



## Doing Business with the USDA—Food Safety and Inspection Service

Thank you for your interest in doing business with the Food Safety and Inspection Service (FSIS) 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 FSIS.

### FSIS Mission

The Food Safety and Inspection Service (FSIS), a food safety regulatory agency within the U.S. Department of Agriculture (USDA) responsible for ensuring that domestic and imported meat, poultry, and egg products are safe, wholesome, and accurately labeled.

FSIS employs approximately 9,000 workers who collectively conduct a broad range of food safety activities to achieve FSIS' overall vision—that everyone's food is safe. The Agency's employees comprise a frontline workforce assigned duties at federally regulated establishments, FSIS laboratories, and in-commerce facilities nationwide as well as technical, administrative, and support staff.

FSIS is unique as we are our own mission area. Unlike some other USDA agencies that have multiple agencies within their mission. FSIS consists of the following offices:

- **Office of the Administrator** is responsible for carrying out the full mission of the Agency, including all inspection, regulatory and non-regulatory activities, and ensuring that FSIS accomplishes the goals and objectives in its Strategic Plan.
- **Office of Field Operations (OFO)** is the largest program in FSIS, responsible for managing and administering the nation's meat, poultry and egg products inspection and verification program. Organized into 10 District Offices nationwide, OFO carries out FSIS' food safety mission in processing and slaughter facilities across the country. OFO is also responsible for managing all certification work including export verification.
- **Office of Investigation, Enforcement and Audit** conducts surveillance and investigation of regulated and in-commerce meat, poultry and egg products facilities; investigation of foodborne illness outbreaks; response to natural disaster and intentional contamination events; execution and application of enforcement of FSIS criminal, civil and administrative sanctions and authorities; verification that state meat and poultry programs are conducted in a manner at least equal to the federal program; and verification that meat, poultry and egg products imported into the United States are produced under equivalent standards.
- **Office of Public Health Science (OPHS)** is responsible for collecting, analyzing, and reporting scientific information. OPHS scientists develop science-based and data driven advice and recommendations (including risk assessments) for use by Agency decision makers. OPHS



oversees three Field Service Laboratories (FSL), which analyze samples collected from FSIS regulated products nationwide to monitor for pathogens, chemical residues, allergens, species verification and more.

There are three FSLs located across the United States: the Eastern Laboratory in Athens, GA, the Midwestern Laboratory in St. Louis, MO, and the Western Laboratory in Albany, CA.

- **Office of Policy and Program Development (OPPD)** is responsible for developing and publishing all policy for the Food Safety and Inspection Service (FSIS). OPPD also develops and publishes all instructions to the field necessary to implement policy. In addition, OPPD develops guidance for industry to ensure industry understands Agency policy. OPPD also reviews and approves labels of product under FSIS jurisdiction and reviews and approves new technologies and ingredients for such product.
- **Office of the Chief Financial Officer (OCFO)** has responsibility for budget and financial management in FSIS. OCFO leads development of financial policy, manages accounting systems and financial reporting to support FSIS' public health objectives.
- **Office of International Coordination** oversees and coordinates all the Agency's international activities related to public health and food safety, implementing the Agency's international strategic objectives, and formulating international policies and programs.
- **Office of Employee Experience and Development** is responsible for employee development, education and training programs designed to ensure public health and food safety through both inspection and enforcement.
- **Office of the Chief Information Officer (OCIO)** has primary responsibility for information technology and information management for FSIS. OCIO develops, oversees, and implements strategies that improve the efficiency, security and performance of FSIS business technologies, information systems and processes to protect public health.
- **Office of Management** delivers a full range of human resources (HR) and administrative management services to FSIS. Its HR portfolio spans across the human capital lifecycle, including talent acquisition and sustainment, performance management, workforce planning, personnel suitability, and employee/labor relations. Its administrative management portfolio includes acquisition management, real property and fleet management, supply management, safety, physical security, and information management services. Additionally, the Significant Incident Preparedness and Response Staff (SIPRS) develops and coordinates all FSIS activities to prevent, prepare for, respond to, and recover from significant incidents. Its SIPRS portfolio is comprised of food defense, emergency management and continuity of operations.



- **Office of Public Affairs and Consumer Education (OPACE)** ensures that the Agency's food safety information reaches external stakeholders, public health partners and all Agency employees. OPACE works to inform the public, members of Congress and USDA regulated industries of vital food safety policies or changes and assesses the impact and effectiveness of messaging and education efforts on public health.
- **Internal Affairs (IA)** is responsible for conducting investigations of employee misconduct and for performing inquiries related to allegations of fraud, waste, and mismanagement of Agency programs. IA also coordinates Office of the Inspector General whistleblower and hotline referrals on behalf of FSIS.
- **Office of Planning, Analysis and Risk Management** supports food safety and protects public health through strategic planning, evaluation, data analysis and visualization, as well as enterprise risk management and internal controls Agency-wide.
- **Significant Incident Preparedness and Response Staff** develops and coordinates all FSIS activities to prevent, prepare for, respond to, and recover from significant incidents. Incidents may result from intentional and unintentional contamination and other significant non-routine causes affecting meat, poultry, and egg products. The staff works with partners and government agencies at all levels, as well as private industry and other organizations, to establish and maintain the Agency's food defense infrastructure.
- **Civil Rights Staff** provides advice, guidance and assistance on the implementation and management of, and compliance with, Equal Employment Opportunity and Civil Rights programs, with a goal of ensuring fair and equal treatment to internal and external customers. The staff also conducts mediation, team building and other conflict resolution services.

FSIS procures a wide variety of supplies, equipment, and services in the following areas:

- Laboratory/scientific equipment and supplies
- Maintenance agreements on laboratory equipment
- Equipment and Personal Protection equipment used by inspection staff
- Information technology equipment and services
- Office machines and supplies
- Management and professional services
- Training (commercial-off-the-shelf and customized)

Requirements for equipment/supplies up to \$9,999 or Services up to \$2,500 are filled directly by purchase card holders. These requirements do not come to the procurement office. Anything over these limits are submitted to the procurement office.



Proposed contract actions expected to exceed \$25,000 are synopsised on [www.SAM.gov](http://www.SAM.gov) under Contract Opportunities, for full and open competition and Notices of Intent.

**Capability Statements:**

Contractors wishing to do business with FSIS should provide a capability statement identifying their areas of expertise, NAICS codes, and list awarded GWACs. Capability statements should be sent via e-mail to the FSIS Small Business Representative, [Madonna.Montgomery@usda.gov](mailto:Madonna.Montgomery@usda.gov).

**Subcontracting Opportunities:**

FSIS recognize that small business do not have the capability to perform as a prime contractor on certain large contracts; however, we encourage you to reach out and share your capabilities with prime contractors as well to work at a subcontracting level.

Prime contractors are encouraged to advertise subcontracting opportunities on [www.SAM.gov](http://www.SAM.gov).

**Useful Websites:**

**USDA's Office of Small Disadvantaged Business Utilization (OSDBU)**

Please visit the OSDBU website to learn more about OSDBU, outreach events, the USDA Forecast of Business Opportunities, Subcontracting Directory, and Small Business Specialist by Agency. (<https://www.dm.usda.gov/smallbus/index.php>)

**System for Award Management (SAM)—Contractor Registration**

The Federal Acquisition Regulation (subpart 4.11) requires that contractors be registered in the SAM database prior to being awarded a contract. Detailed information about SAM is available online at [www.sam.gov](http://www.sam.gov).

As of 4/4/2022 update Unique Entity Identifier (UEI) (replaces DUNS #):

**For Non-Federal Users:**

Entities now update their entity information for federal award purposes through their SAM.gov Workspace. You will need to [validate your entity information](#) in SAM.gov when renewing your registration or changing your legal business name or address. Learn how to update your entity information [here](#).

Entities that are prime awardees reporting on sub-awardees in FSRs should use the sub-awardee's Unique Entity ID . [You can search SAM.gov](#) for another entity's information.



Those new to SAM.gov can register their entity or just get a Unique Entity ID by signing in to [SAM.gov](https://sam.gov) and selecting Get Started. If you want to bid directly on contracts or grants from the federal government, choose "Register Entity." If you are a sub-awardee that just needs a Unique

Entity ID for subaward reporting, choose "Get Unique Entity ID."

Remember, the transition from DUNS Number to Unique Entity ID [does not affect CAGE codes](#).

Entities now make updates to their legal business name and physical address through SAM.gov. Once you select "Create Incident" through the update entity information workflow, you will monitor the status of your ticket in your SAM.gov Workspace or in the Federal Service Desk ([FSD.gov](https://fsd.gov)) instead of going to Dun & Bradstreet.

Entities registering for the first time will be assigned a Unique Entity ID as part of the registration process.

[Here is what you can do](#) now that the Unique Entity ID from SAM.gov is authoritative.