AMS CPP VENDOR QUALIFICATION REQUIREMENTS CHECKLIST

Company Name:	
UEI:	
Material Description(s):	
Contact Person:	
Address:	
Email:	
Phone Number:	

Administrative Requirements	Received
System for Award Management (SAM): https://sam.gov/content/home	
Small Business designation and certificate (*if applicable*) ☐Small Business ☐ Woman-owned ☐ HUBZone ☐ SDB ☐Veteran-owned ☐ 8(a) ☐Service-disabled veteran owned	
Registrations and Licenses (*if applicable*) ☐FDA Food Facility Registration Number (*'Farms' are exempt per 21 CFR 1.227*) ☐ USDA Establishment Number (for meat or poultry product facilities) ☐ Perishable Agricultural Commodity Act (PACA) License Number and date issuance (for fresh or frozen fruits and vegetables)	
Company letter: Must include a description of historical business experiences including the number of years these or similar products have been sold in the commercial marketplace or to other governmental entities. Include a list of the product category and specific products your firm is interested in providing to include pack sizes and capacity. Additionally, provide information about your firm's record of integrity and business ethics and documentation that your firm is qualified and eligible to receive an award under all applicable laws and regulations.	
Three Reference Letters: Reference letters must be from current customers that demonstrate your firms past performance.	

Non-manufacturers, if applicable	
Supplier Letter: Your firm must have a written agreement with a supplier. The agreement must specify the product the supplier will provide. Additionally, it must explain you're your firm, as a non-manufacturer, will take ownership or possession of the item(s) using your personnel, equipment or facilities in a manner consistent with industry practice (see 13 CFR 121.406(b) Non-Manufacturers). **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.	
Financial Capabilities: After the vendor's entire administrative paperwork package is received and reviewed, the approving Procurement Analyst will determine the vendor's financial responsibility in accordance with Federal Acquisition Regulations 9.104-1(a). Additional information may be requested.	
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.	
Technical Requirements* ***For questions on the technical requirements, please contact the appropriate program area (See Attachment A)*	
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)	

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