



Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE



Commodity Procurement Program: Become a Qualified Vendor for USDA Food Commodity Purchases



Understand the Requirements

- Review **AMS Master Invitation for Bids** with contract clauses, provisions, and requirements
- Review **Product Specifications** to determine what you can supply
- Review **Public Procurement Page** with current solicitations and contract awards



Review Master Invitation for Bids

Resource: AMS Master Invitation for Bids

<https://www.ams.usda.gov/selling-food/solicitations>

The Master Invitation for Bids for Commodity Procurements contains items like:

- **Federal Acquisition Regulations (FAR) Clauses & Provisions**
 - e.g., (<https://sam.gov/content/home>), Small Business Subcontracting Plans, Prompt Payment Act
- **Ag. Acquisition Regulations (AGAR) Clauses & Provisions**
 - e.g., Domestic Origin/Traceability
- **AMS Policies**
 - Plant Surveys; GHP/GAP; Food Defense Plans/Audits
 - Grading/Inspection/Certification
 - Use of the Web-Based Supply Chain Management (WBSCM) System
 - Transportation and Delivery Requirements
 - Invoicing, etc.



Review Product Specifications

Resource: <https://www.ams.usda.gov/selling-food/product-specs>

Specifications are referred to as “Commodity Specifications” or “Commodity Requirements Documents” or “Technical Requirement Supplements”

(All are linked to on the above “Product Specs” page)

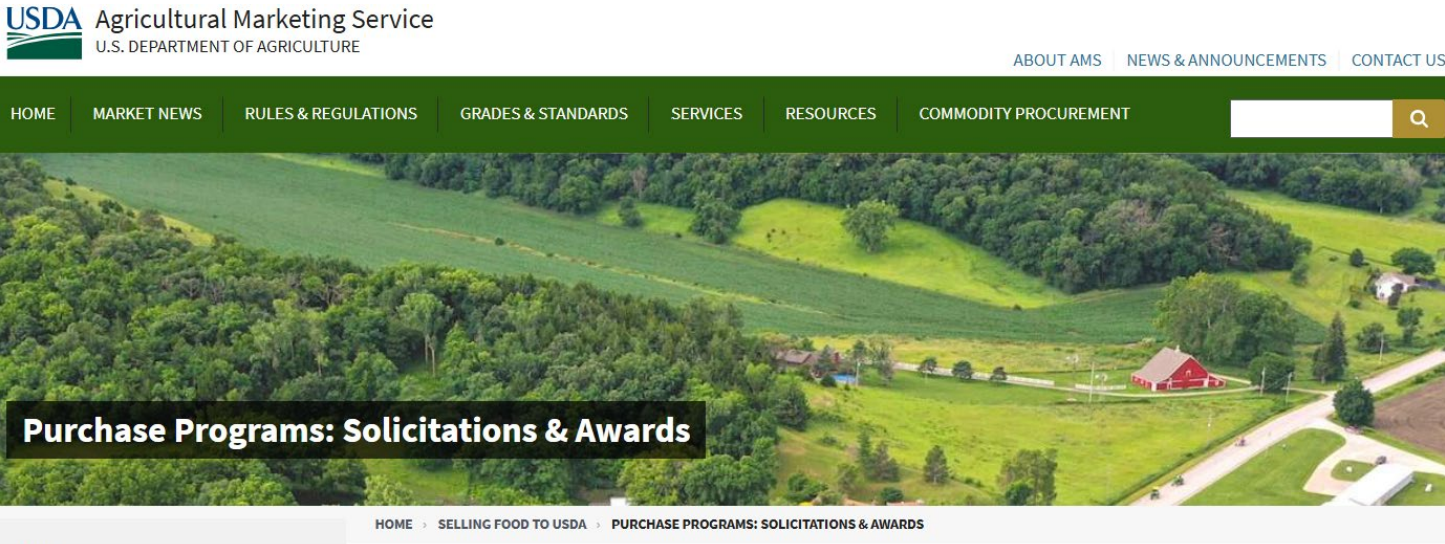
USDA Specifications include items like:

- Product Descriptions
- Grades/Standards; Commercial Item Descriptions (CIDS)
- Harvest/pack season – current production
- Formulation/Fabrication requirements (fat, sodium, sugar)
- Packaging/packing/labeling
- USDA inspection, grading, and/or auditing requirements
- Food Safety Requirements for Suppliers; Good Agricultural Practice/Good Handling Practice Audits
- Review any amendments to the specification



Purchase Programs: Solicitations and Awards Webpage

Resource: <https://www.ams.usda.gov/selling-food/solicitations>



Home
Market News
Rules & Regulations
Grades & Standards
Services
Resources
Commodity Procurement
Selling Food to USDA
International Commodity Procurement
How the Process Works

AMS issues solicitations on an ongoing basis for over 200 different USDA Foods. Approved USDA Vendors are invited to submit offers via the Web-Based Supply Chain Management System (WBSCM).

[View current solicitation and contract award documents](#) 

[View purchase announcements](#) >

[View purchasing reports](#) >

Solicitations Schedules

- [AMS CPP Procurement Schedule for 2026 to 2027 \(xlsx\)](#)
- [AMS CPP Procurement Schedule for 2025 to 2026 \(xlsx\)](#)

**Purchase
Announcements**

**Purchase
Summary
Report**

**Public
Procurement
Page**



Review Public Procurement Page (PPP)

Resource: <https://portal.wbscm.usda.gov/ppp>

Main Search Screen

Agricultural Marketing Service
U.S. Department of Agriculture

Public Procurement Page

The USDA issues solicitations on an ongoing basis for a variety of 100% domestically produced and processed commodity food products for use in domestic nutrition assistance and international food aid programs. Approved USDA vendors are invited to submit offers via the Web Based Supply Chain Management System (WBSCM). Choose a product category or enter solicitation search criteria to view current solicitation and contract award documentation for different products. Advanced Search option is available for additional search criteria.

Solicitation Number

e.g., 2000010823

Procurement Instrument Identifier (PIID)

Any external identifier

Award ID

e.g., 4100001220

Document Type

Solicitation

Product Category

Any

Product Name

e.g., PORK CAN-24/24 OZ

Publish Date

Last 1 Year

Offer Due Date

Any

Search

Advanced Search

Clear Fields

☒ Latest Version ☐ Active Solicitation

Advanced Search Options

Period of Performance

mm/dd/yyyy

Award Announcement Date

Any

International Package Solicitation

For Intl. invitations e.g., 0325A

Solicitation Method

Any

Document Type

Solicitation

Solicitation

Pre-Solicitation

Specification

Template

Supporting Document

Questions? Please contact WBSCM: [877-927-2648](tel:877-927-2648) or WBSCMAMSHelpDesk@usda.gov



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Next: New Vendor Team

Administrative Requirements



Administrative Application Requirements

- ✓ Active **SAM** Registration – “All Awards”
- ✓ New Vendor **Checklist**
- ✓ **Company Letter**
- ✓ Three **Customer References**
- ✓ **WBSCM** Vendor Registration Form

If **non-manufacturer**, you must submit two additional items:

- ✓ Supplier Letter
- ✓ Complaint and Dispute Resolution Proposal



New Vendor Administrative Application

“Qualifications Requirements for Prospective Contractors”- Responsible Prospective Contractor’s Documentation (FAR 9.104-1 and FAR 9.104-3)

- ✓ **System for Award Management (SAM) Registration**
(<https://www.sam.gov>), in accordance with **FAR Part 4.11**
- ✓ Notarized Letter
- ✓ Business Status-www.sba.gov
- ✓ Help Tab on SAM
- ✓ [APEX Accelerators](#), formerly known as Procurement Technical Assistance Centers (PTACs)



New Vendor Qualification Requirements Checklist



United States Department of Agriculture

AMS CPP VENDOR QUALIFICATION REQUIREMENTS CHECKLIST

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

Part I. 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)	
WBSCM Vendor Registration Form	
Company letter	
Three Reference Letters	
Non-manufacturers, if applicable: 1.) Supplier Letter 2.) Complaint and Dispute Resolution Proposal	

Administrative Requirements: 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. After the Procurement Analysts conduct an initial review, they will provide next steps for audits and/or inspection for Part II.

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 Application for MANUFACTURERS:

“Qualifications Requirements for Prospective Contractors”- Responsible Prospective Contractor’s Documentation (FAR 9.104-1 and FAR 9.104-3)

- 1. New Vendor Checklist**
- 2. Company Letter**
- 3. Three Letters of Reference**
- 4. WBSCM Vendor Registration Form**



Administrative Application for NON-MANUFACTURERS

“Qualifications Requirements for Prospective Contractors”- Responsible Prospective Contractor’s Documentation (FAR 9.104-1 and FAR 9.104-3)

1. New Vendor Checklist

2. Company Letter

3. Three Letters of Reference

4. WBSCM Vendor Registration Form

✓ If you are a non-manufacturer,

you will need to provide two additional items:

5. Supplier Letter

6. Complaint and Dispute Resolution Proposal

✓ Before becoming approved, your supplier must meet our technical requirements



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Next: AMS Program Areas

Technical Requirements Review



Technical Requirements

- ✓ The vendor must contact the AMS Program Area to schedule audits and inspections using contacts on the email from the Procurement Analyst.
- ✓ Contact information for AMS Auditing Services, AMS Inspection Services, and links to our product specifications, etc. can also be found on our New Vendor Qualification Checklist.
- ✓ Please make sure your company has passed the necessary inspections, food defense audits, and plant surveys *prior* to submitting a bid.



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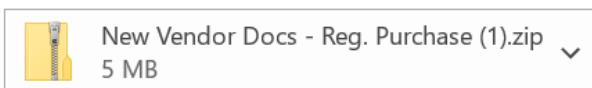
Next: Web Based Supply Chain Management (WBSCM)

WBSCM Team Uploads
New Vendor WBSCM Registration Form



WBSCM Registration Upload

WBSCM Email Excerpt:



1. After logging into WBSCM successfully, the CVA must enter the plants and shipping points (if required). **Once the CVA has entered the vendor plants and/or shipping points, please alert WBSCMAMSHelpDesk@usda.gov so they can be approved within the system.** In the body of the e-mail, please provide the complete name and address of the vendor plants and/or shipping points.
2. Upon approval of the vendor plants and/or shipping points, the CVA must assign users to these entities so that they are available for selection by the user; instructions on how to do this are found in the "WBSCM CVA-Roles-Responsibilities" pdf.

Helpful Tips and Resources

- WBSCM is configured to work with the Chrome browser, we recommend only using Chrome for all WBSCM activities to avoid compatibility issues. Please review the attached 'WBSCM Browser Settings and Helpful Tips' job aid for Chrome-specific settings and other tips

- ✓ **Fill out the Excel spreadsheet attached to the WBSCM email and return to the WBSCM Help Desk to create your Corporate Vendor Administrator or CVA. CVAs will add their plants and shipping points to WBSCM.**
- ✓ **Ensure banking information is correct in SAM.**



WBSCM Helpful Tips & Resources

- **Email the WBSCM HelpDesk**
WBSCMAMSHelpDesk@usda.gov for trainings and assistance with approval of vendor plants and/or shipping points.
- **WBSCM Webpage:**
<https://www.ams.usda.gov/selling-food/wbscm>
- **Sign up for Email Updates**

Sign Up for Updates

Your email address

Sign Up





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Sample Notification

COMMODITY PROCUREMENT

Issued Solicitation

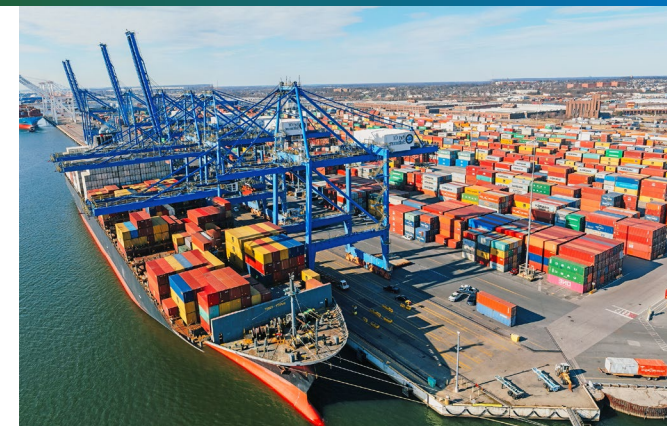
The Agricultural Marketing Service has issued 2000009536, 12-3J14-23-B-0562 for the procurement of Frozen Seasonal and Canned Kosher Vegetables:

[View the Bid Invitation](#)

Bids for this procurement are due no later than **August 17th, 3pm CT.**

Questions regarding this procurement should be directed to the following contact:

Ashley Train, Ashley.Train@usda.gov





New Vendor Process Recap

1. Review documents and tutorials on the website: Master Invitation for Bids, Product Specifications, Public Procurement Page, and Webinars
2. Register in SAM.gov – “All Awards”
3. Complete the paperwork
4. Submit the application to the New Vendor email: NewVendor@usda.gov





Application Approval Steps:

1. Administrative Application sent from New Vendor Team to Procurement Analyst (PA) for review.
2. PA sends email to vendor (copies New Vendor Team) stating they are reviewing their application and provides Program Area contacts to begin audits and inspections.
3. Vendor contacts the respective program area to schedule any audits or inspections, and all requirements must be met prior to the bid opening date.
4. Program Area confirms the vendor has passed their audits and/or inspections by sending an email to the approving PA and copying the new vendor email.
5. PA sends an email to the vendor informing them they have been approved, copies the new vendor inbox, the Program Area and the WBSCM Help Desk.
6. The WBSCM Help Desk uploads the WBSCM vendor registration form into the system and sends an email to the vendor requesting they fill out an excel spreadsheet with the Corporate Vendor Administrator (CVA) and any other users.



Current Vendor – New Product

- **Are you a currently approved vendor and want to add additional products?**
- **We help with that too!**



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Point of Contact
NewVendor@usda.gov



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**Thank for your participation.
We appreciate you!**