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Subject: New Vendor Information
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Attachments: [2020 Almond Presentation Slide Pages.pdf](#)
[NewVendorQualificationChecklist.pdf](#)
[WBSCMVendorRegistrationForm.pdf](#)

Good Afternoon,

It was a pleasure speaking with you today! Please see the attached from today's presentation. Also below are our new vendor requirements. I am also attaching our New Vendor Checklist and our WBSCM vendor registration form.

Thank you for your interest in becoming an approved vendor with USDA, Agricultural Marketing Service (AMS), and the purchasing programs offered by the Commodity Procurement Program (CPP) on behalf of school children, families, and others through USDA's nutrition assistance and international food aid programs. As a first step, please visit our [New Vendor webpage](#) to view our webinar on how to become a certified USDA vendor. We also ask that you review the list of the products that AMS CPP purchases. The products may be viewed by going to the [Purchase Programs: Solicitations & Awards](#) page of our website, and scrolling down to "Solicitations Schedules." The Solicitation Schedules also provide an estimated timeframe when we will issue solicitations asking vendors to submit a bid. Please note that AMS CPP purchases only products shown on the list.

In order to participate in the AMS-CPP purchase programs, the company must submit the required documentation, which will be reviewed by our Contracting Officer. Your application package will be submitted to the Contracting Officer once we receive all of the documents listed below. We've attached a checklist with these documents listed for your reference. **Your legal company name should match the company name registered with your state. You can verify your company name by visiting your state's website. We require the legal company name on every piece of documentation listed below.**

1. **System for Award Management (SAM):** The company must be registered "active" in SAM in order to participate in our program. Please go to SAM.gov (<https://www.sam.gov/SAM/>) to register; Make sure that the North American Industry Classification System (NAICS) code for the products you are interested in supplying are listed in SAM. The NAICS codes that USDA, AMS-CPS uses can be obtained in the AMS Master Solicitation for Commodity Procurement: <https://www.ams.usda.gov/sites/default/files/media/MSCP.pdf>. If you run into trouble with SAM, you can contact the SAM HelpDesk: 1-866-606-8220 or your local Procurement Technical Assistance Center for free help in SAM: <https://www.aptac-us.org/find-a-ptac/?state=CA>.
2. **Company letter certifying capability to perform:** We would like your capability statement to be on company letterhead and signed by a principal of the company. Your capability statement should include the products that you provide.

3. **Three Letters of Reference from Satisfied Customers:** All reference letters should be on letterhead, signed by a company representative and include a phone number and address to verify. The statement must mention the product that was purchased how satisfied your client was with the product(s) or service(s) you sold to them.
4. **Most Current Financial Statements:** Audited or reviewed financial statements, at a minimum, the statement should include a balance sheet, profit and loss statement, statement of cash flows, statement of retained earnings and any notes to the financial statement.
5. **WBSCM Vendor Registration Form:** Please see attached.

Please send all of the documents listed above to our New Vendor email (NewVendor@usda.gov), at your earliest convenience. After all documents are received, they will be reviewed by an AMS Contracting Officer.

If you have any questions, please contact me via e-mail. Thank you and I look forward to speaking to you soon.

-Andrea

Andrea Lang

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"When they go low, we go high."

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