



APPROVED

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

Agricultural Marketing Service (AMS)
Livestock and Poultry (LP) Program
Standards and Specification Division (SSD)
Room 2628-S, STOP 0258
Phone: (202) 690-3148

Supersedes: Supplement 509 July 2021 – Changes from
previous requirements in [blue](#)

Effective: [August 2021](#)

100 OVERVIEW


110 This document provides additional program requirements for the purchase of frozen Alaska Pollock products by the Department of Agriculture (USDA), including the applicable Federal Purchase Program Specification (FPPS) (**Exhibit A, A1 and A2**).

200 RESPONSIBILITY / ELIGIBILITY

201 All Alaska Pollock fillet block processors, fish stick, nugget and fillet portion processing facilities used to fulfill USDA contracts shall be a United States Department of Commerce (USDC)/NOAA Seafood Inspection (SI) Approved Establishment. NOAA SI Approved Establishments must meet all pertinent Federal requirements applicable to processing fish and fishery products. NOAA SI Approved Establishments must comply with the following regulatory requirements that are applicable to the firm:

201.1 21 CFR Part 101 - Labeling
21 CFR Part 110
21 CFR Part 117 Subparts A, B and
21 CFR Part 123
NOAA SI Approved Establishments Requirements
50 CFR Part 260


201.2 To meet the requirements of a USDC/NOAA Approved Establishment, processors of fish and fishery products may participate in one of two USDC/NOAA Inspection Systems:

Approved by  DBJ
Date Issued: 06/10/11
Date Revised: [08/25/21](#)

- 201.3 USDC/NOAA HACCP Quality Management Program (HACCP QMP);
A Systems Audit based service which requires firms to be subjected to unannounced systems audits on a quarterly frequency interval to substantiate overall compliance with all pertinent regulations and to meet quality requirements. Firms operating under the USDC/NOAA HACCP Quality Management Program will be subjected to product verifications performed during every audit to verify that the processing systems are capable of delivering finished product quality which meets Grade A.
- 201.4 USDC/NOAA Resident Inspector Program;
A continuous inspection service whereby USDC Inspection personnel are present during all hours of production to fulfill USDA contracts.

300 INSTRUCTIONS TO POTENTIAL SUPPLIERS

- 310 The frozen Alaska Pollock products shall be purchased on a competitive bid basis from qualified suppliers who have met the requirements described in this Section. Interested suppliers may submit a technical proposal at any time during the purchase program. Suppliers should allow 10 working days, from USDA's receipt of the technical proposal for notification of evaluation results. A supplier is deemed eligible upon notification of approval of the technical proposal by the Standards and Specification Division (SSD).
- 320 Submission of a technical proposal is not binding on USDA. Actual purchases shall be described in the AMS Master Solicitation and Solicitations.
- 330 Documentation Requirements
- 331 Technical Proposal Requirement
- 331.1 Include a detailed description of the frozen, Alaska Pollock blocks, Alaska Pollock oven ready fish sticks and nuggets or Alaska Pollock fillet portions and each of the production steps that are taken to meet or exceed the minimum product requirements set forth in the FPPS. (Plan/Do)
- 331.2 Describe all the quality assurance methods used to verify conformance to all requirements. This shall 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)
- 331.3 Identify all corrective actions to be taken if deviations from contractual and FPPS requirements occur during production, and all preventative actions to be taken to preclude a reoccurrence. (Act)
- 331.4 The technical proposal shall follow the format as shown in **Exhibit B, B1 and B2**. Technical proposals should be brief and concise.
- 331.5 The technical proposal shall be preceded by the following, as required by the template:


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- 331.5.1 Table of Contents listing the major areas as they appear in the technical proposal; and
- 331.5.2 List of attachments and forms provided with the technical proposal with the applicable document name and reference number.
- 332 The SSD shall review each technical proposal to determine if it is adequate and shall notify the supplier of the status and their eligibility to bid.


400 INSTRUCTIONS FOR SUBMISSION OF TECHNICAL PROPOSAL

- 410 The following procedures establish the acceptable minimum requirements for the format and content of the technical proposal:
- 410.1 The Government has provided a technical proposal format to be used in preparing the technical proposal (see **Exhibit B, B1 and B2**). The supplier shall submit the technical proposal as an email file attachment to (TechnicalApprovals@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 shall 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.
- 410.2. The technical proposal shall be submitted by an authorized agent of the company.
- 410.3 While it is not the desire of the Government to penalize a supplier 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 shall not be required to search other subsections or sections of the offeror's technical proposal for information requested in the evaluation.
- 420 Technical Proposal Revisions
- 421 Changes to a supplier's technical proposal may be submitted at any time or at the request of the SSD. All technical proposal revisions shall meet the following criteria:
- 421.1 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 shall 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).
- 421.2 Changes from the original technical proposal shall be **highlighted** and deletions in **strikeouts**.

500 ASSESSMENT BY THE QUALITY ASSESSMENT (QA) DIVISION

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- 510 Once a supplier is notified by the SSD that the technical proposal meets the applicable criteria, the QA Division shall contact the supplier to set up a pre-award onsite capability assessment audit of the facility's processes, food defense plan, and quality control program used to produce the product(s) to determine the supplier's ability to meet contractual requirements.
- 520 Pre-Award Onsite Capability Assessment Audit
- 521 Food Defense Assessment
- 521.1 The QA Division shall conduct a food defense audit that shall include, but is not limited to, a thorough evaluation of the potential supplier's food defense plan. Documentation shall support the supplier's food defense plan. If the report demonstrates that the food defense plan is inadequate, the supplier shall be notified by the SSD that it is ineligible to bid. The supplier shall have an opportunity to correct identified deficiencies, modify its food defense plan and contact the QA Division. Eligibility shall depend on whether the modifications demonstrate compliance with the food defense plan.
- 522 Documentation shall support:
- 522.1 the production of the frozen Alaska Pollock product that complies with the applicable FPPS and the potential supplier's approved technical proposal, and
- 522.2 the supplier's food defense plan. In addition, the audit shall consist of the review of records related to purchasing, receiving, production, quality control, inventory and shipping records, and interviews with management and production personnel.
- 523 Upon completion of the onsite capability assessment, the auditor shall provide either a verbal or email notification of the audit findings to the SSD to determine (based on the audit findings), supplier eligibility to bid. Supplier shall be notified by the SSD and the official final report shall be sent once released from the QA Division.
- 523.1 If the audit findings demonstrate that the process or food defense plan is inadequate, the supplier shall be notified by the SSD that it is ineligible to bid. The supplier shall have an opportunity to correct identified deficiencies, modify its process, food defense plan, and/or technical proposal, and resubmit to FSCS Division for further consideration.
- 523.2 Eligibility shall depend on whether the modifications demonstrate that:
- 523.2.1 the process is capable of delivering frozen Alaska Pollock product in compliance with the FPPS,
- 523.2.2 the supplier is in compliance with its food defense plan,
- 523.2.3 a successful QA Division corrective action audit is conducted, and

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523.2.4 the supplier complies with other applicable contractual requirements.

530 Post-Award Assessment Audit

531 Eligible suppliers who receive contracts shall have their documented food defense plan, technical proposal, and supporting documentation readily available for review by the SSD or AMS agents. Records may be maintained on hard copy or electronic media. However, records maintained as electronic media shall be made available in printed form immediately upon request by the SSD or AMS agents.

532 The QA Division shall conduct an onsite audit of the supplier's facility(s) and processes when production commences for the first contract awarded. Additional audits shall be conducted as determined by the SSD, but not less than once per month for suppliers with continuous or multiple contracts, or once per contract for intermittent suppliers. At the discretion of the SSD, more frequent audits may be conducted when audit deficiencies are detected.

540 Post-Award Actions

541 Any deviation from contractual requirements shall be immediately reported by the supplier to the Contracting Officer and SSD. The Contracting Officer or SSD shall notify the supplier regarding eligibility to continue to participate as a supplier.

542 Suppliers shall assure that the delivered product complies with the provisions of the FPPS, the applicable assessment by USDA, and the supplier's technical proposal approved by the SSD.

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

560 Questions concerning charges and the availability of AMS agents can be directed to 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.

600 DOMESTIC ORIGIN CERTIFICATION CLAUSE

610 The supplier shall include the below 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 shall be shipped in containers labeled as "Domestic Only Product" on the principle display panel and the bill of lading accompanying the shipment shall contain the statement "Domestic Only Product."

700 CERTIFICATE OF CONFORMANCE (COC)

710 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**).

800 CONTRACTOR CHECKLOADING

810 For Alaska Pollock blocks, Alaska Pollock fillet portions and Alaska Pollock oven ready fish sticks and nuggets; the contractor shall 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:

810.1 Purchase Order Number/Purchase Order Line Item Number;

810.2 Sales Order Number/Sales Order Line Item Number;

810.3 Destination of shipment;

810.4 Name of Product and applicable Material Number;

810.5 Shipping Date;

810.6 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;

810.7 Count of shipping containers and total projected net weight in each production lot;

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

810.9 Contractor certification that product conforms with the applicable specification (FPPS);

810.10 Count and projected net weight verified and;

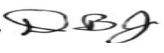
810.11 Signature of company official responsible for checkloading.

Approved by  DBJ

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900 EXHIBITS

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Cover Page:

Company Name

Company Address

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

Technical Proposal for: Supplement 509 and FPPS Once-Frozen Alaska Pollock Blocks

Table of Contents (all pages and attachments shall 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
- 320 METAL DETECTION
- 400 PREPARATION FOR DELIVERY
- 410 PACKAGING AND PACKING
- 420 PALLETIZED UNIT LOADS
- 500 PRODUCT ASSURANCE
- 510 QUALITY ASSURANCE
- 520 DELIVERED PRODUCT
- 530 WARRANTY AND COMPLAINT RESOLUTION
- 600 NON-CONFORMING PRODUCT

Attachments or Appendixes - Please attach all referenced documents with the applicable document name and reference number.

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

Technical Proposal for: Supplement 509 and FPPS Alaska Pollock Oven Ready Fish Sticks and Nuggets.

Table of Contents (all pages and attachments shall 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 SCOPE
- 200 APPLICABLE DOCUMENTS
- 300 ITEM DESCRIPTION
- 400 CHECKLIST OF REQUIREMENTS
- 410 MATERIALS
- 420 FISH FLESH / PRODUCT CHARACTERISTICS
- 430 FINISHED PRODUCT REQUIREMENTS
- 440 INDIVIDUALLY QUICK FROZEN
- 450 METAL DETECTION
- 460 PREPARATION / COOKING METHODS
- 470 FINISHED PRODUCT EVALUATION
- 480 PREPARATION FOR DELIVERY
- 490 LABELING

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- 500 PALLETIZED UNIT LOADS
- 600 DELIVERED PRODUCT
- 700 QUALITY ASSURANCE
- 800 WARRANTY AND COMPLAINT RESOLUTION
- 900 CONTRACTOR CHECKLOADING

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Company Address

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

Technical Proposal for: Supplement 509 and FPPS Alaska Pollock Fillet Portions, Unbreaded

Table of Contents (all pages and attachments shall 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
- 210 MATERIALS
- 211 FISH FLESH
- 212 FINISHED PRODUCTS REQUIREMENTS
- 213 PREPARATION/COOKING METHODS
- 214 METAL DETECTION
- 215 STATE OF REFRIGERATION
- 220 PREPARATION FOR DELIVERY
- 221 PACKAGING AND PACKING
- 222 LABELING
- 223 PALLETIZED UNIT LOAD
- 230 PRODUCT ASSURANCE
- 231 QUALITY ASSURANCE


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- 232 DELIVERED PRODUCT
- 233 WARRANTY AND COMPLAINT RESOLUTION
- 240 NON-CONFORMING PRODUCT
- 250 CONTRACTOR CHECKLOADING

Attachments or Appendixes - Please attach all referenced documents with the applicable document name and reference number.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
LIVESTOCK AND POULTRY PROGRAM

CERTIFICATE OF CONFORMANCE FOR
THE PROCUREMENT OF FROZEN ALASKA
POLLOCK PRODUCTS

CERTIFICATE OF CONFORMANCE

I certify the following:

(1) On [delivery date(s)], [Supplier'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 [Supplier's name] Technical Proposal as approved by the AMS, LP Program, SS Division.

(3) Product identification, (i.e. production lot number(s)) is in the quantity shown on the attached acceptance document.

(4) Supplier 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: _____