



Effective Date: April 7, 2021

Qualification Requirements for Selling TEFAP Fresh Produce to the USDA Agricultural Marketing Service

The USDA's Agricultural Marketing Service (AMS), Commodity Procurement Program (CPP), procures U.S. origin agricultural commodities for use in various food assistance programs—including The Emergency Food Assistance Program (TEFAP). These qualification requirements for selling TEFAP Fresh Produce are necessary for AMS to carry out its mission with regard to various COVID-19 food assistance programs. A prospective contractor must be determined to be qualified by the assigned Contracting Officer prior to being considered for contract award.

An interested prospective contractor may submit a qualification package at any time. Materials to be provided in the application package are listed below. Small businesses that do not meet this qualification requirement, will be referred to the Small Business Administration (SBA) for possible issuance of a Certificate of Competency (COC), in accordance with FAR subpart 19.6.

The assigned Contracting Officer will review the package, determine if a prospective contractor is qualified, and add approved contractors to the Qualified Bidders List (QBL) for TEFAP Fresh Produce. A prospective contractor will be notified by an emailed letter if they are approved. Access to AMS' Web Based Supply Chain Management (WBSCM) system for submission of offers will be granted to Qualified Bidders after the qualification process has been completed and approved by the Contracting Officer. Offers will not be accepted from a prospective contractor that has failed to comply with these requirements.

Qualification Requirements

1. Capability Information

- 1.1. Company letter – Submit a letter describing historical experience the offeror has selling these or similar products in the commercial marketplace or to government organizations. Include the number of years performing such work. Describe how the offeror is engaged in the wholesale/retail trade and sells the items being offered to the general public.
- 1.2. Audits or Inspections – Indicate any existing commercial, government or other regulatory audits or inspections completed.
- 1.3. Adequate financial resources – Demonstrate the offeror has adequate financial resources to perform the contract or the ability to obtain them (FAR 9.104-1(a)). Note: This can be demonstrated with a 1) audited financial statement, 2) bank letter of reference, or 3) D&B comprehensive report.

2. Demonstration of Capacity to Perform

- 2.1. Administrative and Technical Registrations and Certifications – Include information on the following elements on the Application Spreadsheet (available [here](#)) tab entitled, "Administrative and Technical Registrations and Certifications." Copies of certifications and registrations must be submitted with the application package.
 - 2.1.1. System for Award Management (SAM) - In accordance with FAR Part 4.1102, prospective contractors shall be registered in SAM located at <https://www.sam.gov>. The contractor is responsible for the accuracy and completeness of the data within SAM, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. There is no fee to register in SAM.
 - 2.1.2. Technical Registrations and Certifications – Provide the following on the Application Spreadsheet, as applicable:
 - a. FDA Food Facility Registration Number (*'Farms' are exempt per 21 CFR 1.227*)
 - b. USDA Establishment Number (*for meat or poultry product facilities*)

- c. Commercial equivalent food safety or registration number
 - d. Perishable Agricultural Commodity Act (PACA) License Number and date issuance
(for fresh or frozen fruits and vegetables)
- 2.2. Subcontractor(s) - Offerors must identify any subcontractor (name and role) they intend to partner with as part of potential contracts. Include this information on the Application Spreadsheet tab entitled, "Subcontractor Information".
3. Past Performance Experience
- 3.1. The Government intends to contract with entities that have a successful history of past performance and relevant experience with requirements similar in size and scope to this opportunity.
- 3.1.1. Submit 3 references, including name, point of contact, and information regarding the work performed on the Application Spreadsheet tab entitled, "Past Performance."

Submitting a Vendor Qualification Package

A prospective contractor is encouraged to submit the application package as soon as possible to allow time for processing—usually 5 to 7 business days. Application package contents, including the Application Spreadsheet, must be submitted via email in a single Adobe PDF document to: TEFAPFreshProduce@usda.gov. Please include the following in the email's subject line: TEFAP Fresh Produce [insert company name].