



Doing Business With – FNCS Mission Area

Thank you for your interest in doing business with the Food & Nutrition Service (FNS) mission area of the United States Department of Agriculture (USDA). This handout provides a background of the mission area, and information to assist in marketing to FNS. Personal and written inquiries are welcome.

FNS Major Program Areas

The FNS, Contracts Management Division (CMD), supports the 15 Nutrition Assistance Programs. Of the 15 Programs, FNS has four (4) major program areas:

- **Child Nutrition Program (CNP)** helps to ensure that children have access to nutrition meals and snacks in schools, summer programs, childcare centers and homes, and afterschool programs. **CNP Programs include:**
 - **National School Lunch**
 - **School Breakfast**
 - **Special Milk**
 - **Child and Adult Care Food**
 - **Summer Food Service**
- **Center for Nutrition Policy and Promotion (CNPP)** works to improve the health and well-being of Americans by developing and promoting dietary guidance that links scientific research to the nutrition needs of consumers.
- **Supplemental Nutrition Assistance Program (SNAP)** helps low-income households across the country purchase food. It provides a monthly benefit that helps families and individuals buy the food they need for good health. The benefit is provided based on income, resources and the number of individuals in the household. Electronic Benefit Transfer (EBT) cards are used to receive the benefit and can be used similar to debit cards at participating food stores.
- **Supplemental Nutrition and Safety Program** strives to increase awareness, visibility, and impact of food safety on USDA nutrition assistance programs and represent FNS programs in the wider Federal and State food safety community. They provide food safety technical assistance, education, and training for professionals working in child nutrition programs. OFS works closely with the Center of Excellence for Food Safety Research in Child Nutrition Programs at Kansas State University and the National Food Service Management Institute.



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FNS procures a variety of services. FNS's FY 22 requirements are solicited under six (6) primary NAICS categories:

- 54 (Professional, Scientific, and Technical Services)
- 49 (Postal Service, Courier/Messenger, Warehousing)
- 56 (Administrative and Support and Waste Management and Remediation Services)
- 33 (Manufacturing (Metals, Machinery, Computer, Electronics Electrical Transportation Equipment, Furniture, Miscellaneous))
- 51 (Information)
- 22 (Utilities)

Requirements up to \$10,000 are filled directly by purchase card holders. These purchase requirements do not go through the regional procurement offices. However, capabilities statements can be forwarded to cardholders throughout the regional procurement office.

For requirements over \$10,000, the regional procurement offices will garner a minimum of three quotes to ensure reasonable competition. Contact the Small Business Coordinator at a regional procurement office to check on current requirements.

Proposed contact actions expected to exceed \$25,000 are synopsized on <https://sam.gov/portal/public/SAM/> or within other General Points of Entry such as General Services Administration (GSA) Federal Supply Schedules (FSS).

The automated Procurement Forecast at <http://www.usda.gov/osdbu> provides information regarding possible opportunities exceeding \$25,000 as well as a contact to obtain further information.

To learn more about the Office of Small and Disadvantaged Business Utilization (OSDBU) programs and events, please see visit the following web site:
<http://www.afm.ars.usda.gov/acquisitions/OSDBU-programs.htm>

USDA Vendor Communication Plan and OMB Memorandum, “Myth-Busting: Addressing Misconceptions to Improve Communication with Industry during the Acquisition Process”

The USDA Vendor Communication Plan is to provide better direction to the workforce and to clarify the nature and portfolio of engagement of opportunities for industry. This plan discusses how USDA will reduce unnecessary barriers, publicize communication opportunities, and prioritize engagement opportunities. The Vendor Communication Plan is located at http://www.dm.usda.gov/procurement/vendor_communication/index.html.

Office of Management and Budget (OMB) Memorandum, “Myth-Busting: Addressing Misconceptions to Improve Communication with Industry during the Acquisition Process,” dated February 2, 2011, is located at <http://www.whitehouse.gov/sites/default/files/omb/procurement/memo/Myth-Busting.pdf>.



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Capability Statements

Firms or individuals wishing to do business with FNS should provide a capability statement identifying their areas of expertise. Capability statements should be sent to the contracting office(s) servicing the geographical area in which you wish to do business. Your firm should provide enough supplemental information to ensure that your firm's products and capabilities can be fully understood.

Subcontracting Opportunities

Recognizing that small firms often do not have the capability to perform as prime contractors on certain large contracts, FNS promotes the involvement of small businesses at the subcontracting level. Special contract clauses may be included in a large prime contract that requires the prime contractor to maximize the participation of small businesses through subcontracting opportunities.

Prime contractors are encouraged to advertise subcontracting opportunities in <https://sam.gov/portal/public/SAM/>. Small businesses are encouraged to identify their capabilities to major prime contractors. For more information please visit the following web site: <http://web.sba.gov/subnet>.

Resources

For additional information of conducting business with the Federal Government please visit the following web sites:

System for Award Management (SAM): <https://www.sam.gov/portal/public/SAM/> On-line Representations and Certifications application: <https://orca.bpn.gov>.

General Services Administration: www.gsa.gov/sbu.

U.S. Small Business Administration: www.sba.gov. USDA: www.usda.gov/osdbu.

If you have any questions, please e-mail FNS's Small Business Coordinator at Anthony.Hawkins@usda.gov.

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To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.