at the following link:  
<http://www.animalhandling.org/ht/d/sp/i/1752/pid/1752>

- a. The scope of this audit program will ensure proper animal handling techniques are conducted from the time the transportation conveyance enters the facility's premises through the stunning and exsanguination processes of the animal.
- b. This program will be audited by an entity accredited by AMS. The accreditation of the firms will be conducted by the Audit, Review, and Compliance Branch through the **LS ISO Guide 65 Program**. Alternatively, at the option of the contractor or subcontractor, the audits can be performed by AMS auditors.
- c. Program Evaluation and Eligibility
  - 1) The AMS accredited auditing firm must conduct audits within the following format:
    - a) Audited firms must pass each of the 7 core criteria each time an audit is performed
    - b) A scoring of acceptable or higher for Core Criteria 1-5 must be attained.
    - c) Core Criteria 6 and 7 must be fully compliant for Acceptable rating.
  - 2) Initial audit must be performed prior to award of contracts.
  - 3) If an audit is failed for any of the 7 core criteria, the entity is unable to provide product until such time that corrective and preventative actions are approved by the Contracting Officer, implemented and proven effective.
  - 4) Audit Frequency and Status:
    - a.) STANDARD - Until four consecutive successfully passed audits are attained, an audit must be conducted within 3 months of the previous audit.
    - b.) MONTHLY - If at any time an audit identifies any of the 7 core criteria not meeting the pass requirements while in the STANDARD phase, auditing will be required to be conducted on a monthly basis once corrective and preventative actions have been approved by the Contracting Officer, implemented and proven effective. This schedule will be for a period of time until four successive audits are found to meet the pass requirements of the AMI Guidelines; at which time audits shall be conducted on the STANDARD basis.
    - c.) If four successfully conducted audits are sequentially completed within a one year period while in STANDARD auditing phase, the facility may move to a SEMI-ANNUAL audit basis.
    - d.) SEMI-ANNUAL - Semi-annual audits may continue until such time that a failed audit is reported or a period of greater than six months has elapsed without any audits being performed; at which time the audits must resume as described for STANDARD audits.
    - e.) The Contracting Officer can declare an Animal Welfare Program out of compliance at any time.

#### D. Responsibility/Eligibility

Facilities used in fulfilling USDA contracts must be operating under the provisions of the Federal Meat Inspection Act (FMIA), 21 U.S.C. 601 et seq., and the regulations issued thereunder.

Subcontractors or suppliers of hams are: (1) ineligible if they are currently delivering late on USDA contracts, or USDA-approved subcontracts and late delivery is not due to causes beyond their control; and (2) nonresponsible if they are not operating under the provisions of the Federal Meat Inspection Act or have been suspended or debarred under the provisions of 48 C.F.R. Subpart 9.4

#### E. Loading and Sealing of Vehicles

Loading of the vehicle may also be conducted by a person authorized in a contractor's approved technical proposal.

#### F. Domestic Requirements

All products used in fulfilling contracts awarded under the Master Solicitation and this Supplement LS-301 must be produced in the United States. United States produced (hereafter referred to as U.S.-produced) red meat means manufactured from hogs, beef, bison, or lambs raised in the United States, its territories, possessions, Puerto Rico, or the Trust Territories of the Pacific Islands (hereinafter referred to as the United States). U.S.-produced does not include imported pork, beef, lamb, bison, or hogs, cattle, lamb, bison imported for direct slaughter. If any meat or meat products originating from sources other than the United States are processed or handled, the contractor will develop and maintain an identification and record system for these products to assure USDA that they are segregated and not used to fulfill contracts awarded under this Supplement. Such segregation plan must be audited and made available to the AMS representative and the Contracting Officer or agent thereof upon request. The contractor must ensure that the Contractor and any subcontractor(s) maintain records such as invoices or production and inventory records evidencing product origin, and will make such records available for review by the Government in accordance with FAR 52.214-26.

The contractor agrees to include this domestic origin certification clause in its entirety in all subcontracts for meat or meat 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 will be shipped in containers labeled as "Domestic Only Product" on the principle display panel and the bill of lading accompanying the shipment will contain the statement "Domestic Only Product."

Domestic verification requirements must be included in the contractor's technical proposal.

## II. SUBMISSION OF BIDS

The following Item will be included in the certification section of the bid submitted in DEBES. (See Exhibit 1 of the Master Solicitation).

9. By submitting this bid, offeror certifies that all products conforms with the applicable Item Description and Checklist of Requirements and no changes to the production process or technical proposal have occurred without proper approval by the Contracting Officer.

- Does

**III. INSTRUCTIONS FOR SUBMISSION OF TECHNICAL PROPOSAL**

The following procedures establish the acceptable minimum requirements for the format and content of the proposals:

- A. The Government has provided a technical proposal format which is to be used in preparing the technical proposal (see **Exhibit B**). The offeror shall submit technical proposal in both hard copies and an electronic format through the company’s external portal site maintained by the Livestock and Seed Branch, Commodity Procurement Branch (see **Exhibit C** for instructions to obtain an external portal site). The technical proposal shall be saved in the portable document file (PDF) format. This format and electronic form provided will aid in the evaluation of the technical proposal.
- B. Offers must upload the electronic PDF document by the same individual that signed the original paper copy of the technical proposal. By signing both the technical proposal and uploading the document in the company’s external portal site, this individual will be attesting to the data in both formats being identical. The technical proposal must be submitted by an authorized agent of the company.
- C. The offeror will submit the appropriate number of copies as stated in the table below:

Description	Number of Hard Copies	Electronic Document
Technical proposal 1. 8 ½” x 11” White Paper; 2. One sided-single spaced, (12 point font); 3. Proposal is to be provided in protected document holder; and 4. Proposal submitted with all capital letters will be returned to offeror without further review.	1 Original	Uploaded in company’s external portal site

D. While it is not the desire of the Government to penalize an offeror for noncompliance 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 will not be required to search other subsections or sections of the offeror’s technical proposal for information requested for evaluation.

**Note: All hard copies shall be mailed to the Contracting Officer at the address stated in the Section I.B.**

#### E. Technical Proposal Revisions

Changes to an offeror's technical proposal may be submitted based on the Government's Amendments, Clarification Request, pre-award and post-award assessments, monitoring program, or at the request of the offeror. Maintenance of the integrity and clarity of each technical proposal is critical. All technical proposal revisions must meet the following criteria:

1. Any changes to a technical proposal made by the offeror after its initial submittal shall be accomplished by submitting replacement pages or an entire technical proposal package. A cover letter must be submitted with the changes identified and an explanation of the need for the change. The offeror shall include the revision date and the appropriate page number(s).
2. Changes must be submitted in the same number of copies as the initial technical proposal and must have the same information provided electronically. The revised electronic PDF format should contain only the pages that are being changed. Additional pages should be numbered using a page number suffix (e.g. 1.1, 1.2, 1.a., 1.b).
3. Submit changes to the technical proposals as a complete page change for each page on which a change occurs. Changes from the original page shall be on blue colored paper and the changes in text shall be **highlighted** or **bolded** and deletions in ~~strikeouts~~.

**Note: Revisions to the approved technical proposal may be submitted by electronic (PDF) format in their external portal site and provide an e-mail notification to the Contracting Officer. Hard copies of the changes must be mailed to the Contracting Officer at the address stated in Section I.B.**

#### IV. PRODUCT SPECIFICATIONS AND AUDIT SERVICES

- A. Specification for the boneless, water-added, fully-cooked ham products is identified in the Exhibit A. If documents are amended, appropriate amendments must be referenced.
- B. Compliance with processing requirements as described in the applicable IDCR and contractor's/subcontractor's process documentation and quality control program will be verified through audits by AMS agents. The cost of all audits, including the pre-award, onsite assessment, must be borne by the contractor.
- C. Questions concerning AMS auditors should be discussed with the ARC Branch in Fredericksburg, Virginia on (540) 361-7640 Ext 100.



**V. INVOICES AND PAYMENT**

In addition to the referenced payment documents in the Master Solicitation, please include a copy of the Contractor's Certificate of Conformance; (see Exhibit D).

**VI. AMS CLAUSES****A. Contractor Checkloading**

Contractor will perform checkloading examinations as described in the applicable specification at the time of shipment and issue contractor's certificate to accompany each shipment that includes all of the following information:

1. Contract Number;
2. N/D Number;
3. Name of product;
4. Shipping Date;
5. Production lot number(s) and date each lot was produced;
6. Count of shipping containers and total projected net weight in each production lot;
7. Identity of car or truck (car numbers and letters, seals, truck license, etc.) as applicable;
8. Contractor certification that product conforms with the TRS;
9. Count and projected net weight verified; and
10. Signature of company official responsible for checkloading.

**VII. PROVISIONS INCORPORATED BY REFERENCE as show in Section X of the AMS Master Solicitation****A. FAR Provisions:** are modified as shown below:

(a) (1) The North American Industry Classification System code for this acquisition is 311611.

(2) The small business size standard is 500 employees.

2. Type of Contract--The Government contemplates award of a firm-fixed price contract(s).

3. Service of Protest: address for the Contracting Officer is: 1400 Independence Ave. S.W., Mail Stop 0253, Room 2610-S; Washington, DC 20250-0253

5. Alterations in Solicitation (52.252-3)

FAR 52.211-16 Variation in Quantity (April 1984)

(a) A variation in quantity the boneless, fully-cooked water-added 3 pound hams under this contract will not be accepted unless the variation has been caused by conditions of loading, shipping, or packaging, or allowances in manufacturing processes, then only to the extent, if any, specified in paragraph (b) below.

(b) The permissible variation shall be limited to:

30 pounds increase (approximately 0.000750 percent)

30 pounds decrease (approximately 0.000750 percent)

This increase or decrease shall apply to the total quantity of each item without regard to destination.

/s/ William Sessions 06-11-09  
Associate Deputy Administrator  
Livestock and Seed Program  
Agricultural Marketing Service

Attachments



**CHECKLIST AND REFERENCES TO APPLICABLE BID AND CONTRACT PROVISIONS  
SUPPLEMENT LS-301 TO AMS MASTER SOLICITATION, FOR FROZEN PORK PRODUCTS**

PRODUCT DESCRIPTIONS (SECTION 1. A. (GENERAL))					BID/CONTRACT PROVISIONS			
Product/ Commodity Box Code	Specifications Listed in Priority Order	Commodity Purchase Code	Packaging and Packing	Minimum Offer Unit Size/Shipping Unit	Tolerance Section.	Delivery Period	Federal/State Plants Section I.D..	Competition (See Invitation)
Ham, Cured, Boneless, Fully-Cooked, Water-Added-- <b>Frozen</b> --97 percent fat free-- -A-693	Item Description and Checklist of Requirements (IDCR) for Fully Cooked Boneless Cured Ham, Products Effective; March 2009	26-71-45	Individual hams must be produced "cook-n-ship" casings with a diameter of 4.0 to 4.5 inches. 4-10 pound hams are packed 40 lbs net weight per shipping container and shipped frozen.	40,000 lbs. 1,000 cases	NONE	1 <sup>st</sup> half/last half of month delivery period	Federal & State	Full & Open
Ham, Cured, Boneless, Fully-Cooked, Water-Added-- <b>Chilled</b> --97 percent fat free-- -A-694		26-73-41	Individual hams must be produced "cook-n-ship" casings with a diameter of 4.0 to 4.5 inches. 4-10 pound hams are packed 40 lbs net weight per shipping container and shipped chilled (not less than 28 degrees.	40,000 lbs. 1,000 cases	NONE	1 <sup>st</sup> half/last half of month delivery period	Federal & State	Full & Open
Ham, Cured, Boneless, Fully-Cooked, Water-Added-- 97 percent fat free-- <b>3-lb</b> A- 669		26-71-12	Individual hams must be produced "cook-n-ship" casings with a diameter of 4.0 to 4.5 inches. 12-3-pound hams are packed 36 lbs net weight per shipping container and shipped frozen.	36,000 lbs. 1,000 cases	Plus or minus 30 pounds (approximately 0.0833 percent)	1 <sup>st</sup> half/last half of month delivery period	Federal & State	Full & Open
Ham, Cured, Boneless, Fully-Cooked, Water-Added - 97 percent fat free-- <b>Thinly Sliced</b> A-726		26-74-85	8-5 lb packages of thinly sliced shingle layered packages are packed 40 lbs net weight per shipping container and shipped frozen.	40,000 lbs. 1,000 cases	NONE	1 <sup>st</sup> half/last half of month delivery period	Federal & State	Full & Open
Ham, Cured, Boneless, Fully-Cooked, Water-Added 97 percent fat free--- <b>Diced</b> A-727		26-75-40	8- 5 lb packages of diced ham of approximately ¼ inch diced pieces are packed 40 lbs net weight per shipping container and shipped frozen.	40,000 lbs. 1,000 cases	NONE	1 <sup>st</sup> half/last half of month delivery period	Federal & State	Full & Open
Ham, Cured, Boneless, Fully-Cooked, Water-Added - 97 percent fat free-- <b>Thinly Sliced</b> A-733		26-74-20	20-2 lb packages of thinly sliced shingle layered packages are packed 40 lbs net weight per shipping container and shipped frozen.	40,000 lbs. 1,000 cases	NONE	1 <sup>st</sup> half/last half of month delivery period	Federal & State	Full & Open

Company Name

Page 1 of 2

**Ham, water-added**

[Company Name]

[Company Address]

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

**Table of Contents** (all pages and attachments must be number and identified—any attachments must be identified and referenced in the Technical Proposal)

*The technical proposal should include all phases of production that meets or exceeds the requirements stated in the specification to produce complying product.*

- I. **ITEM DESCRIPTION**-Please provide a brief description of the product that will be addressed in the technical proposal.
- II. **CHECKLIST OF REQUIREMENTS**- Please provide a brief description of the planning, production steps (do), check and corrective/preventive (act) measures that the company will do to assure compliance with the checklist of requirements section of the specification.

Contractors are responsible for providing sufficient product traceability and must have records to verify the source of raw materials used in each lot of product.

**A. Materials - (plan, do, check, act)**

**1. Meat Component**

- a) **Domestic Origin**
- b) **Harvesting (Slaughtering)**
  - (1) Humane Handling
  - (2) Non-Ambulatory Disable Hogs
- c) **Boneless Pork Legs**
  - (1) Handling
  - (2) Fresh Chilled Only
  - (3) Uniform Color
  - (4) Lean Quality
  - (5) Shanks and Inner Shanks
  - (6) Objectionable Materials
  - (7) Ground Meat

**d) Mechanical Separation**

**2. Non-meat components**

- a) Product Formulation
- b) Ingredient Limitations
- c) Binder Agent

3. Product Cooking
4. Metal Detection
- C. FINISHED PRODUCT FAT LIMITATIONS** - (plan, do, check, act)
  1. Fat
  2. Protein Fat Free (PFF)
  3. Microbial
  4. Physical Characteristics
- D. STATE OF REFRIGERATION** - (plan, do, check, act).
  1. Holding Time
  2. Holding Temperature
  3. 72 Hours Temperature
- E. PREPARATION FOR DELIVERY** - (plan, do, check, act)
  1. Package
  2. Packing
  3. Labeling
  4. Palletized Unit Loads
- F. DELIVERY UNIT** - (plan, do, check, act)
  1. Product Codes A693, A694, A726, A727
  2. Product Code A669
- G. DELIVERED PRODUCT** - (plan, do, check, act)
  1. Size and Style of Container
  2. Temperature
  3. Sealing
- H. WARRANTY AND COMPLAINT RESOLUTION** - (plan, do, check, act)
  1. Warranty
  2. Complaint Resolution
- I. NON-CONFORMING PRODUCT** - (plan, do, check, act)

**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 AND SEED PROGRAM

CERTIFICATE OF CONFORMANCE FOR  
THE PROCUREMENT OF HAM PRODUCTS, FROZEN/FRESH

CERTIFICATE OF CONFORMANCE

I certify the following:

- (1) On [shipping date(s)], [Contractor's name] furnished the (insert the appropriate commodity description) called for by Contract Number \_\_\_\_\_ via [Carrier] under Notice-to-Deliver Number(s): \_\_\_\_\_ .
- (2) The (insert the appropriate commodity name) is of the quality specified and conforms in all respects with the contract requirements, including [Contractor's name] Technical Proposal or Production plan as approved by the AMS/LS, Commodity Procurement Branch, Contracting Officer.
- (3) Product identification, (i.e. production lot number(s)) is in the quantity shown on the attached acceptance document.
- (4) Contractor assures all meat or meat products used in fulfilling this contract was produced in the United States as defined in the Supplement LS-301, section I.F.

Date:\_\_\_\_\_

Signature:\_\_\_\_\_

(Signed by an officer or representative authorized to represent the company)

Title:\_\_\_\_\_



*Martin E. O'Connor*

# APPROVED

## ITEM DESCRIPTION AND CHECKLIST OF REQUIREMENTS (IDCR) FOR FULLY COOKED BONELESS, CURED HAM PRODUCTS

Contracting Officer Technical Representative (COTR)  
Standards, Analysis, and Technology Branch  
Room 2607 S-Bldg, Phone: (202) 720-4486

Effective: **March 2009**

### I. ITEM DESCRIPTION

- Items –
1. **Ham, Cured, Boneless, Fully-Cooked, Water Added** – For product codes A693 and A694, four 10-pound hams will be snugly packed into shipping containers to a net weight of 40 pounds. For product code A669, twelve 3-pound hams will be snugly packed into a shipping container to a net weight of 36 pounds. The bulk packaged hams will be round or oval shaped and have a diameter of 4.0 to 4.5 inches.
  2. **Ham, Cured, Boneless, Fully-Cooked, Water Added, Thinly Sliced** – Thinly sliced (not shaved) ham (A726 and A733) shall be shingle layered and packaged. For product code A726, eight 5-pound packages will be snugly packed into shipping containers to a net weight of 40 pounds. **For product code A733, twenty 2-pound packages will be snugly packed into shipping containers to a net weight of 40 pounds.** The full intact slices shall be round, or oval shaped with a diameter of 4.0 to 4.5 inches **or square shaped with dimensions of 4X4 or 4X6 inches.**

The above items shall be 97 percent fat free (3 percent fat), minimum Protein Fat Free (PFF) value of 17.0 percent, and have a whole muscle appearance (not ground or chopped), uniform color (slightly two tone color is permissible), no spongy (porous texture) appearance (after thawing of frozen ham).

3. **Ham, Cured, Fully-Cooked, Diced** – The product shall be 97 percent fat free and have a minimum PFF value of 15.0 percent. This item (A727) is recommended for use as a topping for pizza, salads, and as a component for soups, stews, and casseroles. Eight 5-pound packages will be snugly packed into shipping containers to a net weight of 40 pounds. The dices shall be ¼-inch cubes and may be made from ground or chopped and formed ham.

## II. CHECKLIST OF REQUIREMENTS

All items must be produced in accordance with Food Safety and Inspection Service (FSIS) regulations and the checklist of requirements.

### A. MATERIALS

The contractor's technical proposal must include procedures to address conformance with the following material requirements.

#### 1. MEAT COMPONENT

- Pork will be the only meat component allowed.
- a) Domestic Origin – All hams will originate from U.S. produced hogs as defined in this announcement.
  - b) Harvesting (Slaughtering) – Hogs will be harvested in facilities that comply with the following requirements:
    - (1) Humane Handling – All hogs will be humanely handled in accordance with all applicable FSIS regulations, directives, notices [and AMS requirements](#).
    - (2) Non-Ambulatory Disabled Hogs – Meat from carcasses of non-ambulatory disabled hogs will not be included.
  - c) Boneless Pork Legs – Hams will be derived from boneless pork legs that comply with the following requirements:
    - (1) Handling – All boneless pork legs must be maintained in excellent condition. The contractor's technical proposal shall include detailed production scheduling with time and temperature controls necessary to maintain excellent condition of the boneless pork legs.
    - (2) Fresh Chilled Only – Meat will be derived from fresh chilled boneless pork legs. Previously frozen boneless pork legs cannot be used.
    - (3) Uniform Color – To the extent possible, pork leg muscles should be sorted for color uniformity.
    - (4) Lean Quality – The pork leg muscles must not exhibit any evidence of pale, soft, and/or exudative conditions.
    - (5) Shanks and Inner Shanks – If used, shanks and inner shanks must be ground, emulsified, or otherwise reduced in size.
    - (6) Objectionable Materials – Pork legs will be free of bones, cartilages, skins, spinal cord, and foreign materials.
    - (7) Ground Meat – Pork leg trimmings (including shank meat) that is ground, emulsified, or otherwise reduced in size cannot exceed 7 percent of the meat component.
  - d) Mechanical Separation – Meat that is mechanically separated from bone with automatic deboning systems, advanced lean (meat) recovery (AMR) systems, or powered knives will not be allowed.

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**2. NON-MEAT COMPONENTS**

All non-meat components will be listed in the ingredient statements.

- a) Product Formula – The production formula must include water, dextrose, salt, sodium phosphate and sodium nitrite. Sodium erythorbate, and/or sodium ascorbate, may be used.
- b) Ingredient Limitations – The ingredients in the product formula must comply with the amount as listed:
  - (1) Dextrose – 3%
  - (2) Salt – 2.5%
  - (3) Sodium Phosphate – No more than 0.5%
- c) Binder Agent – Binder agents such as carrageenan, modified food starch, and isolated soy protein may be used.

**B. PROCESSING****1. PROCESSING DATE**

Hams will be processed no more than 60 days prior to shipment.

**2. CASING DIAMETER / DIMENSION**

- a) Bulk Packaged Ham - All bulk packaged hams will be stuffed and processed within high oxygen and high moisture barrier poly “cook-n-ship” casings with a diameter of 4.0 to 4.5 inches. Ham then may be pressed.
- b) Sliced and Diced Packaged Ham - All sliced and diced packaged hams will be stuffed and processed within high oxygen and high moisture barrier poly “cook-n-ship” casings with a diameter of 4.0 to 4.5 inches **or square shaped with dimensions of 4X4 or 4X6 inches. Ham then may be sliced or diced and repackaged (see Section E.1.b)(2)).**

**3. PRODUCT COOKING**

Ham will be heat processed (cooked) to reach an internal temperature of not less than 155°F.

**4. METAL DETECTION**

All hams must be free of metal contamination. 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 will be identified and described.

**C. FINISHED PRODUCT LIMITATIONS**

Fat and protein-fat-free label declarations shall comply with FSIS labeling regulations.

**1. FAT**

The contractor will target production to maintain a process average for fat content to be 3.0 percent or less. The contractor will use a Statistical Process Control (SPC) program to analyze fat test results. The SPC Upper Specification Limit (USL) is 3.6 percent fat. The average test results of each production lot exceeding the USL will not be allowed delivery to USDA. For the purpose of this section, a lot cannot exceed one day's production.

**2. PROTEIN FAT FREE (PFF)**

The contractor will target their production to maintain the PFF values as specified with the item description.

**3. MICROBIAL**

Contractor must have a documented plan to comply with the latest FSIS *Salmonella* and *Listeria monocytogenes* requirements for ready-to-eat foods. Product tested positive for any pathogen will not be allowed as rework or delivery to USDA.

**4. PHYSICAL CHARACTERISTICS**

Since one or more freeze/thaw cycles will cause moisture loss and affect quality, hams shall not appear spongy or porous in texture after freezing and thawing. **Diced hams will be processed to minimize 'clumping' so that it is easily removed from bags by the end user without completely thawing.**

**D. STATE OF REFRIGERATION**

Hams must comply with the following holding time and temperature requirements:

**1. HOLDING TIME**

Frozen Ham Products – After processing, ham destined for freezing will be refrigerated for a minimum of 24 hours. **The diced ham will be frozen in a manner to minimize 'clumping' after freezing.**

**2. HOLDING TEMPERATURE**

- a) Frozen Hams (A693, A669, A726, A727, **A733**) – Hams destined for freezing will have an internal temperature not to exceed 40° F prior to placement in the freezer.
- b) Chilled Hams (A694) – Chilled hams will be maintained at a temperature of not less than 28°F (2.2°C) or higher than 40°F (4.4°C).

**3. 72 HOURS TEMPERATURE**

Frozen hams must be 0° F or below within 72 hours after placement into the freezer.

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**E. PREPARATION FOR DELIVERY****1. PACKAGING**

- a) Package – All bulk packaged hams will be stuffed and processed within poly "cook-n-ship" high oxygen and high moisture barrier casings. Sliced, shingle layered hams and diced hams will be packaged into bags or thermoformed packaging and vacuum sealed. All packages will be closed by heat seal or metal clips.
- b) Package Net Weight –
  - (1) Bulk packed frozen ham will be packaged into casings to a net weight of 3 or 10 pounds (as specified by the purchaser). Chilled ham will be packaged in 10 pound casings, only.
  - (2) Sliced and diced hams will be vacuum bagged or thermoformed vacuum packaged to a net weight of 2 or 5 pounds (as specified by the purchaser).

**2. PACKING**

- a) 3-Pound Ham – Twelve, 3-pound hams will be snugly packed into a new shipping container to a net weight of 36 pounds.
- b) 10-Pound Ham – Four, 10-pound hams will be snugly packed into a new shipping container to a net weight of 40 pounds.
- c) Sliced or Diced Ham – For product code A726 and A727, eight 5-pound packages will be snugly packed into a new shipping container to a net weight of 40 pounds. For product code A733, twenty 2-pound packages will be snugly packed into a new shipping container to a net weight of 40 pounds.

**3. LABELING\***

The shipping containers will be in compliance with the National Motor Freight Classification, or the Uniform Freight Classification, as applicable. Both immediate (packaging material) and shipping containers will be labeled to include all information required by FSIS regulations.

- a) 10-Pound Ham, 5-Pound Sliced and Diced Hams Immediate Container Labels (casings or package) – Each immediate container is required to have a traceability code that is traced back to establishment number, production lot, and date.
- b) 3-Pound Ham and 2-Pound Sliced Immediate Container Label (casings or package) – Each immediate container will contain the following information:
  - (1) A traceability code that is traced back to establishment number, production lot, and date.
  - (2) A "Best-If-Used-By" date that is 180 calendar days from the date of production.
  - (3) Nutrition facts panel based on actual nutritional analysis of the product.

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- c) Shipping Container Label – Shipping containers will contain the following information:
- (1) USDA shield at least 2 inches high and appearing on the top of the container or on the principle display panel.
  - (2) Appropriate contract number.
  - (3) A traceability code that is traced back to establishment number, production lot, and date.
  - (4) Nutrition facts panel based on actual nutritional analysis of the product.
  - (5) 10-Pound Ham, 5-Pound Sliced and Diced Hams shipping containers shall have the statement “for institutional use only”.
  - (6) The appropriate product codes listed in the table below.



Product Code	
Item	Code
10 lbs frozen ham	A693
10 lbs chilled ham	A694
3 lbs frozen ham	A669
5 lbs sliced, frozen ham	A726
5 lbs diced, frozen ham	A727
2 lbs sliced, frozen ham	A733

\*All labeling illustrations must be provided.

**4. PALLETIZED UNIT LOADS**

All shipping containers shall be stacked on new or well-maintained pallets and secured with shrink wrap plastic.

**F. DELIVERY UNIT**

The delivery units for each of the following respective product codes are as follow:

**1. PRODUCT CODES A693, A694, A726, A727, A733**

Each delivery will consist of 1,000 shipping containers with a net weight of 40,000 pounds.

**2. PRODUCT CODE A669**

Each delivery will consist of 1,000 shipping containers with a net weight of 36,000 pounds.

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**G. DELIVERED PRODUCT****1. SIZE AND STYLE OF CONTAINER**

Only one size and style of primary (casings) and shipping containers may be offered in an individual shipping unit.

**2. TEMPERATURE**

- a) Chilled Ham Temperature – Chilled ham will be delivered at a temperature of not less than 28°F (2.2°C) or higher than 40°F (4.4°C).
- b) Frozen Ham Temperature – All products will be frozen and will not exceed 0°F at the time of shipment and delivery.

**3. SEALING**

All products must be delivered to AMS destinations under seal in accordance with Section I.C. of this Announcement.

**H. WARRANTY AND COMPLAINT RESOLUTION****1. WARRANTY**

The contractor will guarantee that the product complies with all contractual requirements.

**2. COMPLAINT RESOLUTION**

The contractor's technical proposal must provide the steps taken to resolve complaints received on the product (i.e., point of contact, cause and effect analysis, corrective and preventative actions taken, and product replacement.)

**I. NON-CONFORMING PRODUCT**

The contractor must include a plan to assure that non-conforming product is not delivered under USDA contracts. The plan must address (1) control and segregation of non-conforming product, (2) removal of any USDA markings, and (3) disposition of non-conforming product.

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**LIVESTOCK AND SEED PROGRAM**

VENDOR REQUEST FOR LOGON IDENTIFICATION (ID) AND PASSWORD  
DOMESTIC ELECTRONIC BID ENTRY SYSTEM (DEBES)

**COMPANY INFORMATION:**

COMPANY NAME		
Street Address		
City	State	Zip Code
Person to receive Vendor ID and password		
Method to receive Vendor ID and password: (Complete one)		
Telephone: _____		
Fax: _____		
E-Mail: _____		
Assign 5-8 digit alpha/numeric personal identification number (PIN) for company: _____ (This code will be used as verification by USDA when assigning or resetting a password)		
<b>NAME AND TITLE OF PERSON REQUESTING LOGON ID: (Must be authorized on SF-129 to sign bids)</b>		
Name _____ Title _____		
Signature _____ Date _____		

**TO BE COMPLETED BY USDA:**

VENDOR LOGON ID:  ("A" and 6 digits)	PASSWORD:  (must be changed at first DEBES logon):
Notified: _____ (Company Representative)	Date: _____
USDA Marketing Specialist:	Date:

Please return this form by FAX to: Contracting Officer, Commodity Procurement Branch, LSP Programs,  
(202) 720-9538 FOR INFORMATION CALL (202) 720-2650

**ADDRESS INFORMATION FOR AMS COMMODITY PURCHASE PROGRAM**

Vendor Name and Address:  Contracts will be awarded and mailed to address provided.	Company Name:	
	Contact:	
	Address-Street:	
	Address-P.O. Box:	
	City, State, Zip:	
	Fed. Meat Insp. Est. No. Or State Insp. No. as appropriate:	
	Phone:	Fax:
Payment Disbursement Statement address: Payments to Vendors must be made electronically. To set up electronic transfer, contact the Kansas City Mgmt. Office (816/926-6988)  <input type="checkbox"/> ACH <input type="checkbox"/> In Process	Company Name:	
	Contact:	
	Address-Street:	
	Address-P.O. Box:	
	City, State, Zip:	
	Phone:	
	Taxpayer Identification No. (TIN #)	
Plant Address:  If Vendor address is same for plant, write "Same".  If multiple plants, attach additional pages.	Company Name:	
	Contact:	
	Address-Street:	
	Address-P.O. Box:	
	City, State, Zip:	
	Phone:	
Plant's Shipping Point Address:  If Plant address is same for shipping, write "Same".  If multiple shipping points, attach additional pages.	Company Name:	
	Contact:	
	Address-Street:	
	Address-P.O. Box:	
	City, State, Zip:	
	Phone:	
Notice to Deliver Address:	Company Name:	
	Contact:	
	Address-Street:	
	Address-P.O. Box:	
	City, State, Zip:	
	Phone:	

Signature & Title (Authorized Company Representative) \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN THIS FORM PRIOR TO SUBMITTING A BID  
 Send by FAX to Contracting Officer, Livestock & Seed Program, AMS, USDA; 202/720-9538