



United States Department of Agriculture

Agricultural Marketing Service

## “USDA FOODS” PURCHASING HOW TO BECOME AN APPROVED VENDOR

Thank you for your interest in becoming an approved vendor with USDA, Agricultural Marketing Service (AMS) and the purchasing programs offered by the Commodity Procurement Program (CPP) on behalf of the National School Lunch and other domestic food nutrition assistance and international food aid programs.

As a first step, we 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. Please note that AMS CPP only purchases products shown on the list.

In order to participate in the AMS CPP purchase programs, the company must submit the required documentation, which will be reviewed by our Senior Contracting Officer (CO). Your application package will be submitted to the Senior CO once we receive all of the documents 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 <https://sam.gov/portal/SAM/#1> 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 CPP uses can be obtained in the AMS Master Solicitation for Commodity Procurement dated April 2017: <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.
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.
5. **WBSCM Vendor Registration Form**: The vendor registration form located on our [website](#).

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

6. **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.
7. **Complaint and Dispute Resolution Proposal**

Please send all of the documents listed above to Andrea Lang, Small Business Coordinator, at your earliest convenience. After all documents are received, they will be reviewed by a Senior CO for approval. Approval may take 10 business days.

**Questions?**  
Contact Andrea  
Lang at (202) 720-  
4237 or  
[NewVendor@ams.usda.gov](mailto:NewVendor@ams.usda.gov)