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


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

Please email 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](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](https://www.采购.com) (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

- 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: WBSCMAMSMHelpDesk@usda.gov

✓ Sign up for GovDelivery in order to receive notifications on upcoming solicitations, etc.
Points of Contact

NewVendor@usda.gov

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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??