



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
<p>System for Award Management (SAM): https://sam.gov/content/home</p>	
<p>Small Business designation and certificate (if applicable) <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</p>	
<p>Registrations and Licenses (if applicable) <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)</p>	
<p>WBSCM Registration Form: Please email the New Vendor email if you cannot access the PDF form online</p>	
<p>Company letter: Please include a brief history of the company, mention of satisfactory record of integrity, business ethics and list the product you want to provide, material code, pack size, and your company's capacity on the letter. The letter must be signed and on company letterhead. Please email NewVendor@usda.gov for a company letter example.</p>	
<p>Three Reference Letters: The reference letters should be from satisfied customers on letterhead, signed with a phone number and address for verification purposes, and a statement mentioning how satisfied your client was with the product(s) or service(s) you sold them. Please email NewVendor@usda.gov for reference letter example.</p>	



Non-manufacturers, if applicable	
<p>Supplier Letter: This a letter from manufacturer/supplier stating it is willing to provide product that meets the commodity specifications. Please be sure the letter is on your manufacturer’s letterhead, includes the material code and description, and is signed by both you and your supplier.</p> <p>Complaint and Dispute Resolution Proposal: This is an agreement between you and the supplier on how you, the prospective contractor, would remedy a situation should something happen to the product.</p>	
<p>Financial Capabilities: Vendors may provide one of the following</p> <ul style="list-style-type: none"> <input type="checkbox"/> Financial Statement: 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. <input type="checkbox"/> Performance Bond* <input type="checkbox"/> Irrevocable Letter of Credit* <p style="color: red; font-size: small;">* For performance bonds and irrevocable letters of credit, please contact Senior Contracting Officers: Fely Lofton: Felicitas.Lofton@usda.gov and Jim Sprandel: James.Sprandel@usda.gov</p>	
<p>Administrative Paperwork Completed: Prior to completing Part II. Technical Requirements, please submit all the administrative documents to the New Vendor email (newvendor@usda.gov), at your earliest convenience.</p>	
II. Technical Requirements*	
<i>*For questions on the technical requirements, please contact the appropriate program area (See Attachment A)</i>	
Food Defense Audit	
Plant Survey or Plant Systems Audit (PSA)	
Good Manufacturing Practices	
Additional Requirements for Livestock and Poultry Products:	
Technical Proposal/Production Plan/Quality Control Program Approval	
Animal Welfare (https://www.ams.usda.gov/resources/ahw)	
Additional Requirements for Fresh Cut Produce:	
Hazard Analysis Critical Control Point (HACCP) Plan	



Additional Requirements for Fresh Fruits and Vegetables:	
USDA Good Handling Practices (GHP)/Good Agricultural Practices (GAP)	
When indicated in the solicitation: USDA GAP or Desk Audit of GFSI Certified Audits	
Additional Requirements for Fluid Milk:	
Must be on inter-state milk shippers domestic list	
Additional Requirements for International Commodity Procurement Division, Bulk Grain Shipment with FOB Vessel Delivery Bases:	
Federal or state warehouse license	
CCC Authorized Warehouse	
Put-through agreement	
Weights and grade certificate requirement	
Approved load out rates (tankers/tween-deckers)	
Contracting Officer Approval:	Date:



Attachment A. Program Area Directory

Prior to contacting the program areas, please review the Commodity Specifications:

[Domestic Commodity Specification Webpage](#)

[International Commodity Specification Webpage](#)

Specialty Crops Program		Email:
Fruits, Vegetables, and Specialty Crop Audits Webpage		SCVendorAudit@usda.gov
Specialty Crops Inspection Webpage		SCIinspectionoperations@usda.gov

Livestock and Poultry Program		Email:
Livestock and Poultry Auditing & Verification Webpage		QAD.AuditService@usda.gov
Livestock and Poultry Inspection Webpage		QAD.BusinessOps@usda.gov

Dairy Program		Email:
Dairy Grading Webpage		DairyNFO@usda.gov

Federal Grain Inspection Program		Email:
Grain Inspection Services Webpage		FGISQACD@usda.gov