

Agricultural Marketing Service

Creating Opportunities for American Farmers and Businesses

Vendor Outreach and Approval Process

Dave Tuckwiller, AMS CPS Director
December 8, 2015



Agenda

First Things First

Approval Process

Purchase Process

Outreach





Agricultural Marketing Service

Creating Opportunities for American Farmers and Businesses

First Things First

Understand What AMS Purchases

- ✓ 100% Domestically Produced and Processed Commodity Food Items
- ✓ Are: Commercially-available agricultural foods produced to USDA Specification
 - Are Not:** Non-food items, niche/boutique foods, “unique” or sole-source products
- ✓ Over 300 products produced to USDA or commercial specifications/requirements
- ✓ Full Truckload quantities typically (approx. 40,000 lbs.)
- ✓ Contracted FOB Destination or FAS to Port
- ✓ Mostly Processed Products
- ✓ Some Fresh/Perishable Products: e.g. pears, oranges, carrots, potatoes, sweet potatoes, fresh eggs

Review Product Lists

- AMS Commodity Procurement Website
www.ams.usda.gov/selling-food
 - Purchase Schedules
 - Purchase Summaries
- Determine if you can supply any products
 - To USDA or to a current vendor (See “Vendor Qualifications”)

Review Product Prices

- AMS Commodity Procurement Website
www.ams.usda.gov/selling-food
 - Purchase Summaries (Summary level)
 - Solicitations and Awards (detail level)
- All prices bid and awarded are public information
- Determine if your prices are competitive

Agricultural Marketing Service

Creating Opportunities for American Farmers and Businesses

Review Purchase Timing

Resource (www.ams.usda.gov/selling-food)

236	Sealed Bid - IFB	110322	BEEF SPP PTY HSTYLE CKD 2.0 MMA CTN-40 LB	09/15/14-09/30/14	late-July
237	Sealed Bid - IFB	110322	BEEF SPP PTY HSTYLE CKD 2.0 MMA CTN-40 LB	10/15/14-10/31/14	mid-August
238	Sealed Bid - IFB	110322	BEEF SPP PTY HSTYLE CKD 2.0 MMA CTN-40 LB	11/15/14-12/31/14	mid-September
239	Sealed Bid - IFB	100526	BEEF STEW CAN-24/24 OZ	01/15/15-03/31/15	mid-November
240	Sealed Bid - IFB	100526	BEEF STEW CAN-24/24 OZ	04/15/15-06/30/15	mid-February
241	Sealed Bid - IFB	100526	BEEF STEW CAN-24/24 OZ	07/15/14-09/30/14	late-May
242	Sealed Bid - IFB	100526	BEEF STEW CAN-24/24 OZ	10/15/14-12/31/14	late-August
243	Sealed Bid - IFB	100201	CATFISH STRIPS BRD OVN RDY PKG 4/10 LB	01/15/15-06/30/15	mid-November
244	Sealed Bid - IFB	100201	CATFISH STRIPS BRD OVN RDY PKG 4/10 LB	08/16/14-12/31/14	mid-June
245	RFP	110412	CHICKEN BONED CAN-12/15 OZ	07/15/14-06/30/15	mid-May
246	Sealed Bid - IFB	100877	CHICKEN BONED CAN-12/50 OZ	10/15/14-10/31/14	mid-August
247	Sealed Bid - IFB	100098	CHICKEN CUT-UP FRZ CTN-40 LB	01/15/15-01/31/15	mid-November
248	Sealed Bid - IFB	100098	CHICKEN CUT-UP FRZ CTN-40 LB	02/15/15-02/28/15	mid-December
249	Sealed Bid - IFB	100098	CHICKEN CUT-UP FRZ CTN-40 LB	03/15/15-03/31/15	mid-January
250	Sealed Bid - IFB	100098	CHICKEN CUT-UP FRZ CTN-40 LB	04/15/15-04/30/15	mid-February
251	Sealed Bid - IFB	100098	CHICKEN CUT-UP FRZ CTN-40 LB	05/15/15-05/31/15	mid-March
252	Sealed Bid - IFB	100098	CHICKEN CUT-UP FRZ CTN-40 LB	06/15/15-06/30/15	mid-April
253	Sealed Bid - IFB	100098	CHICKEN CUT-UP FRZ CTN-40 LB	09/15/14-09/30/14	mid-July
254	Sealed Bid - IFB	100098	CHICKEN CUT-UP FRZ CTN-40 LB	10/15/14-10/31/14	mid-August
255	Sealed Bid - IFB	100098	CHICKEN CUT-UP FRZ CTN-40 LB	11/15/14-11/30/14	mid-September
256	Sealed Bid - IFB	100098	CHICKEN CUT-UP FRZ CTN-40 LB	12/15/14-12/31/14	mid-October
257	Sealed Bid - IFB	100115	CHICKEN DRUMSTICKS CHILLED -BULK	01/15/15-01/31/15	mid-November
258	Sealed Bid - IFB	100115	CHICKEN DRUMSTICKS CHILLED -BULK	02/15/15-02/28/15	mid-December
259	Sealed Bid - IFB	100115	CHICKEN DRUMSTICKS CHILLED -BULK	03/15/15-03/31/15	mid-January
260	Sealed Bid - IFB	100115	CHICKEN DRUMSTICKS CHILLED -BULK	04/15/15-04/30/15	mid-February
261	Sealed Bid - IFB	100115	CHICKEN DRUMSTICKS CHILLED -BULK	05/15/15-05/31/15	mid-March
262	Sealed Bid - IFB	100115	CHICKEN DRUMSTICKS CHILLED -BULK	06/15/15-06/30/15	mid-April

Agricultural Marketing Service

Creating Opportunities for American Farmers and Businesses

Sign Up for AMS CP News

Receive e-mail notifications of solicitations, awards, Notices to the Trade, etc.

Subscribe on the AMS website: www.ams.usda.gov/selling-food

Link: ***Subscribe to AMS CP NEWS (link)***



Subscribe
to
AMS CP
News!



Agricultural Marketing Service

Creating Opportunities for American Farmers and Businesses

Determine Small Business Participation

North America Industry Classification System (NAICS)

- Example of NAICS – 311611: Animal (except Poultry) Slaughtering (Fine Ground/Coarse Ground Beef/Beef Patties)
- For most products (NAICS codes) a supplier is considered a small business if they have 500 or less employees
- Exception
 - Shelled Eggs - \$12.5 million (annual average receipts)

Small Business Participation

Competition:

- “Full and Open”- All Business Sizes Competitively Bid
- “Set –Aside”- Competition restricted to approved small business vendors only.

AMS must maintain competition → must have at least two approved small business vendors to set-aside

U.S. Small Business Administration (SBA) Categories:

- Small Business (SB)
- Service-Disabled Veteran-Owned Small Business (SDVOSB)

Small Business Participation

Other Programs for Small Business

- HUBZone Program: “Historically Underutilized Business Zone” gives small businesses in designated regions a 10% price-preference in federal procurements.
- SBA “Small Business Development Program” (8(a) BD): Owned and controlled at least 51% by socially and economically disadvantaged individuals.
- AMS may offer non-competitive awards to 8(a) firms

Resource:

U.S. Small Business
Administration
www.sba.gov

Resource:

Dianna Price
AMS Small Business Coordinator
Dianna.Price@ams.usda.gov
202-720-4237



Agricultural Marketing Service

Creating Opportunities for American Farmers and Businesses

Small Business Questions to Ask

Do I qualify for a small business category?

Are there currently set-asides for that small business category?

Is there another supplier in the same small business category for the product I want to supply?

First Things First Recap

USDA purchases mostly processed products in full truckload quantities

Review products, prices, and purchase timing to determine participation

Subscribe to USDA email lists

Determine small business category, if any



Agricultural Marketing Service

Creating Opportunities for American Farmers and Businesses

Approval Process

Agricultural Marketing Service

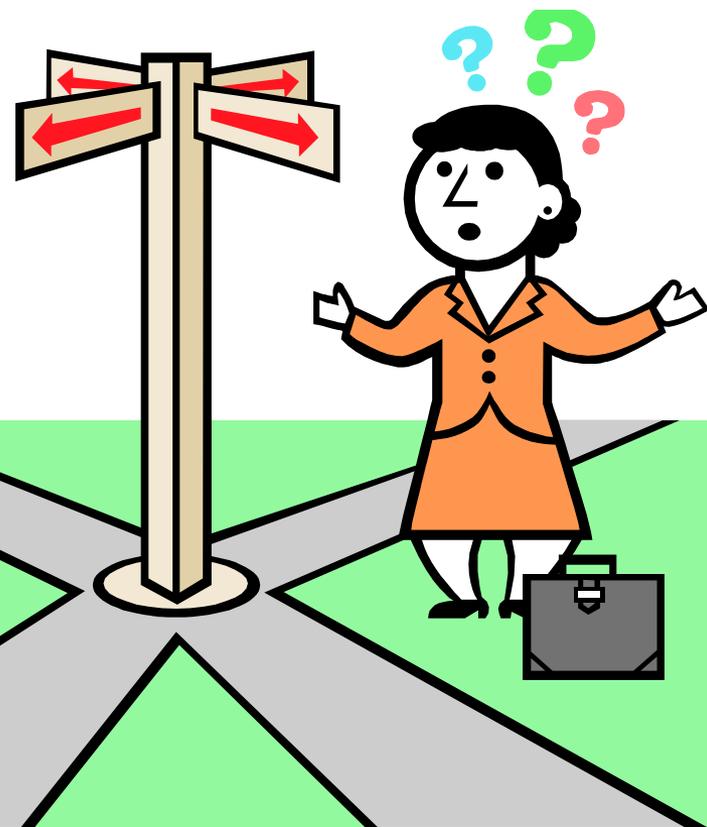
Creating Opportunities for American Farmers and Businesses

Ready? Set...Become a
USDA Vendor!

WHERE DO I GO???

HOW DO I GET THERE???

WHO DO I TALK TO???



Get Started: 5 Steps

1. Review **Supplements and Product Specifications** to determine that you can meet the requirements
2. Review **AMS Master Solicitation** - contract clauses, provisions and requirements
3. Submit **Application Package**
4. Comply with the **AMS Master Solicitation, Supplements, and Product Specifications**
5. Register for the **Web-Based Supply Chain Management System**

Step 1. Review Supplements and USDA Commodity Specifications

USDA Specifications

- Product Descriptions
- Grades/Standards; Commercial Item Descriptions (CIDS)
- Formulation/Fabrication requirements
- Packaging/packing/labeling
- Contract Compliance (inspection, grading, and/or auditing)
- Etc.

Supplements to the AMS Master Solicitation (meat, aquatics, some poultry)

- Instructions on Supplier Eligibility for specific products- TECHNICAL REQUIREMENTS:
 - Supplier's technical approval
 - May include sample prototype
- Also Include USDA Specifications
- USDA must “technically approve” a supplier before they can supply under a USDA Contract- this supplier eligibility process is separate process from the USDA Vendor Approval process!

Step 1. Review Supplements and USDA Commodity Specifications

USDA oversight of production/processing differs based on the product:

- Production under continuous supervision of USDA, AMS
- Production is according to the supplier's approved technical proposal with pre-bid review and assessment, with periodic audits
- Production is verified by testing and quality analysis

Step 2. Review AMS Master Solicitation for Commodity Procurements

- Federal Acquisition Regulations (FAR) and Ag. Acquisition Regulations (AGAR) Clauses & Provisions; USDA/AMS Policies
- Federal Contractor Registration & Certification (www.sam.gov)
- Domestic Origin/Traceability
- Plant Surveys; GHP/GAP; Food Defense Plans/Audits
- Grading/Inspection/Certification
- Use of the Web Based Supply Chain Management System (WBSCM)
- Transportation and Delivery Requirements
- Small Business Subcontracting Plans
- Invoicing, Prompt Payment Act,
- Etc.

Step 3. Submit Application Package

“Qualifications Requirements for Prospective Contractors”- Includes a checklist for the Prospective Vendors Application Package

- ✓ System for Award Management Registration (www.sam.gov)
- ✓ Small Business Administration (SBA) certification, if applicable
- ✓ WBSCM Vendor Registration Form
- ✓ Company Letter certifying capability to perform
- ✓ Three (3) Letters of Reference
- ✓ Financial
 - ✓ Balance Sheet and Income Statement- e.g., period ending 12/31/14
 - ✓ Dun and Bradstreet (D&B) – “Business Information Report”
 - <https://creditreports.dnb.com/m/home#megamenu.html>
 - 1-866-721-2275
 - With Financial Information included - *highly recommended*
- ✓ NEW COMPANY? No D&B necessary; only current financial statements

Step 3. Submit Application Package

Alternatives to financial statements:

- Statement or letter from a bank that will guarantee financial support to the business concern; or
- Statement or letter from the company's certified public accountant who reviews and audits their financial statement, stating that the business concern has enough finances to support government contracts

Step 3. Submit Application

Non-Manufacturers:

In accordance with 13 CFR 121.406, a prospective contractor that is a “non-manufacturer” must be engaged in the wholesale or retail trade and sell the items being offered to the general public.

- ✓ Non-Manufacturers must provide a complaint and dispute resolution proposal for rejected or defective products.

SDVOSB and 8(a) BD firms who are “non-manufacturers” must also provide:

- ✓ A signed, written agreement between the contractor (SDVOSB or 8(a) BD firm) and the small business manufacturer/processor (their subcontractor) stating they will provide product(s) which meets USDA contract/specification requirements.

Step 3. Submit Application

Submit Application Package via e-mail to AMS Commodity Procurement. Your company must receive approval from the Contracting Officer before any offer/bid will be accepted.

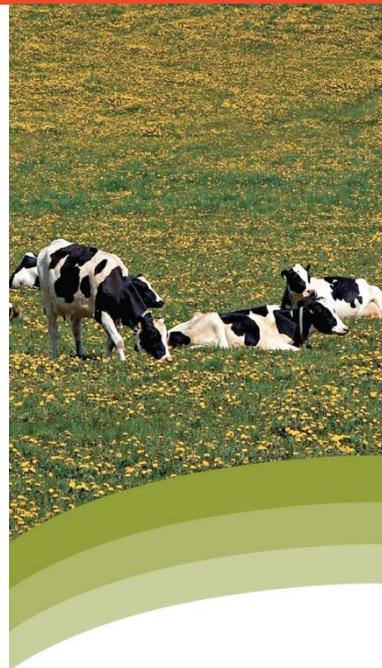
Dianna Price

AMS Commodity Procurement Staff

Dianna.Price@ams.usda.gov

Direct: 202-720-4237

CPS Main: 202-720-4517



Step 4. Comply with Master Solicitation, Supplements and USDA Commodity Specifications

- Meat, Aquatics, some Poultry: USDA must “technically approve” a supplier before they can supply under a USDA Contract- this supplier eligibility process is separate process from the USDA Vendor Approval process
- Most products require food defense audits, plant audits or surveys, Good Agricultural Practices (GAP) audits, or Good Handling Practices Audits (GHP) prior to being awarded a contract

Step 5. Register for WBSCM

WBSCM Account Set Up:

Once approved, AMS WBSCM Team will contact the new vendor to complete the WBSCM vendor account setup.





WBSCM

Agricultural Marketing Service

Creating Opportunities for American Farmers and Businesses

Funds Management

AMS & FNS

Order Management

AMS & FNS

Solicitations

AMS

Submission of Offers/Bids

Vendor

Contract/Purchase Order Award

AMS

Contract Management

Vendor, AMS, FNS

Invoicing/Approval

Vendor & AMS



WBSCM Resources

AMS website:

www.ams.usda.gov/selling-food

- Instructions (with screen prints!), Training Materials, and FAQs
- WBSCM Webinars (info on the website)

WBSCM Technical Help (access issues, IT issues):

- WBSCMHelp@ams.usda.gov
- 877-WBSCM-4U

WBSCM Procedural Help: (Submitting Offers, Invoicing, etc.)

- WBSCMAMSHelpDesk@ams.usda.gov
- [AMS Contract Specialists](#)



Approval Process Recap

Review Product Specifications and Master Solicitation

Submit Application Package

Comply with Product Specifications and Master Solicitation

Register for the Web-Based Supply Chain Management System



Agricultural Marketing Service

Creating Opportunities for American Farmers and Businesses

Purchase Process

Receive the Solicitation and “Sharpen Your Pencil”

AMS Issues the Solicitation: AMS CP News (e-mail), in WBSCM, and on AMS Website

Solicitation details:

Offer Due date: NO Late offers are accepted

Expected Award date: (aka “not later than” or “NLT”)

Additional Info: Small Business Set-Asides; FAS offshore loads; specification waivers/changes; etc.

Attachments: AMS Master Solicitation, Specifications, Request for Proposals, Amendments (SF-30), Exhibits, etc. (as applicable)

Line Items to be Bid: Product Description, Quantity (cs. or lbs.), Delivery Window, Destination City/State

Submit an Offer in WBSCM

ALL offers are submitted via the Web-Based Supply Chain Management (WBSCM) System.

Response to Invitation for Bids (IFB):

- Constraints- volume by product or by delivery period
- Processing /Shipping Point
- Price- per Line Item, inclusive of transportation, to each destination

Response to Request for Proposals (RFP):

Everything in an IFB, plus:
Attach/Upload Proposal Documents with Offer

- Technical Info (Production)
- Sample
- Past Performance
- Price
- Management/Quality Assurance Practices
- Etc.

RESOURCE: [CP Staff Key Contacts](#)



Award/Perform/Get Paid

RESOURCE: [CP Staff Key Contacts](#)

AMS Announces the Award

- Award information, including bid reports, are published on AMS website
- **Awarded Vendor(s)** receive contract (aka Purchase Order, or PO) via WBSCM (“Supplier Self-Service page”)

Contractor Performance: produce, process, certify, deliver on time

- Contract Compliance: USDA audit, grading/certification, inspection
- Advance Shipping Notice: enter in WBSCM before shipping each load.

Contract Administration: Changes, Hiccups, all the little things- vendor works with the AMS Contract Specialist through the entire period of performance

Invoice Submission:

- **WBSCM Invoice:** form (with supporting documentation) uploaded, reviewed by AMS, and payment made by USDA.

- **Prompt Payment:** See AMS Master Solicitation, Section X. Invoices and Payment Process



Purchase Process Recap

USDA Releases Solicitation

Vendor Submits Offer

USDA Awards Contracts (a.k.a. Purchase Orders)

Vendor Performs and Submits Invoice

USDA Makes Payment



Agricultural Marketing Service

Creating Opportunities for American Farmers and Businesses

Outreach

www.ams.usda.gov/selling-food

- Purchase Information
- Specifications and Requirements
- Key Contacts- Contract Specialists and other Staff
- Vendor Approval Kit
- WBSCM Information and Training

Don't Miss Out!

[Subscribe to AMS CP NEWS](#)



Outreach

- Webinars
- Conference Calls
- Event and Conference Attendance
- Face-to-Face Meetings and Training Sessions



Agricultural Marketing Service

Creating Opportunities for American Farmers and Businesses

Initial Point of Contact

Dianna Price, AMS
Small Business Coordinator
New Vendor Approval
Commodity Procurement Staff
Dianna.Price@ams.usda.gov
Direct: 202-720-4237
CPS Main: 202-720-4517

Questions

