



# How to Become a Certified USDA Vendor

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# Get Started: 6 Steps

1. Review **AMS Master Solicitation** - contract clauses, provisions and requirements
2. Review **Product Specifications** to determine what you can supply
3. **\*\*Get Approved: Review Qualification Requirements, Submit Application Package**
4. Receive Solicitation and “Sharpen Your Pencil”
5. Submit Offer in WBSCM
6. Get Awarded, Perform, Get Paid





## **\*\*Step 3. Get Approved: New Vendor Application**

### **“Qualifications Requirements for Prospective Contractors”- Responsible Prospective Contractor’s Documentation (FAR 9.104-1 and FAR 9.104-3)**

- ✓ System for Award Management Registration ([www.sam.gov](http://www.sam.gov)), in accordance with FAR Part 4.11
- ✓ WBSCM Vendor Registration Form
- ✓ Company Letter certifying capability to perform
- ✓ Three (3) Letters of Reference
- ✓ Current Audited or Reviewed Financial Statements, in accordance with FAR 9.104-1 (a) and FAR 9.104-3 (a)





## **\*\*Step 3. Get Approved: New Vendor Application**

**“Qualifications Requirements for Prospective Contractors”-  
Responsible Prospective Contractor’s Documentation (FAR 9.104-1  
and FAR 9.104-3)**

If you are a non-manufacturer, you will also need:

- ✓ Supplier Letter
- ✓ Complaint and Dispute Resolution Proposal

Non-manufacturers that are small businesses, must use suppliers that are considered small businesses in order to qualify for a set aside, in accordance with 13 CFR 121.406(b)





## **\*\*Step 3. Get Approved: New Vendor Application**

- ✓ Application sent to Andrea at [NewVendor@ams.usda.gov](mailto:NewVendor@ams.usda.gov)
- ✓ Financial Statements are sent to financial officer for review
- ✓ Application then sent to AMS Contracting Officer for approval
- ✓ Please make sure your company has passed the necessary inspections, food defense audits, and plant surveys prior to submitting a bid

To apply for fruit and vegetable auditing services, contact the SCI division Audit Services Branch at:

Telephone: (202) 720-5021

Fax: (202) 260-8927

Email: [FVAudits@ams.usda.gov](mailto:FVAudits@ams.usda.gov)





## Frequently Asked Questions

Q. The bid is due today, will my application be approved in time?

A. No, after the vendor application is submitted, approval may take 5-10 business days.

Q. I did not get approved in time to bid on a solicitation, will there be more opportunities to bid?

A. Yes, depending on the commodity, solicitations are sent out on a quarterly, bi-annually, or annually basis. The solicitation schedule is posted on our website:

<https://www.ams.usda.gov/selling-food/solicitations>

Q. Where can I find information regarding solicitations?

A. Purchase announcements are always announced in FedBizOps, weeks before a solicitation comes out, [www.fbo.gov](http://www.fbo.gov). You may also join our email list in order to receive information on solicitations, awards, etc.





## Small Business Information

As part of the Small Business Act of 1953 and FAR 19, Congress stated that the government should “aid, counsel, assist, and protect, insofar as possible the interests of small business concerns in order to preserve free competitive enterprise, and to maintain and strengthen the overall economy of the nation.”

- ✓ AMS must maintain competition, so we must have at least two approved small business vendors to set-aside
- ✓ Set Asides are reviewed annually and approved by the contracting officer and subject to change during the year
- ✓ USDA provides small business procurement goals for each agency to meet
- ✓ Please be sure to utilize your local SBA office for more information:  
<https://www.sba.gov/tools/local-assistance>





Questions??







# Points of Contact

Andrea Lang

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