**NCPA REQUEST for COMPETITIVE PRODUCTS**

**FROM LOT 1 *Food and Grocery Products* AND LOT 3 *Supplies***

**Requests will be accepted throughout the year. The deadline for Competing Product Approval requests is June 30th for the next Direct to Manufacturer and Commodity Processing (DTM) bid and for the next Distributor Bid. *E-mail to:* leann.seelman@dpi.nc.gov**

***Use the Following Subject Line format for sending one E-Mail per manufacturer: Manufacturer Name- NCPA PRODUCT APPROVAL REQUEST***

|  |  |
| --- | --- |
| Manufacturer Name/Company Contact Name and email address:  | Enter Brokerage Name or Direct: |
| Submitted by Name and email address if different than above:  | Contact Name/E-Mail/Phone for Obtaining Product Samples: |
| Date Submitted:  |  |

**Commercial ANd Commodity Processed FoodS and supply products:  *Use* the *most current NCPA Distributor Bids* to obtain CURRENT Item # and product specification from the Excel Spreadsheet TABS. NOTE: The Item Number is the 5 - digit Item number found in Column A. The spreadsheets contain product specifications and brands that are approved for competition.**

* **Enter ONE product or one product w/flavors per Request Form.**
* **Create a SINGLE PDF file named with: Brand, Product Code and Brief Description: Example: *SPAM 7007 LF Pork Loaf***
* **DO NOT include unnecessary pages or graphics. Submittals with more than one PDF attachment will be rejected.**

INCOMPLETE, UNREADABLE OR UPSIDE-DOWN DOCUMENT PAGES MAY DISQUALIFY REQUEST – CHECK YOUR WORK!

**Product information- Enter One product per sheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  **ENTER MATCHING NCPA****Item #** | **Product Description****(Short Description)** | **Brand Name** | **manufacturer commercial code#** | **Vendor Pack** | **servings per case** | **approx. commercial cost per serving** |
|  |  |  |  |  |  |  |

**REquired Product Documentation CheckList**

**This request form should be the first page of the PDF with product documentation organized as closely as possible in the order below.**

**Enter Yes/No for each document included with your submittal.** **Use left column for Food and Groceries and right column for Supplies.**

**Yes/NO FOOD AND GROCERY PRODUCTS Yes/NO SUPPLY PRODUCTS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Completed Request for Approval Form |  | Completed Request for Approval Form |
|  | Product Specification Sheet(s). \*To assure that each specification sheet is the most current and accurate, it should be reviewed, signed and dated by an authorized representative no earlier than one month prior to the submittal date of this request. Product Specification Sheets should include: |  | Product Specification Sheet(s). \*To assure that each specification sheet is the most current and accurate, it should be reviewed, signed and dated by an authorized representative no earlier than one month prior to the submittal date of this request. Product Specification Sheets should include: |
|  | Manufacturer’s name and product code # |  | Manufacturer’s name and product code # |
|  | Weight of serving and number of pieces per serving |  | Dimensions of product  |
|  | Product weight and number of servings per case/unit |  | Number of units per case |
|  | Complete Ingredient Listing |  | Product description, including composition, with enough information to determine if the product is a NEW product or a product that matches an existing specification |
|  | Allergen Information |  | Photo of product or individual package if IW |
|  | Nutrition Facts or Nutrition Analysis for one portion |  |  |
|  | CN label or Product Formulation Statement (if applicable) |  |  |
|  | Photo of prepared product and/or individual package if IW |  |  |
|  | Copy of SEPDS (if product can be processed) |  |  |

**NCPA Procedure:** Each specification goes through a paper screen review to verify the product matches an existing NCPA specification. The Board of Directors reviews and makes final approval for student testing. Manufacturer/Broker will receive email notification of testing site~~s~~. Manufacturer submitting products for approval agrees to provide samples for student testing in school districts at no charge. **Sample cases for student testing must be off the production line in original sealed and labeled case. If frozen, product must be received in a solid frozen state.** Following student testing, manufacturer will be notified of results and next steps in the approval process.