

Thank you for your interest in USDA Foods! Please note that Commodity Procurement purchases must be 100% domestically sourced/produced and in specific pack sizes.

The new vendor process can be broken down into **two steps: the administrative and the technical**. You must *first complete the administrative portion, listed below*. The administrative package will be sent to the Contracting Officer for approval. Once your administrative package is approved, you will then need to complete the technical portion. The Contracting Officer will send you an email that lists a point of contact for you to get in touch with to schedule any necessary audits or inspections. **Remember, it is the vendor's responsibility to schedule their own audits and inspections.**

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. A list of products and pack sizes that we purchase has been provided for your convenience. In addition, please take some time to review the [Commodity Specification](#) for your product.

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>.
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 and list the material codes (see attached list).
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. We do have two alternatives to the financial statements: irrevocable letter of credit and performance bond. Information regarding both can be found on the page 4 of the [New Vendor Qualification Requirements](#).

5. **WBSCM Vendor Registration Form:** Please see attached. I would advise that you only pick ONE commodity (for example: chicken OR beef OR frozen fruits). There is a probationary period for new vendors where they are only awarded 10 truckloads, once 5 of the 10 truckloads is successfully delivered then the period is lifted. Please see the attached list of products we purchase.

If you are a non-manufacturer, you will have to submit two additional items:

1. **Supplier Letter:** This is 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.
2. **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.

Please send all of the documents listed above to our New Vendor email (NewVendor@usda.gov), at your earliest convenience.

If you have any questions, please contact me via e-mail. Myself along with my counterpart (Andrea Lang) would be happy to schedule a call to go over any questions you may have.

Thank you and we look forward to speaking to you soon.