



# How to Become a Certified USDA Vendor

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New Vendor Coordinators





# Get Started: 7 Steps

1. Review AMS Master Solicitation - contract clauses, provisions and requirements
2. Review Product Specifications to determine what you can supply
3. Get Administrative Paperwork Approved
4. Get Technical Portion Approved
5. Receive Solicitation and “Sharpen Your Pencil”
6. Submit Offer in WBSCM
7. Get Awarded, Perform, Get Paid





# Step 1. 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.





## Step 2. 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





# New Vendor Qualification Requirements Checklist



United States Department of Agriculture

## AMS CPP VENDOR QUALIFICATION REQUIREMENTS CHECKLIST

Company Name:		
DUNS:		
Material Code/Product (See Attachment B)		
Contact Person:		
Address:		
Email:		
Phone Number/Fax	PH:	Fax:

I. Administrative Requirements	Received
<b>System for Award Management (SAM):</b> <a href="https://sam.gov/content/home">https://sam.gov/content/home</a>	
<b>Small Business designation and certificate (if applicable)</b> <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	
<b>Registrations and Licenses (if applicable)</b>  <input type="checkbox"/> FDA Food Facility Registration Number ('Farms' are exempt per 21 CFR 1.227) <input type="checkbox"/> USDA Establishment Number (for meat or poultry product facilities) <input type="checkbox"/> Perishable Agricultural Commodity Act (PACA) License Number and date issuance (for fresh or frozen fruits and vegetables)	
<b>WBSCM Registration Form:</b> Please email the New Vendor email if you cannot access the PDF form online	

Please email  
[NewVendor@usda.gov](mailto:NewVendor@usda.gov)  
 to receive our new  
 vendor qualification  
 requirements checklist.





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

### **“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://sam.gov/content/home>), in accordance with FAR Part 4.11
  - ✓ Notarized Letter
  - ✓ SAM HelpDesk: 1-866-606-8220 Option 1
  - ✓ Business Status-[www.sba.gov](http://www.sba.gov)
  - ✓ Help Tab on SAM
  - ✓ [Procurement Technical Assistance Centers](#) (PTACs)
- ✓ WBSCM Vendor Registration Form
- ✓ Company Letter certifying capability to perform





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

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

- ✓ 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)
  - ✓ At a minimum should include: balance sheet, profit and loss statement, statement of cash flows, statement of retained earnings, and any notes to the financial statement





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

- ✓ Application sent to Andrea at [NewVendor@usda.gov](mailto:NewVendor@usda.gov)
- ✓ Financial Statements are sent to financial officer for review
  - ✓ All financials are encrypted
  - ✓ Only viewed by myself, financial officer, and approving Senior Contracting Officer (CO)
- ✓ Application then sent to AMS CO for approval
  - ✓ May require additional information such as: FDA Registration, Food Defense Audit Plan, PDFs of product labels







## **\*\*Step 4. Get Approved: Technical Requirements**

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





## Next Steps

- ✓ Your WBSCM Vendor Registration form will be uploaded
- ✓ Receive an email from the WBSCM Support Branch
  - ✓ Fill out excel user registration
  - ✓ Please review the “WBSCM CVA-Roles and Responsibilities” document
  - ✓ Links to WBSCM training on how to submit a bid
  - ✓ WBSCM HelpDesk: [WBSCMAMSHelpDesk@usda.gov](mailto:WBSCMAMSHelpDesk@usda.gov)
- ✓ Sign up for GovDelivery in order to receive notifications on upcoming solicitations, etc.





# Points of Contact

[NewVendor@usda.gov](mailto:NewVendor@usda.gov)

**Diana Dau David**

**New Vendor Coordinator**

**Domestic Purchases:  
Fruit, Vegetables, and  
Tree Nuts**

**International Purchases:  
Bulk Commodities**

**Andrea Lang**

**New Vendor Coordinator**

**Domestic Purchases:  
Dairy, Grain, Oilseeds,  
Livestock, and Poultry**

**International Purchases:  
Packaged Commodities**





Questions??

