



Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE



Commodity Procurement Program: Become a Qualified Vendor for USDA Food Commodity Purchases



Administrative Application

- Review AMS Master Solicitation - contract clauses, provisions, and requirements
- Review Product Specifications to determine what you can supply
- Active SAM Registration
- New Vendor Checklist
- Company Letter
- Three Customer References

If non-manufacturer, then you must submit additional items:

- Supplier Letter
- Complaint and Dispute Resolution Proposal





Review Master Solicitation

Resource: AMS Master Solicitation

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

The Master Solicitation for Commodity Procurements contains things like:

- **Federal Acquisition Regulations (FAR) Clauses & Provisions**
 - e.g., (<https://sam.gov/content/home>), Small Business Subcontracting Plans, Prompt Payment Act
- **Ag. Acquisition Regulations (AGAR) Clauses & Provisions**
 - e.g., Domestic Origin/Traceability
- **AMS Policies**
 - Plant Surveys; GHP/GAP; Food Defense Plans/Audits
 - Grading/Inspection/Certification
 - Use of the Web-Based Supply Chain Management (WBSCM) System
 - Transportation and Delivery Requirements
 - Invoicing, etc.



Review Product Specifications

Resource: <https://www.ams.usda.gov/selling-food/product-specs>

Specifications are referred to as “Commodity Specifications” or “Commodity Requirements Documents” or “Technical Requirement Supplements”

(All are linked to on the above “Product Specs” page)

- **USDA Specifications include things like:**
 - Product Descriptions
 - Grades/Standards; Commercial Item Descriptions (CIDS)
 - Harvest/pack season – current production
 - Formulation/Fabrication requirements (fat, sodium, sugar)
 - Packaging/packing/labeling
 - USDA inspection, grading, and/or auditing requirements
 - Food Safety Requirements for Suppliers; Good Agricultural Practice/Good Handling Practice Audits
 - Review any amendments to the specification

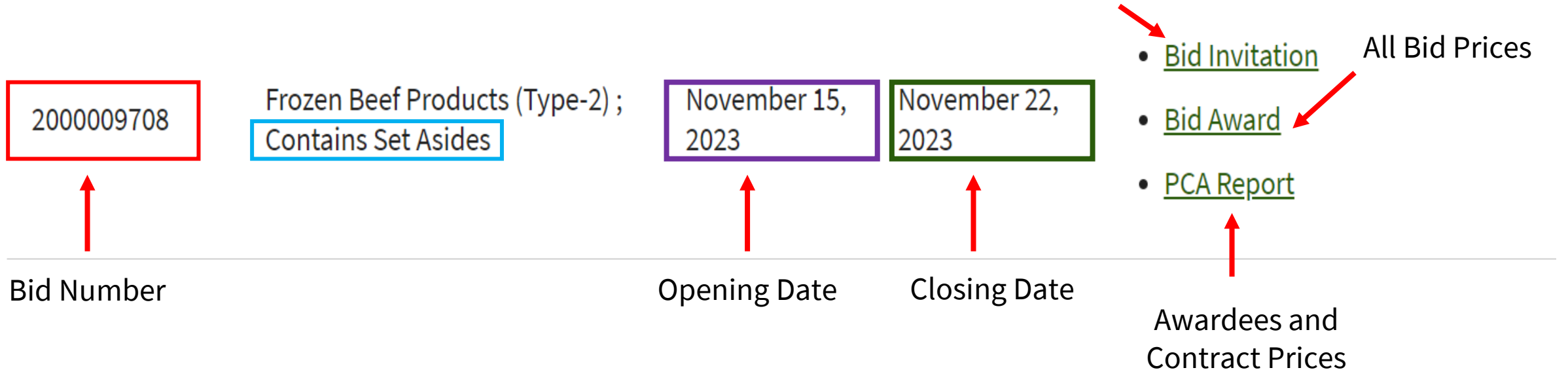




Purchase Program Solicitations and Awards Webpage

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

Delivery Locations, Case Amounts,
Contract Information





New Vendor Administrative 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 (<https://www.sam.gov/SAM/>), in accordance with **FAR Part 4.11**
 - ✓ Notarized Letter
 - ✓ SAM HelpDesk: 1-866-606-8220 Option 1
 - ✓ Business Status-www.sba.gov
 - ✓ Help Tab on SAM
 - ✓ [APEX Accelerators](#), formerly known as Procurement Technical Assistance Centers (PTACs)



New Vendor Qualification Requirements Checklist



United States Department of Agriculture

AMS CPP VENDOR QUALIFICATION REQUIREMENTS CHECKLIST

Company Name:	
UEI:	
Material Description(s):	
Contact Person:	
Address:	
Email:	
Phone Number:	

Administrative Requirements	Received
System for Award Management (SAM): https://sam.gov/content/home	
Small Business designation and certificate (if applicable) <input type="checkbox"/> Small Business <input type="checkbox"/> Woman-owned <input type="checkbox"/> HUBZone <input type="checkbox"/> SDB <input type="checkbox"/> Veteran-owned <input type="checkbox"/> 8(a) <input type="checkbox"/> Service-disabled veteran owned	
Registrations and Licenses (if applicable)	



New Vendor Administrative Application

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

- ✓ New Vendor Checklist
- ✓ Company Letter
- ✓ Three (3) Letters of Reference



New Vendor Administrative 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 to provide:

- ✓ Supplier Letter
- ✓ Complaint and Dispute Resolution Proposal

Before becoming approved, your supplier must meet our technical requirements.





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Next Team: Program Areas

Technical Requirements Review



Technical Requirements

- ✓ The vendor must contact the Program Area to schedule audits and inspections using contacts on the email from the Procurement Analyst.
- ✓ Contact information for AMS Auditing Services, AMS Inspection Services, and links to our product specifications, etc. can also be found on our New Vendor Qualification Checklist.
- ✓ Please make sure your company has passed the necessary inspections, food defense audits, and plant surveys *prior* to submitting a bid.



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Next Team: Web Based Supply Chain Management (WBSCM)

WBSCM Team Uploads
New Vendor WBSCM Registration Form



New Vendor Upload

WBSCM Email Excerpt:



New Vendor Docs - Reg. Purchase (1).zip
5 MB

Fill out the attached excel spreadsheet and return to the WBSCM HelpDesk to create your Corporate Vendor Administrator or CVA. CVAs will add their plants and shipping points to WBSCM.

1. After logging into WBSCM successfully, the CVA must enter the plants and shipping points (if required). **Once the CVA has entered the vendor plants and/or shipping points, please alert WBSCMAMSHelpDesk@usda.gov so they can be approved within the system.** In the body of the e-mail, please provide the complete name and address of the vendor plants and/or shipping points.
2. Upon approval of the vendor plants and/or shipping points, the CVA must assign users to these entities so that they are available for selection by the user; instructions on how to do this are found in the "WBSCM CVA-Roles-Responsibilities" pdf.

Ensure banking information is correct in SAM.

Take advantage of the WBSCM Training Webpage.

Helpful Tips and Resources

- WBSCM is configured to work with the Chrome browser, we recommend only using Chrome for all WBSCM activities to avoid compatibility issues. Please review the attached 'WBSCM Browser Settings and Helpful Tips' job aid for Chrome-specific settings and other tips





Helpful Tips

- Email the WBSCM HelpDesk (WBSCMAMSHelpDesk@usda.gov) for assistance, such as approval of vendor plants and/or shipping points.
- WBSCM Webpage: <https://www.ams.usda.gov/selling-food/wbscm>
- Sign up for GovDelivery.

Sign Up for Updates

Your email address

Sign Up





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You've got mail!

COMMODITY PROCUREMENT

Issued Solicitation

The Agricultural Marketing Service has issued 2000009536, 12-3J14-23-B-0562 for the procurement of Frozen Seasonal and Canned Kosher Vegetables:

[View the Bid Invitation](#)

Bids for this procurement are due no later than **August 17th, 3pm CT.**

Questions regarding this procurement should be directed to the following contact:

Ashley Train, Ashley.Train@usda.gov





Recap of New Vendor Process

1. Review documents and tutorials on the website: Master Solicitation, Product Specifications, webinars.
2. Register in SAM.
3. Complete the paperwork.
4. Submit the application to the New Vendor email:
NewVendor@usda.gov .





Application Approval Steps:

1. Administrative Application sent from New Vendor Team to Procurement Analyst (PA) for review.
2. PA sends email to vendor (copies New Vendor Team) stating they are reviewing their application and provides Program Area contacts to begin audits and inspections.
3. Program Area confirms the vendor has passed their audits and/or inspections by sending an email to the approving CO and copying the new vendor email.
4. PA sends an email to the vendor informing them they have been approved, copies the new vendor inbox and the Program Area.
5. New Vendor team requests WBSCM form from vendor and then sends the WBSCM form to the WBSCM HelpDesk be uploaded.
6. WBSCM HelpDesk uploads the WBSCM Form and sends an email to the vendor requesting they fill out an excel spreadsheet with the Corporate Vendor Administrator (CVA) and any other users.



Current Vendor – New Product

- **Are you a currently approved vendor and want to add additional products?**
- **We help with that too!**



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Point of Contact
NewVendor@usda.gov



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**Thank for your participation. We
appreciate you!**