



United States Department of Agriculture

Agricultural Marketing Service Commodity Procurement Program





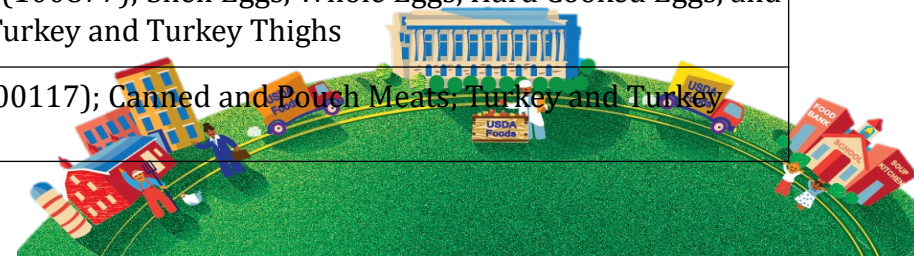
Reedema Rock, Contract Specialist
Livestock, Poultry & Fish
Reedema.Rock@usda.gov





STAFF

Employee	Commodity
Adele Jackson-Croal	BEEF- COARSE -100154, BEEF FINE GROUND FRZ 100158, 100159, 110261, 110260, BEEF SPP PATTY FRZ 100163, 110348, 110349, BEEF 100% PTY 90/10 FRZ 2.0MMA CTN 110346; CHICKEN CUT-UP FRZ 111368, 111361; CHICKEN WHOLE BAGGED FRZ 100880 and CHICKEN CONSUMER SPLIT BREAST - 110154
Chanel Robinson	Pork; Boneless Beef; Diced Beef Roast; Beef-Special Trim; Catfish; Lamb
Chyra Lewis	Ham, Bison, Pollock, Salmon, Walleye, Groundfish, & Pacific Seafood Products
Endrea White	Procurement Technician
Glenn Reid	Contracting Officer; Chicken Oven Roasted (110080); Chicken Products (100100, 100103, 100113); Diced Chicken (100101)
Lauren Heer	Chicken Strips; Cooked Products (Beef and Pork Crumbles; Pulled Pork; Pork Patties); Chicken Fillets;
Reedema Rock	Chicken-Canned Boned (100877); Shell Eggs, Whole Eggs, Hard Cooked Eggs, and All Egg Products; Bulk Turkey and Turkey Thighs
Kerry Dodd	Chicken Fajita Strips (100117); Canned and Pouch Meats; Turkey and Turkey Products





THANK YOU

- THANK YOU!
- THANK YOU!
- THANK YOU!
- THANK YOU!





4A52.209-70 Past Performance with Regard to Offeror's Present Responsibility (June 2021)

4A52.247-83 Seals on Transportation Conveyances (Aug 2021)

Glenn Reid

Glenn.Reid@usda.gov, Senior Contracting Officer





Electronic Invoicing Requirements Page 1

**Advance Shipping Notification (ASN)
Supporting Documents
Authorization to Pay
Payment Due Dates**

Endrea.White@usda.gov





Electronic Invoicing Requirements Page 2

4A52.232-80 Electronic Invoicing (June 2021)

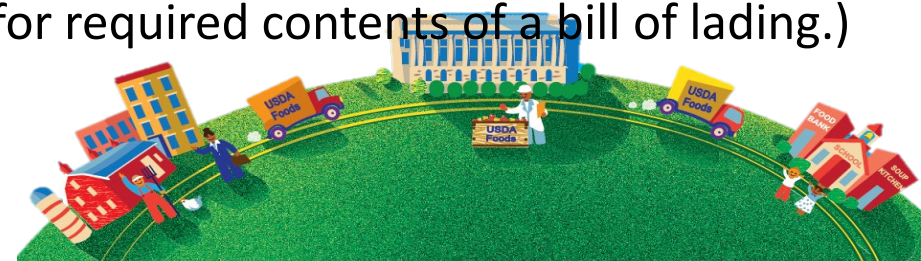
- **ASN as invoice (if ASN is required)** - Contractor's advance shipment notice (ASN), entered in WBSCM in accordance with 4A52.211-2, will serve as the contractor's invoice, i.e., request for payment. Separate entry of an invoice using WBSCM's Supplier Self Service is no longer required.
- ASN is not required on service contracts or some supplies (i.e., Raw Shelled Peanuts).





Electronic Invoicing Supporting Documents

- **Proof of product conformance**—as required in the applicable [commodity specifications document or solicitation](#)—such as:
 - Official checkloading certificate(s), and/or
 - Certificate of Analysis (COA), and/or
 - Certificate of Conformance (per FAR Clause 52.246-15), and/or
 - AMS Commodity Inspection Certificate or Graders Memorandum.
 - Any waivers granted by the Contracting Officer, if applicable.
 - The Contracting Officer reserves the right to specify any combination of documents listed above to evidence proof of product conformance.
 - ting that quantity received is good (see clause
- 4A52.247-3, *Bill of Lading Notations*, for required contents of a bill of lading.)





Electronic Invoicing Authorization to Pay

- **Authorization to pay.** The Government will not review an invoice for payment until all required supporting documentation has been received. In addition to the items in paragraph (2) above, all invoice payments must be supported by a receiving report (proof of delivery). A recipient-entered
- 30
- WBSCM goods receipt will serve as the receiving report. The recipient (receiving official) should enter the goods receipt into WBSCM no later than the 2nd calendar day after delivery.

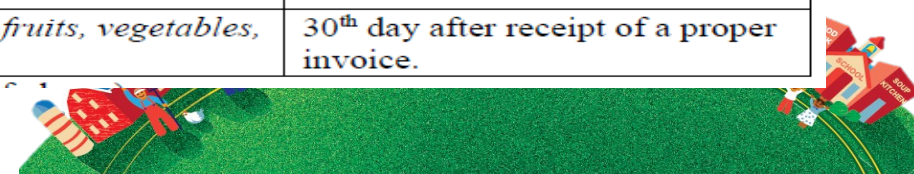




Electronic Invoicing Payment due dates

(see next page)

<p>Upon receipt of a proper invoice for:</p>	<p>Payment must be made as close as possible to but not later than:</p>
<p><i>Meat or meat food products.</i> As defined in section 2(a)(3) of the Packers and Stockyard Act of 1921 (7 U.S.C. 182(3)), and as further defined in Public Law 98-181, including any edible fresh or frozen poultry meat, and perishable poultry meat food product, fresh eggs, and any perishable egg product.</p>	<p>7th day after receipt of a proper invoice.</p>
<p><i>Fresh or frozen fish.</i> As defined in section 204(3) of the Fish and Seafood Promotion Act of 1986 (16 U.S.C. 4003(3)).</p>	<p>7th day after receipt of a proper invoice.</p>
<p><i>Perishable agricultural commodities.</i> As defined in section 1(4) of the Perishable Agricultural Commodities Act of 1930 (7 U.S.C 499a(4)). (This includes frozen fruit and vegetable products).</p>	<p>10th day after receipt of a proper invoice, unless another day is specified in the contract.</p>
<p>(4) Dairy products. As defined in section 111(e) of the Dairy Production Stabilization Act of 1983 (7 U.S.C. 4502(e)), edible fats or oils, and food products prepared from edible fats or oils. Liquid milk, cheese, certain processed cheese products, butter, yogurt, ice cream, mayonnaise, salad dressings, and other similar products fall within this classification. Nothing in the Act limits this classification to refrigerated products. If questions arise regarding the proper classification of a specific product, the contracting officer must follow prevailing industry practices in specifying a contract payment due date. The burden of proof that a classification of a specific product is, in fact, prevailing industry practice is upon the contractor making the representation.</p>	<p>10th day after a proper invoice has been received</p>
<p><i>All other processed canned commodities (including fruits, vegetables, fish, and poultry products).</i></p>	<p>30th day after receipt of a proper invoice.</p>





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WBSCM Domestic Vendor Training

- March 22, 1:00-3:00pm ET: How to Submit an Offer
- March 23, 1:00-3:00pm ET: How to Enter an ASN and Submit an E-Invoice
- March 24, 1:00-3:00pm ET: **Advanced E-Invoicing**
- Sign-up through: WBSCMAMSHelpDesk@usda.gov and provide:
 - Company Name
 - Name(s) of attendee(s)
 - E-mail address(es) of attendee(s)
 - Which session you wish to participate in





WBSCM International Vendor Training

- March 29, 1:00-3:00pm ET: How to Submit an Offer
- March 30, 1:00-3:00pm ET: How to Enter an ASN and Submit an E-Invoice
- Sign-up through: WBSCMAMSHelpDesk@usda.gov and provide:
 - Company Name
 - Name(s) of attendee(s)
 - E-mail address(es) of attendee(s)
 - Which session you wish to participate in





Bidding Expectations & Waiver Requests

Chyra Lewis

Contract Specialist

Ham, Bison, Pollock, Salmon, Walleye, Groundfish, &
Pacific Seafood Products

Livestock, Poultry & Fish Procurement Branch

chyra.lewis@ams.usda.gov





Bid *ONLY* on What You Expect to Deliver

We expect contractors to take the current environment into account when submitting bids and encourage all bidders to only bid on volumes they can reasonably expect to deliver.

- Why guesstimating can be problematic
- True Story Vendor Example
- How to properly forecast your offers
- Master Solicitation & Reminders





Notice to Contractors: Expectations for Current and Future Contracts Page 1

Deputy Administrator Dave Tuckwiler
August 21, 2020

- There have been ongoing COVID-19 pandemic challenges and we have attempted to be flexible
- Special consideration may be given if there is a **clearly documented** COVID related event or outbreak in a contractors' place of performance
- **"General"** COVID justifications will **no longer** be an accepted excusable delay for late deliveries.





Notice to Contractors: Expectations for Current and Future Contracts Page 2

- Schools “new normal” may increase requests for diversions to other warehouses
- Ensure delivery appointments are made **in advance** and any variances to contractual requirements are communicated to your Contract Specialist
- Advanced Shipment Notice (ASN) are **required** to be entered in WBSCM on or before the date of shipment

a contractors' place of performance, general COVID justifications will no longer be an accepted excusable delay for late deliveries.

Second, as you are aware, many schools will not be in session this upcoming semester. This may affect the ability for warehouses to take product and may increase requests for shipment delays or diversions to other warehouses. Please ensure delivery appointments are made in advance, and that any variances to the contractual requirements are communicated timely to your contract specialist or contracting officer.

Finally, we'd like to take the opportunity to remind you about the importance of entering an Advanced Shipment Notice (ASN). Contractors are required to enter an ASN in the Web-Based Supply Chain Management System on or before the date of shipment and encouraged to do so when a delivery appointment is scheduled. The ASN is an important tool for our customers, both as a notification of shipment as well as for inventory management purposes. We appreciate your attention to this.

Please reach out to your contract specialist or contracting officer if you have any questions about USDA's expectations.

Sincerely,

Dave Tuckwiller

Dave Tuckwiller
Deputy Administrator, Commodity Procurement Program





When to Request a Waiver

We know the unexpected happens thus there are a variety of reasons a vendor needs to request a waiver

- Excusable Delays
 - See AMS Master Solicitation (f) Excusable delays – 52.212-4 Addendum
 - <https://www.ams.usda.gov/sites/default/files/media/MSCP.pdf>
- 2020 COVID-19 Letter
 - https://content.govdelivery.com/attachments/USDAAMS/2020/08/21/file_attachments/1523698/Vendorletter8.21_508.pdf
- Waiver Requests & Templates
 - <https://www.ams.usda.gov/selling-food/wbscm>





Waiver Request Templates

Waiver templates are suggested samples when submitting a request. Vendors may copy or cut & paste the language and /or table into their own company letterhead.

- Not-Later-Than (NLT) Date Waiver Request
- Short Shipment Waiver Request
- Processing & Supplier Plant / Shipping Point Waiver Request
- Commodity Specification Requirement Waiver Request





Not-Later-Than (NLT) Date Waiver Request

Official Company Letterhead REQUIRED

[October 28, 2014]

[Contracting Officer Name, As Shown on the Purchase Order]
USDA AMS, Commodity Procurement
1400 Independence Avenue, S.W. Room 3522
Washington, DC 20250-0239

Not-Later-Than (NLT) Date Waiver Request

We are requesting an extension to deliver later than the contracted NLT date for the following reason(s):

Purchase Order #	Purchase Order Item #	Sales Order #	Sales Order Item #	Original NLT Date	New NLT Date
4100000XXX	7	5000XXXXXX	100	00/00/2014	00/00/2014
	8	5000XXXXXX	100	00/00/2014	00/00/2014
	9	5000XXXXXX	200	00/00/2014	00/00/2014

Sincerely,

Vendor Signature Required

Michael Rowe
Executive Director
John Doe Meats, Inc.





2-Day Requirement for NLT Extension Requests

- *First and foremost:* Tell us if a shipment will be late!
- Submit NLT date extension requests within **2 days** of missed delivery due (*only submit if circumstances are excusable delays*)
- If the new NLT delivery dates are unknown, still send the Specialist an **email** request with “TBD” listed as the delivery date
 - The TBD late notice will be shared with FNS until you provide submit a formal & complete extension request
- DO NOT invoice until the contract has been modified to reflect the new NLT date





Short Shipment Waiver Request

Official Company Letterhead REQUIRED

[October 28, 2014]

[Contracting Officer Name, As Shown on the Purchase Order]
USDA AMS, Commodity Procurement
1400 Independence Avenue, S.W. Room 3522
Washington, DC 20250-0239

Short Shipment Waiver Request

We are requesting a short shipment waiver for the product shown below for the following reason(s):

Material Description	Purchase Order #	Purchase Order Item #	Sales Order #	Sales Order Item #	Actual Pounds Contracted	Actual Pound Shipped
Pork Picnic	4100000XXX	2	5000XXXXXX	100	40,020 lbs.	38,000 lbs.

Sincerely,

Vendor Signature Required

Michael Rowe
Executive Director
John Doe Meats, Inc.





Processing & Supplier Plant / Shipping Point Waiver Request

Official Company Letterhead REQUIRED

[October 28, 2014]

[Contracting Officer Name, As Shown on the Purchase Order]

Commodity Procurement USDA
AMS Contracting Branch Room 3522
Washington, DC 20250-0239

Processing & Supplier Plant / Shipping Point Waiver Request

We are requesting a (processing plant / supplier plant/ shipping point change) for the following reason(s): _____

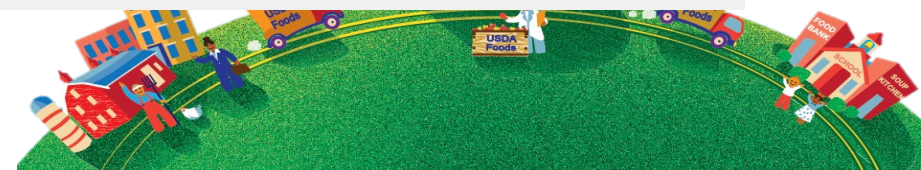
Purchase Order #	Purchase Order Item Number #	Revised Plant / Point
4100000XXX	1	John Doe Meats 787 Parks Road Brighton, NE 27779

Entire Purchase Order	Purchase Order #	Revised Plant / Point
	4100000XXX	John Doe Meats 787 Parks Road Brighton, NE 27779

Sincerely,

Vendor Signature Required

Michael Rowe





Commodity Specification Requirement Waiver Request

Official Company Letterhead REQUIRED

[October 28, 2014]

[Contracting Officer Name, As Shown on the Purchase Order]

Commodity Procurement USDA
AMS Contracting Branch Room 3522
Washington, DC 20250-0239

Waiver Request of Commodity Specification Requirement

We are requesting a waiver for the product listed below which does not meet the specification requirements of the contract for the following reason(s):

Material Description	Purchase Order #	Purchase Order Item #	Sales Order #	Sales Order Item #	Original Cases / Lbs.	Non-Compliant Cases/ Lbs.
Blueberries	4100000XX X	44	5000XXXX X	100	40,020 lbs.	38,000 lbs.

Entire Purchase Order	Purchase Order #
	4100000XXX

Sincerely,

Vendor Signature Required

Michael Rowe
Executive Director
John Doe Fruit, Inc.





Any Questions?

All questions about waivers, delays, templates, etc. shall be placed in the Chat Box and our team will respond accordingly during and/ or after the presentations. See links below to

- Waiver Requests
- <https://www.ams.usda.gov/sites/default/files/media/PostAward-WaiverRequest.pdf>
- Waiver WORD Templates are located within the “Post Award Process” section per link below
- <https://www.ams.usda.gov/selling-food/wbscm>





Pre-Solicitation Requirements System for Award Management (SAM)

Kerry Dodd

**Agricultural Marketing Specialist
Livestock, Poultry and Fish
Commodity Procurement Program
816-926-6539
kerry.dodd@usda.gov**





Pre-Solicitation Requirements

System for Award Management (SAM) Page 1

- **System for Award Management (SAM) is the primary Government repository for prospective Federal awardee and Federal awardee information and the centralized Government system for certain contracting, grants, and other assistance-related processes.**
 - <http://www.sam.gov>.
- **52.204-7 System for Award Management (Oct 2018)**
 - **An Offeror is required to be registered in System for Award Management (SAM) when submitting an offer or quotation and shall continue to be registered until time of award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.**





Pre-Solicitation Requirements

System for Award Management (SAM) Page 2

- **Registered in the System for Award Management (SAM) means that–**
 - (1)The Contractor has entered all mandatory information, including the unique entity identifier (UEI) and the Electronic Funds Transfer (EFT) indicator (if applicable), the Commercial and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see subpart 4.14), into SAM;
 - (2)The Contractor has completed the Core, Assertions, Representations and Certifications, and Points of Contact sections of the registration
 - (3)The Government has marked the record “Active”.
- **To remain active, Offerors must complete annual representations and certifications electronically in SAM.**





Pre-Solicitation Requirements System for Award Management (SAM)

- SAM registration, maintaining data and technical support are FREE.
- SAM Customer Support:
 - Federal Service Desk (FSD)
 - www.fsd.gov
 - 866-606-8220





Pre-Solicitation Requirements

Data Universal Numbering System (D-U-N-S)

&

Unique Entity Identifier (UEI)

Food Defense (FD)

Adele.I.croal@usda.gov

202-260-8672





Pre-Solicitation Requirements

DUNS/UEI Page 1

➤ **Data Universal Numbering System (D-U-N-S):**

- Dun & Bradstreet assigns the DUNS/UEI, which includes the physical address, entity type, and general entity information
- A unique nine-digit identifier used around the world to identify and access information on businesses working for the government – is issued to businesses *free of charge*
- commonly used by lenders or potential business partners to help predict reliability and/or financial stability of a business





Pre-Solicitation Requirements

DUNS/UEI Page 2

➤ **Unique Entity Identifier (UEI):**

- The UEI Applies to all offers that exceed the micro-purchase threshold and offers at or below the micro-purchase threshold if the solicitation requires the Contractor to be registered in the System for Award Management (SAM).
- maintained with the entity designated at [SAM.gov](https://sam.gov) for establishment of the unique entity identifier throughout the life of the contract. The Contractor *shall communicate any changes to the unique entity identifier to the Contracting Officer within 30 days after the change, so an appropriate modification can be issued to update the data on the contract.*

➤ **Unique Entity Identifier Update (UEI) SAM:**

By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in [SAM.gov](https://sam.gov). They will no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.





Pre-Solicitation Requirements Page 1

FOOD DEFENSE (FD)

PRIOR TO BID OPENING THROUGHOUT THE PERFORMANCE

- **4A52.246-81 Food Defense Requirements (Aug 2021)**
 - (a) Current and potential Contractor(s) and subcontractor(s) shall have an approved food defense plan in place at the time of bid opening/proposal due date as specified in the solicitation. The approved food defense plan provides for the security of a plant's production processes and includes the storage and transportation of pre-production raw materials and other ingredients and post-production finished product.
 - The documented and operational food defense plan must be audited and approved by USDA, AMS prior to the bid opening date of the solicitation.
 - All nonconformance(s) listed in the audit report for poultry and livestock products must be addressed in writing within 14 days to the Quality Assessment Division prior to the bid opening date of the solicitation.
 - USDA will not grant/accept any waiver requests for the food defense audits.





Pre-Solicitation Requirements Page 2

FOOD DEFENSE (FD)

PRIOR TO BID OPENING THROUGHOUT THE PERFORMANCE

- **The plan shall address the following areas, where applicable:**
- Food defense plan management;
 - Outside and inside security of the production and storage facilities;
 - Slaughter and processing, including all raw material sources;
 - Controlled access to production and storage areas;
 - Storage;
 - Water and ice supply;
 - Mail handling;
 - Personnel security; and
 - Transportation, shipping, and receiving (includes the sealing of any transport conveyance for truck lot and less-than-truck lot quantities of finished product).





Pre-Solicitation Requirements Page 3

FOOD DEFENSE (FD)

PRIOR TO BID OPENING THROUGHOUT THE PERFORMANCE

- The Food Defense Plan - must be included in the application package, and it will be audited by an AMS representative.
- Approved food defense audit is valid for twelve (12) months from the date of approval.
- Plant Survey or Plant Systems Audit (PSA) - All qualified contractors, and for Non-manufacturers their subcontractors, are required to undergo and pass an *annual* plant survey or PSA.
- Approved plant survey audit/PSA is valid for twelve (12) months from the date of approval.

