**NCPA REQUEST for COMPETITIVE PRODUCTS**

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

**The deadline for submitting Competing Product Approval requests for the next bid period is June 30th.**

|  |  |
| --- | --- |
| Manufacturer Name: | Contact Name for Inquiries concerning this submittal: |
| Brokerage Name or Direct: | Contact Name/E-Mail/Phone for Obtaining Product Samples: |
| Date Submitted: |  |

**Submit one (1) product per form. If product normally has multiple flavors (muffins, cookies, juice etc.), include all codes and flavors on the same form. Manufacturer agrees that if product listed below is approved for inclusion in the upcoming NCPA bid period, that the product may be bid direct to the NCPA on the Direct to Manufacturer Bid and will be made available to all NCPA distributors during the upcoming bid period. Manufacturer also agrees to include product information on the 1FS portal. There is not a limit to the number of products that may be submitted during a year. *Use* the *most current NCPA Distributor Bid spreadsheets* to obtain CURRENT Item #, Column A, and product specification, Column B, from the Excel Spreadsheet TABS.**

**Product information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MATCHING NCPA**  **Item #** | **Product 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 # and GTIN |  | 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) |  |  |

**DIRECTIONS FOR COMPLETING SUBMITTAL**

* Create a SINGLE PDF file of Required Documentation listed above. Name the PDF file as follows: Brand, Product Code and Brief Description: Example: *SPAM 7007 LF Pork Loaf*
* DO NOT include unnecessary pages or graphics.
* Scan and e-mail to [leann.seelman@dpi.nc.gov](mailto:leann.seelman@dpi.nc.gov). *Use the Following Subject Line format for sending one E-Mail per manufacturer: Manufacturer Name- NCPA COMPETITION APPROVAL REQUEST*

**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/Broker will be notified of results and next steps in the approval process.