



APPROVED

SUPPLEMENT 509 TO THE AMS MASTER SOLICITATION FOR PURCHASE OF FROZEN ALASKA POLLOCK BLOCKS FOR DISTRIBUTION TO FEDERAL FOOD AND NUTRITION ASSISTANCE PROGRAMS

Agricultural Marketing Service (AMS)
Livestock, Poultry and Seed (LPS) Program
Food Safety and Commodity Specification (FSCS) Division
Room 2624 S-Bldg, Phone: (202) 692-0342

Effective: April 2015

100 OVERVIEW

110 This document provides additional program requirements for the purchase of frozen Alaska Pollock blocks by the Department of Agriculture (USDA), including the applicable [Federal Purchase Program Specification \(FPPS\)](#) (**Exhibit A**).

200 INSTRUCTIONS TO POTENTIAL SUPPLIERS

- 210** The frozen Alaska Pollock blocks will be purchased on a competitive bid basis from qualified suppliers who have met the requirements described in this Section. Interested suppliers may submit sample(s) and technical proposal at any time during the purchase program. Suppliers should allow 10 working days, from USDA's receipt of the product sample(s) and technical proposal for notification of evaluation results. A supplier is deemed eligible upon notification of approval of the sample(s) and technical proposal by the [FSCS Division](#).
- 220** Submission of a technical proposal is not binding on USDA. Actual purchases will be described in the AMS Master Solicitation and Solicitations.
- 230** Documentation Requirements
- 231** Technical Proposal Requirement
- 231.1** Include a detailed description of the frozen, Alaska Pollock block and each of the production steps that are taken to meet or exceed the minimum product requirements set forth in the FPPS. (Plan/Do)
- 231.2** 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 and/or Department of Commerce (DOC). (Check)

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- 231.3 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)
- 231.4 The technical proposal shall follow the format as shown in **Exhibit B**. Technical proposals should be brief and concise.
- 231.5 The technical proposal shall be preceded by the following, as required by the template:
- 231.5.1 Table of Contents listing the major areas as they appear in the technical proposal; and
- 231.5.2 List of attachments, forms provided with the technical proposal, if appropriate with the applicable document name and reference number.
- 232 The **FSCS Division** will review each technical proposal to determine if the proposal is adequate and will notify the supplier of the status of their technical proposal and their eligibility to bid.

300 INSTRUCTIONS FOR SUBMISSION OF TECHNICAL PROPOSAL

- 310 The following procedures establish the acceptable minimum requirements for the format and content of the technical proposal:
- 310.1 The Government has provided a technical proposal format which is to be used in preparing the technical proposal (see **Exhibit B**). The supplier shall submit the technical proposal as an email file attachment to AMS (Darin.Doerscher@ams.usda.gov and Steve.Whisenant@ams.usda.gov). The technical proposal shall be saved in a non-portable document file format (not PDF; e.g., Microsoft Word). The technical proposal must be submitted in its entirety. If the file size of the technical proposal is too large to send in a single email, it may be divided and sent in multiple emails (i.e., Part 1, Part 2, Part 3, etc.). The collection of attachments and appendices may be submitted as a separate document as well.
- 310.2. The technical proposal must be submitted by an authorized agent of the company.
- 310.3 While it is not the desire of the Government to penalize an offeror for non-compliance 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 in the evaluation.
- 320 Technical Proposal Revisions
- 321 Changes to a supplier's technical proposal may be submitted at any time or at the request of the **FSCS Division**. All technical proposal revisions must meet the following criteria:
- 321.1 Any changes to a technical proposal made by the supplier after its initial submittal shall be accomplished by submitting an entire technical proposal. A cover letter must be submitted with the changes identified and an explanation of the need for the change. The supplier shall include the revision date and the appropriate page number(s).

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321.2 Changes from the original technical proposal shall be highlighted and deletions in strikeouts.

400 QUALITY ASSESSMENT (QA) DIVISION

410 Once a supplier is notified by the FSCS Division that the technical proposal meets the applicable criteria, the QA Division will contact the supplier to set up a pre-award onsite capability assessment audit 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.

420 Pre-Award Onsite Capability Assessment Audit

421 Food Defense Assessment

421.1 The QA Division will conduct a food defense audit that will include, but is not limited to, a thorough evaluation of the potential contractors' and subcontractors' food defense plan. Documentation must support the contractor's or subcontractor's food defense plan. If the report demonstrates that the food defense plan is inadequate, the applicant will be notified by the FSCS Division that they are ineligible to bid. The applicant will have an opportunity to correct identified deficiencies, modify their food defense plan and resubmit a brief description for further consideration. Eligibility will depend on whether the modifications demonstrate compliance with their food defense plan.

422 Documentation must support:

422.1 the production of the frozen Alaska Pollock block that complies with the applicable FPPS and the potential contractor's approved technical proposal, and

422.2 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.

423 Upon completion of the onsite capability assessment, the auditor will provide either a verbal or email notification of the audit findings to the FSCS Division to determine (based on the audit findings), supplier eligibility to bid. Supplier will be notified by the FSCS Division and the official final report will be sent once released from the QA Division.

423.1 If the audit findings demonstrate that the process or food security plan is inadequate, the applicant will be notified by the FSCS Division that they are ineligible to bid. The supplier will have an opportunity to correct identified deficiencies, modify their process, food security plan, and/or technical proposal, and resubmit for further consideration.

423.2 Eligibility will depend on whether the modifications demonstrate that:

423.2.1 the process is capable of delivering frozen Alaska Pollock block in compliance with the FPPS,

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423.2.2 the supplier is in compliance with their food security plan,

423.2.3 includes the applicable assessment by USDA, and

423.2.4 the supplier complies with other applicable contractual requirements.

430 Post-Award Assessment Audit

431 Eligible suppliers who receive contracts must have their documented food security plan, technical proposal, and supporting documentation readily available for review by the [FSCS Division](#) 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 the [FSCS Division](#) or AMS agents.

432 The [QA Division](#) 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 [FSCS Division](#), 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 [FSCS Division](#), more frequent audits may be conducted when audit deficiencies are detected.

440 Post-Award Actions

441 Any deviation from contractual requirements will be immediately reported by the contractor to the Contracting Officer and [FSCS Division](#). The Contracting Officer or [FSCS Division](#) will notify the contractor regarding eligibility to continue to participate as a contractor.

442 Contractor will assure that the delivered product complies with the provisions of the FPPS, the applicable assessment by USDA, and the contractor's technical proposal approved by the [FSCS Division](#).

450 The cost of all audit, product monitoring, and certification services performed by the AMS agents must be borne by the contractor. This includes, but is not limited to, audits, examinations, supervision, official documentation, and related services.

460 Questions concerning charges and the availability of AMS agents can contact USDA/AMS, LPS Program's [QA Division](#) field office or the [Director of the QA Division](#), LPS Program, AMS, USDA, Room 3953-S, STOP 0258, 1400 Independence Avenue, SW, Washington, DC 20250-0258, telephone (202) 720-3271.

500 DOMESTIC ORIGIN CERTIFICATION CLAUSE

510 The contractor agrees to include this domestic origin certification clause in its entirety in all subcontracts for fresh and frozen Alaska Pollock or Alaska Pollock 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."

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600 CERTIFICATE OF CONFORMANCE (COC)

610 In addition to the referenced payment documents required in the Master Solicitation, please include a copy of the Contractor's Certificate of Conformance (**Exhibit C**).

700 CONTRACTOR CHECKLOADING

710 Contractor will perform checkloading examinations as described in the [FPPS](#) at the time of shipment and issue contractor's certificate to accompany each shipment that includes all of the following information:

710.1 Purchase Order Number,

710.2 Sales Order and Sales Order Item Number,

710.3 Name of product,

710.4 Shipping Date,

710.5 Production lot number(s) and date each lot was produced,

710.6 Count of shipping containers and total projected net weight in each production lot,

710.7 Identity of car or truck (car numbers and letters, seals, truck license, etc.) as applicable

710.8 Contractor certification that product conforms with the [FPPS](#),

710.9 Count and projected net weight verified, and

710.10 Signature of company official responsible for checkloading.

800 EXHIBITS

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APPROVED

FEDERAL PURCHASE PROGRAM SPECIFICATION (FPPS) FOR ONCE-FROZEN ALASKA POLLOCK BLOCKS

Agricultural Marketing Service (AMS)
Livestock, Poultry and Seed (LPS) Program
Food Safety and Commodity Specification (FSCS) Division
Room 2628 S-Bldg, Phone: (202) 692-0342

Supersedes: IDCR for Once-Frozen Alaska Pollock Blocks dated
January 2013 – changes from previous requirements in [blue](#)

Effective: April 2015

100 ITEM DESCRIPTION

110 Once-Frozen Alaska Pollock Blocks

120 U.S. Grade A

130 Fish blocks will weigh approximately **16-½** pounds and will be packed three (3) blocks to a master carton with a net weight of **49-½** pounds.

200 CHECKLIST OF REQUIREMENTS

210 Product will be produced under the Food and Drug Administration regulations and all applicable federal Acts and regulatory references cited therein that are in effect on the date of production.

300 MATERIALS

310 FISH FLESH

311 Domestic Origin of Fish Flesh – The Alaska Pollock (*Theragra chalcogramma*) will be derived from fillets that are caught and processed in U.S. waters on a U.S. flagged vessel or caught in U.S. waters and processed in a facility based in the U.S. or U.S. Territory.

312 U.S. Grade A - United States Standards for Grades of Frozen Fish Fillet Blocks. Standards for Grades will be implemented in accordance with the guidance set forth in part II of the National Oceanic and Atmospheric Administration (NOAA) Handbook 25, "Inspector's Instructions for Grading Frozen Fish Blocks."

313 The U.S. Standards for Grades will apply to once-frozen fish blocks that are rectangular shaped masses made from Alaska Pollock flesh.

- 314 The blocks will be made from whole fillets that are skinless and boneless (pin bone out).
- 315 The blocks shall not contain minced or comminuted fish flesh. The blocks shall not be made by restructuring (reworking) pieces of fish blocks into the shape of a fish block.
- 316 The blocks shall not contain sodium phosphates.
- 317 The blocks shall never be allowed to thaw and shall have been stored at temperatures of 0°F or less for no more than 12 months.
- 318 The Pollock blocks will be practically free of voids and ice pockets.

320 METAL DETECTION

- 321 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.

400 PREPARATION FOR DELIVERY

410 PACKAGING AND PACKING

- 411 Packaging – Fresh (never previously frozen) Alaska Pollock fillets shall be layered into a block mold and deep frozen to produce fish blocks that are used as the raw material for further processing into high quality breaded and battered fish products. The once-frozen Alaska Pollock Blocks shall be wrapped or sealed to protect blocks from freezer deterioration, physical damage, and contamination.
- 412 Fish blocks will weigh approximately 16-½ pounds and will be packed three (3) to a master carton with a net weight of 49-½ pounds.
- 413 The once-frozen blocks will be protected by a paperboard block liner and then packed in a cardboard master case, which reduces the likelihood of freezer burn or rancidity. The packaging should be uniform and completely cover the product.
- 414 Shipping container labeling must declare a net weight, meaning actual product weight.
- 415 Style and Size of Container – Only one size and style of bags and cases may be offered in an individual shipping unit. The shipping containers will be in compliance with the National Motor Freight Classification, or the Uniform Freight Classification, as applicable.

416 Labeling - Cases will be labeled to include all information required by United States Department of Commerce (USDC) regulations. Shipping container labels will be illustrated in the contractor's technical proposal and contain the following information:

416.1 USDA Shield – The shield will be at least 2 inches high and will appear on top or on the principle display panel of each case.



416.2 The applicable purchase order number.

416.3 A traceability code that includes information regarding production establishment, production date and production lot.

416.4 USDC Inspection Mark and Grade – The Processed Under Federal Inspection "PUFI" mark along with the Grade A Shield.

416.5 Material Number – [110601](#).

416.6 Product Name – Once-Frozen Alaska Pollock Blocks.

420 PALLETIZED UNIT LOADS

421 All product shall be stacked on new or well-maintained pallets and palletized with shrink wrap plastic, unless otherwise specified in the invitation. Pallet loads shall be stacked in a manner that minimizes the overhang of the shipping containers over the edges of the pallets and exposes each shipping container's principal display panel to facilitate certification examinations.

500 PRODUCT ASSURANCE

510 QUALITY ASSURANCE

511 All frozen Alaska Pollock Blocks will be produced under the USDC, National Marine Fisheries Service (NMFS) Type I inspection, which may include Integrated Quality Assurance (IQA) or Hazard Analysis and Critical Control Point (HACCP) Quality Management Program (HACCP-QMP). The contractors must declare the type of NMFS inspection program they are operating under.

520 DELIVERED PRODUCT

521 Delivery Unit - Each delivery unit will consist of [800](#) shipping containers with a net weight of [39,600](#) pounds. No tolerances will be allowed.

522 All products must be delivered to AMS assigned destinations under seal with tamper proof, tamper resistant, serially numbered, high security seals that meet the American Society for Testing and Materials Standard (ASTM) F1157-04 and/or the International Organization for Standards (ISO) 17712-2010 as required under the Master Solicitation. Seals shall be 1/8th-inch diameter cable, high-security bolt, or equivalent.

530 WARRANTY AND COMPLAINT RESOLUTION

531 Warranty – The contractor will guarantee that the product complies with all specification requirements, production plan declarations, and provisions set forth in the Master Solicitation and Supplement.

532 Complaint Resolution – Customer complaint resolution procedures will be included in the production plan. These procedures will include: a point of contact, investigation steps, intent to cooperate with AMS, and product replacement or monetary compensation. The procedures will be used to resolve product complaints from recipient agencies or AMS.

600 NON-CONFORMING PRODUCT

610 The contractor must have documented procedures that assure nonconforming product identification, segregation, and disposition in order to prevent misuse and that nonconforming product is not delivered to USDA. 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, including vendor notification in writing to the FSCS Division of final disposition (e.g., diverted to commercial production, cooked or destroyed).

700 CONTACTOR CHECKLOADING

701 Contractor will perform checkloading examinations at the time of shipment and issue a contractor's certificate to accompany each shipment that includes all of the following information:

701.1 Purchase Order Number/Purchase Order Line Item Number;

701.2 Sales Order Number/Sales Order Line Item Number;

701.3 Destination of shipment;

701.4 Name of Product and applicable Material Number;

701.5 Shipping Date;

701.6 Production lot number(s) and date each lot was produced along with shipping container and immediate container code(s) and the code used that provides traceability to establishment number, production lot and date;

- 701.7 Count of shipping containers and total projected net weight in each production lot;
- 701.8 Identity of car or truck (car numbers and letters, seals, truck license, etc.) as applicable;
- 701.9 Contractor certification that product conforms with the applicable specification (FPPS-APB-2015);
- 701.10 Count and projected net weight verified and;
- 701.11 Signature of company official responsible for checkloading.

Cover Page:

Company Name

Company Address

Contact Person, including title, phone number, including emergency contact information, e-mail address (must be authorized to represent the company).

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

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 document a quality control program that includes procedures, records, forms, pictures, etc., which demonstrates conformance with the following checklist of requirements:

- 100 ITEM DESCRIPTION
- 200 CHECKLIST OF REQUIREMENTS
- 300 MATERIALS
- 310 FISH FLESH
- 311 Domestic Origin of Fish Flesh
- 312 U. S. Grade A
 - Frozen Pollock Blocks
- 320 METAL DETECTION
- 322.3 Spinal Cord Removal
- 323.1 Traceability
- 330 NON-MEAT COMPONENTS
- 400 PREPARATION FOR DELIVERY
- 410 PACKAGING AND PACKING
- 411 Packaging
- 412 Fish Blocks

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- 413 Freezing Protection
- 415 Style and Size of Container
- 416 Labeling
- 420 PALLETIZED UNIT LOADS
- 500 PRODUCT ASSURANCE
- 510 QUALITY ASSURANCE
- 520 DELIVERED PRODUCT
- 521 Delivery Unit
- 522 Sealing
- 530 WARRANTY AND COMPLAINT RESOLUTION
- 531 Warranty
- 532 Complaint Resolution
- 600 NON-CONFORMING PRODUCT

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, POULTRY AND SEED PROGRAM**

**CERTIFICATE OF CONFORMANCE FOR
THE PROCUREMENT OF FROZEN ALASKA
POLLOCK BLOCK**

CERTIFICATE OF CONFORMANCE

I certify the following:

- (1) On [delivery date(s)], [Contractor's name] furnished the (insert the appropriate commodity description) called for by **Purchase Order** Number _____ via [Carrier] under **Sales Order Number/Item number(s)**: _____.
- (2) The (insert the appropriate material name) is of the quality specified and conforms in all respects with the **purchase order** requirements, including [Contractor's name] Technical Proposal as approved by the AMS, LPS Program, FSCS Division.
- (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 **AMS Master Solicitation Section I.E.**

Date: _____

Signature: _____

(Signed by an officer or representative authorized to sign offers)

Title: _____

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