



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.



Part II. Technical Requirements*	
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	
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 F.O.B. Vessel Bulk Grain/Oil Shipments (International Commodity Procurement Division):	
Federal or state warehouse license	
CCC Authorized Warehouse	
Put-through agreement, if required	
Weights and grade certificate requirement	
Approved load out rates (tankers/tween-deckers)	

*For questions on the technical requirements, please contact the appropriate program area (See Attachment A)



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		SCVendorAudit@usda.gov
Specialty Crops Inspection		SCIinspectionoperations@usda.gov

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

Dairy Program		Email:
Dairy Grading		DairyNFO@usda.gov

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