**NORTH CAROLINA PROCUREMENT ALLIANCE (NCPA)**

**CALENDAR OF EVENTS AND TASKS**

**JULY 2022 - JUNE 2023**

***\*NCPA board meetings Start at 2 p.m. on WED. & End FRI. noon, unless noted\****

**CHAIRS ARE EXPECTED TO ATTEND board MEETINGS – CO-CHAIRS attend as possible**

**NCPA MEMBERS ARE INVITED TO ALL BOARD MEETINGS**

**July 2022**

**July 19 - 21 \*Board Meeting\* – Drury Inn, Burlington**

**Reservations: 1-800-325-0720 Reservations: Group#: 2449111 Cut Off for Room Rates: 6/17/2022**

**July Recurring Tasks:**

**BOARD TASKS:**

* Introduce and welcome new Board Co-Chairs.
* Review of Board Ground Rules/Ethics
* Review/approval of the **2022 – 2023 NCPA Calendar of Task and Events**
* Review School Nutrition Services Webpage content: NCPA Calendar, Board Terms of Service, Membership Roster and Nutritional Analysis.
* Review/approval of ***2023 - 2024 Request for NEW FOOD/GROCERY\* Products with No Bid Specifications*** from Manufacturers and Brokers (were due June 30)
* Review/approval of ***2023 - 2024 Request for NEW SUPPLY\* Products with No Bid Specifications*** and **Competitive Supply products matching existing bid specifications** from Manufacturers and Brokers (were due June 30)
* Review requests for specification amendments to allow competition on the **2023 -2024 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid.***
* First review of the **2023 - 2024 DTM/USDA DONATED FOODS PROCESSING IFB/Contract.**

**CONSULTANTS TASKS:**

* **E-mail Manufacturers and Brokers results of Board review of NEW food and supply products.**
* Request Annual Product Usage Reports by Line Item from **NCPA Distributors** (including produce and beverages) from Aug. 1, 2021– July 30, 2022, including $Value, to begin 2023 - 2024 **DTM/USDA DONATED FOOD** bid usage by line item. **Due August 12**.
* Obtain June 1, 2021 - June 30, 2022 Usage Reports from electronic USDA Donated Foods Reporting Systems for membership **USDA DONATED FOOD** bid usage.
* Email to Manufacturer/Brokers with New Product Request Form and revised bid specifications for 2024-2025 new product approval process.
* Email to Manufacturer/Brokers with Competitive Product Request Form and revised bid specifications for 2024-2025 competitive product approval process.
* **Completion of Nutritional Analysis** updates.

**August 2022**

**No Board Meeting Planned**

**Special Dates:**

* **Aug. 12 Distributor Usage Reports for August 1, 2021 through July 31,2022 with dollar value due from all distributors to NCPA Consultant.**

**Aug. Recurring Tasks:**

* E-Mail Invitations to **Distributors, Manufacturers & Brokers** to attend the **Annual** **October 2022 Board Meeting**.

**September 2022**

**Sept 7 - 9 –** **\*Board Meeting\* – Drury Inn, Burlington**

**Reservations: 1-800-325-0720 Group#** **NCPA**  **Cut Off for Room Rates:8/6/2022**

**September Recurring Tasks:**

* **BOARD TASKS:**
* Final review and approval of revisions to the **2023-2024 DTM/USDA DONATED FOOD PROCESSING IFB/Contract.**
* Begin review of **2023-2024 DTM USDA Processing Bid** spreadsheet specifications.
* Assign spreadsheet TABS to Board Members for review of **2023-2024 DTM USDA Processing Bid** spreadsheet specifications.
* Review 2021-2022 **Distributor Usage Reports** to determine low usage line items to be deleted on 2023-2024 DTM bid.
* Finalize topics and assignments for the **October Distributor and Manufacturer/Broker Meeting**.
* Board Testing of New and Competitive Supplies if required.
* Review Requests for Competing Products for approval on the **2024 -2025 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid***

**CONSULTANTS TASKS:**

**Email 2022 -2023 Request Form to Manufacturers & Brokers for the New Product Food Show** (held in conjunction with the **NCDA March Across Carolina** on Nov. 16 – Raleigh and Nov. 17 – Hickory **Due Sept 29, 2022.**

**E-Mail Members invitation** to the **March Across Carolina Food Show** which will include the **NCPA New Product Food Show** evaluation of products. Dates: Nov. 16 – Raleigh and Nov. 17 – Hickory

**Manufacturers & Brokers** coordinate delivery of samples of new and competitive products to school districts for testing. **Student Competitive Product Testing through Nov. 12 with Summary Reports due by Nov. 15 for products competing for pre-approval on 2023-2024 bids.**

**OctobeR 2022**

**OCT 19 – 21 \* VIRTUAL Board Meeting\***

**Special Dates:**

* **Oct. 20 Annual Brokers/Manufacturers Meeting**
* **9:30 -11:30 am Invited Brokers/Manufacturers**
* **Annual Food and Supply Distributors Meetings:**
* **1:00-3:00 pm All Distributors**
* **3:00-4:00 pm Produce Distributors**
* **Oct. 21 9:00-10:30 am** **Small Equipment Distributor Meeting**

**October Recurring Tasks:**

**BOARD TASKS:**

* Continue review of 2023-2024 DTM spreadsheet specifications.

Review Requests for Competing Products for approval on the **2024 -2025 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid***

**CONSULTANTS TASKS:**

Request **Product Usage Reports** by Line Item from **NCPA Distributors** from **Aug. 1, 2022 – Oct. 31, 2022** to be used for **2023 -2024 DTM/USDA DONATED FOOD** bidestimates and as data for deleting line items due to low usage. Due November 11, 2022

Obtain Usage Reports from **electronic USDA Foods Processing Reporting Systems** for membership **DTM/USDA DONATED FOOD** bid usage from Jul. 1 - Oct. 31, 2022

**Manufacturers & Brokers** coordinate delivery of samples of competitive products to school districts for testing. **Student Product Testing through Nov. 11 with Summary Reports due by Nov. 15 for products competing for pre-approval on 2023-2024 bids.**

**November 2022**

**No Board Meeting**

**Special Dates:**

* **November 11 - Distributor Usage Reports for August 1, 2022-October 31, 2022 from Lot 1 Distributors due to NCPA Consultant.**
* **November 11 - Student Competitive Product Testing to be completed.**
* **November 15 - Summary Testing Reports due from districts.**
* **November 16 - Raleigh, NC & November 17 Hickory, NC - March Across Carolina – NCPA New Product Food Show & Evaluation in conjunction with NCDA Food Show. –** Member review and evaluate NEW food products without a current bid specification.

**November Recurring Tasks:**

**BOARD TASKS:**

Board tallies member evaluations at each **New Products Food Show.** Votes compiled and products selected for student testing.

Review Requests for Competing Products for approval on the **2024 -2025 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid***

**CONSULTANTS TASKS:**

Email announcement to Manufacturers & Brokers: **2023-2024** **DTM/USDA DONATED FOOD Processing Pre-Bid Meeting** scheduled on Jan. 6, 2023

Obtain public bid announcements - ***Raleigh News & Observer and Charlotte Observer*** for **DTM/USDA Processing Bid a minimum of 15 working days prior to bid release.**

**Manufacturers & Brokers** coordinate delivery of samples of new and competitive products for consideration on 2024-2025 bids to school districts for student testing. **Summary Reports due from districts as soon as testing is completed.** Note: Check issues and districts not receiving product.

**December 2022**

**Nov. 30 – Dec. 2 – \*Board Meeting\* – Drury Inn, Burlington**

**Reservations: 1-800-325-0720 Group# NCPA** **Cut Off for Room Rates: 10/29/2022**

**Special Dates:**

* **Dec. 2** Distributor Mid-Year Price Increase List Due to NCPA customers and NCPA Consultant for Feb. 1-July 31, 2023 price increases and decreases to distributor bid line items
* **Dec. 7 Release of** **2023-2024** **DTM/USDA DONATED FOOD Bid Price RENEWAL documents to** Manufacturers & Brokers. **Bid Renewal Price Guarantee Letters DUE back by** **Jan 4.**
* **Dec. 12** Documentation due from Distributors for Mid-Year audit. Complete audits and notification to Distributors and Members **by Jan. 9.**
* **Dec. 12** Email notification to Manufacturers & Brokers with **Competitive Student Testing Results for 2023-2024 bid spreadsheets**.
* **Dec. 12** Email notification to Manufacturers & Brokers with **New Product Member Testing Results and Board approval for adding new products to the 2023-2024 bid spreadsheets**
* **Dec. 16** Manufacturer/Broker return **2023 -2024 DTM/USDA DONATED FOOD bid** issues/errors/corrections.

**December Recurring Tasks:**

**BOARD TASKS:**

* Board review/approval of **Student Testing Results** for competition products and Member Testing results for New Products for inclusion in **2023 -2024 DTM Bid.**
* Review specifications and October usage reports to remove/combine low usage items for **2023-2024 DTM/USDA DONATED FOOD bid**.
* Final Board review and approval of 2022 - 2023 DTM line items that will be available for renewal to manufacturer.
* Finalize/ approve **2023-2024 DTM/USDA DONATED FOOD Bid** spreadsheets with manufacturer Renewal Pricing, Student Testing results and corrections.
* Select line items for **Mid -Year Audit** and request documentation from Distributors.
* Review Requests for Competing Products for approval on the **2024 -2025 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid***

**CONSULTANTS TASKS:**

**Manufacturers & Brokers** coordinate delivery of samples of new and competitive products for consideration on 2024-2025 bidsto school districts for student testing. **Summary Reports due from districts as soon as testing is completed.** Note: Check issues and districts not receiving product.

**January 2023**

**Jan. 4 - 6 –** **\* VIRTUAL Board Meeting\***

**Special Dates:**

* **Jan. 4 2023-2024 DTM Renewal Price Guarantee Letters DUE from** Manufacturers & Brokers.
* **Jan. 5 10:30 A.M. 2023-2024 DTM/USDA DONATED FOOD PRE-BID MEETING FOR MANUFACTURERS AND BROKERS**
* **Jan. 9 Mid-Year Audits** for price increases due to Distributors and NCPA Members. *(Note: Members must APPROVE price increases or not use the product – notify Distributor prior to Feb. 1)*
* **Jan. 10** **Official Release of 2023- 2024** **DTM/USDA DONATED FOOD Bid** Manufacturers & Brokers.

**January Recurring Tasks:**

**BOARD TASKS:**

* Begin review and revisions of the **2023-2024** **NCPA Distributor Bid IFB/Contract.**
* Begin review of **2023-2024 NCPA Distributor Bid spreadsheets**.
* Board Member tutorial for review and data entry of bid spreadsheet pricing and bid awards.
* Begin review and revision of **Distributor Bid** document instructions for 1) New Bid, 2) Renewal Bid and 3) Distributor.
* Begin planning NCPA March Member Training meetings.
* Begin planning for NCPA March Product Showcase.
* Approve 2023-2024 Board Meeting Calendar dates**.** Note SNA important dates to avoid: **NSLW October TBD**; SNIC January 14-16, 2024; LAC March 3-5, 2024; NSBW March 4-8, 2024; ANC July 14-16, 2024. Consider January meeting dates to start later.
* Review Requests for Competing Products for approval on the **2024 -2025 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid***

**CONSULTANT TASKS:**

Check the NC State Treasurer’s website to verify if potential contractors are on the list of entities doing business with Iran. The list of prohibited vendors can be downloaded from: <https://files.nc.gov/nctreasurer/documents/files/DivestmentandDoNotContract/divestment-and-do-not-contract-list-iran-2021.pdf>

Email announcement to: Distributors and Brokers for the **Distributor Pre-Bid Meeting** on March 14 at the McKimmon Center

Emailannouncement to Members for the March 14 – March 15, 2023 **Annual NCPA Member Continuing Education Workshop** at McKimmon and Fairgrounds Expo Building, Raleigh.

Email Invitation to Manufacturers/Brokers to participate in March 14, 2023 **NCPA Product Showcase.**

Request Usage Reports from Distributors – Aug. 1, 2022 – January 31,2023 for **Distributor Bid estimates by line item.**

Request Manufacturers & Brokers provide membership with USDA Donated Foods calculators via email.

**Manufacturers & Brokers** coordinate delivery of samples of new and competitive products for consideration on 2024-2025 bids to school districts for student testing. **Summary Reports due from districts as soon as testing is completed.** Note: Check issues and districts not receiving product.

**February 2023**

**Jan. 31 – Feb 3 \*Board Meeting STARTS TUESDAY AT 2:00 p.m.\* – Co-Chairs: PLEASE ATTEND this meeting!**

**Drury Inn, Burlington**

**Reservations: 1-800-325-0720 Group# NCPA** **Cut Off for Room Rates 12/30/2022**

**Special Dates:**

* **Jan. 31 2:00-5:00 ncpa Board meeting**
* **2023 – 2024 DTM/USDA donated foods Bids Due from Manufacturers/ BROKERS Via Mail to Leann Seelman by 5:00 p.m.**
* **Feb. 1 10:00 am. 2023-2024 DTM/usDa dONATED foods Bid Opening**

**Vendors may review DTM bid pricing spreadsheets 10:00 – 1:00**

* **Feb. 9 PRELIMINARY DTM/USDA DONATED FOOD BID AWARDS released to Manufacturers and Brokers for REVIEW - Issues/errors DUE by Feb. 17, 2023 to Cindy Hobbs.**
* **Feb. 9** **Letters of** **Bid Price Guarantee** **Template** emailed to Manufacturers and Brokers, due **March 3, 2023**. Receipt of copy of Guarantee Letter to Distributors and NCPA is the documentation of FINAL AWARD to the manufacturer.
* **Feb. 10 Distributor Usage Reports for August 1, 2022-January 31, 2023 from all Distributors due to NCPA Consultant.**
* **WEEK OF FEBRUARY 20, 2023 FINAL 2023 -2024 DTM/USDA DONATED FOOD AWARDS released to Members, Manufacturers, Brokers and Distributors.**

**February Recurring Tasks:**

**BOARD TASKS:**

* Board members sign *Confidentiality Certificate* prior to bid opening.
* Board awards **DTM/USDA DONATED FOOD** bids by approved manufacturer lowest bid per serving per line item. This could result in the commercial and USDA product of the same line item having different awarded manufacturers.
* Finalize /approve agendas and assignments for **March Distributor Pre-Bid Meeting, Member Training and Product Show.**
* Finalize/approve **2023 -2024 NCPA Distributor Bid** spreadsheet specifications.
* Finalize/approve **2023-2024** **NCPA Distributor Bid IFB/Contract, attachments and instruction pages for 1) Members (New Bid and Renewal) and 2) Distributors.**
* Review Requests for Competing Products for approval on the **2024 -2025 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid***

**CONSULTANTS TASKS:**

* Email Members requesting District’s NEW or RENEWAL Distributor Bid Status by LOT to provide Distributors a report of Districts planning NEW bids for 2023 – 2024.
* **Member Districts Seeking 2023-2024 Distributor Bid Renewal** – ***Renewal Certification Letter*** must be in place prior to **March 31.**
* Obtain public bid announcements in ***Raleigh News and Observer and Charlotte Observer*** for the **Distributor Bid.** (send notarized copies to members)
* **Manufacturers & Brokers** coordinate delivery of samples of new and competitive products for consideration on 2024-2025 bids to school districts for student testing. **Summary Reports due from districts as soon as testing is completed.** Note: Check issues and districts not receiving product.
* Check 1FS website to assure that specifications, Buy America Statements, and Product Formulation Statements/CN Labels are current.

**March 2023**

**MARCH 13 – 16 \*MEMBER AND Board Meeting\***

**hotel TBD**

**Reservations: XX Reference Group Name:XX Cut Off for Room Rates XX**

**March Member Training & Product Showcase**

* **Mar. 13 2:00-5:00 NCPA Board Meeting starts at hotel**
* **3:00-5:00 Vendor set up for Product Showcase**
* **Mar. 14 9:30-12:00 NCPA Annual Product Showcase, NC State Fairgrounds Expo Building**
* **12:00-1:00 Lunch on your own & transition to McKimmon Center**
* **1:00-2:30 Distributor & Member Pre-Bid meeting**
* **2:45-3:45 Education session 1**
* **4:00-5:00 Education Session 2**
* **Mar. 15 9:00-10:30 Member breakfast and updates**
* **10:45-11:45 Education Session 3**
* **1:00 NCPA Board Meeting resumes at hotel**
* **Mar. 16 9:00-Noon NCPA Board Meeting at hotel**

**Special Dates:**

* **Mar. 3 Letters of** **Bid Price Guarantee** due to distributors and NCPA Consultants
* **Mar. 21 Release of NCPA 2022 - 2023 DISTRIBUTOR BID to Members, Distributors and Brokers.**
* **Mar. 29 Bid Certification Renewal Letter due from Distributor to renewing districts. *RENEWING Member districts must get Bid Certification Renewal Letter signed BEFORE March 31, 2022 in the event they must issue a NEW bid)***
* **Mar. 31 NCPA members plans for new or renewal bids due to NCPA Consultant**
* **Apr. 12-21 Members send - *New Bids or Bid Renewal Spreadsheets with District usage for* the 2023– 2024 Official NCPA Distributor IFB, ATTACHMENTS AND BID SPREADSHEETS W/LOCAL USAGE *(NCPA provides Members Bid Documents/Spreadsheets with Instructions and separate Master Distributor Bid Spreadsheets are provided)***

**March Recurring Tasks:**

**BOARD TASKS:**

Final review/approval of **2023 -2024 NCPA Distributor Bid Spreadsheets** prior to Official Release.

Finalize agenda and procedures/forms for May **Distributor Bid Opening**.

Review Requests for Competing Products for approval on the **2024 -2025 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid***

**CONSULTANTS TASKS:**

* Facilitate the nomination and election of NCPA members to fill NCPA Board Co – Chair vacancies as required.
* Check the NC State Treasurer’s website to verify if potential contractors are on the list of entities doing business with Iran. The list of prohibited vendors can be downloaded from: <https://files.nc.gov/nctreasurer/documents/files/DivestmentandDoNotContract/divestment-and-do-not-contract-list-iran-2021.pdf>
* Email NCPA Members first week of March to obtain verification of plans for New OR Renewal Distributor Bids by NCPA Member School District for 2023 – 2024. (**DUE to consultant March 31).** Provide Distributors with collected data. Instruct Distributors to contact the School Districts they want to receive bid invitations from.
* Provide list of DELETED bid line items, due to low usage, to Members, Manufacturers and Brokers prior to Official Release of Distributor Bid for information.
* Send **Distributor Bid** agenda with list of email addresses for NCPA Members and Distributors and a Registration Letter to McKimmon to email out by **March 22.**
* **Manufacturers & Brokers** coordinate delivery of samples of competitive products for consideration on 2024-2025 bids to school districts for student testing. **Summary Reports due from districts as soon as testing is completed.** Note: Check issues and districts not receiving product.

**April 2023**

**No Board Meeting Planned**

**Special Dates:**

* **Apr. 5** Provide Distributors with New or Renewal bid data collected from Districts. Distributors to contact the School Districts they want to receive bid invitations from prior to April 12.

* **Apr. 12-21 Members send - *New Bids or Bid Renewal Spreadsheets with District usage for* the 2023– 2024 Official NCPA Distributor IFB, ATTACHMENTS AND BID SPREADSHEETS W/LOCAL USAGE *(NCPA provides Members Bid Documents/Spreadsheets with Instructions and separate Master Distributor Bid Spreadsheets are provided)***

**April Recurring Tasks:**

* Continue updating Nutrient Analysis data in NutriKids.
* Review Requests for Competing Products for approval on the **2024 -2025 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid.***
* **Manufacturers & Brokers** coordinate delivery of samples of competitive products for consideration on 2024-2025 bids to school districts for student testing. **Summary Reports due from districts as soon as testing is completed.** Note: Check issues and districts not receiving product.
* Order plaques for June 2023 Outgoing NCPA Board Members. Presented at the May bid opening meeting.

**May 2023**

**May 17 - 19 \*Board Meeting\* –– hotel TBD**

**Reservations: XXX Reference Group Name: XXX Cut Off for Room Rates XXX**

**Special Dates:**

* **May 17 NCPA Board meets at 2:00 p.m. - Hotel**
* **May 18 10:00 a.m. 2023-2024 Official Distributor NEW Bid Opening and Preliminary Bid AWARDS McKimmon Center: All members issuing NEW bids must attend the bid opening.**
* **May 18 2:00 pm.** Audit Committee Preparation of Pre-Bid Audit documents.
* **May 19 8:30 am.-until** Audit Committee

**May Recurring Tasks:**

**BOARD TASKS:**

Election of new NCPA Chairman of the NCPA Board of Directors.

Official Recognition of Outgoing NCPA Chairs and Incoming Co-Chairs (Member Meeting) at the Distributor Bid Opening.

Review Requests for Competing Products for approval on the **2024 -2025 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid***

Annual NCPA Board **Distributor Pre-Bid Audit**– to be approved and sent to Membership BEFORE final approval of New bids.

**CONSULTANT TASKS:**

Update Spreadsheet of Member’s Distributor Awards or Renewal & Bid $Estimates.

**Manufacturers & Brokers** coordinate delivery of samples of competitive products for consideration on 2023-2024 bids to school districts for student testing. **Summary Reports due from districts as soon as testing is completed.** Note: Check issues and districts not receiving product.

**MEMBER TASKS:**

Member districts must award Preliminary Bid Awards before finalizing bid awards due to possible bid price changes due to audit or other findings which may affect bid bottom line.

**June 2023**

**No Board Meeting Planned**

**June Recurring Tasks:**

* **Distributor House Meetings held** for members to share cycle menus, additional items, product consolidation.
* Distributors send Private Label specifications to members, finalize non-stocks and procedures and send to members**.**

**July 2023**

**July 18 - 20 \*Board Meeting\* – Drury Inn, Burlington**

**Reservations: 1-800-325-0720 Reservations: Group#: NCPA Cut Off for Room Rates: 6/16/2023**

**July Recurring Tasks:**

* **BOARD TASKS:**
* Introduce and welcome new Board Co-Chairs.
* Review of Board Ground Rules/Ethics
* Review/approval of the **2023-2024 NCPA Calendar of Task and Events**
* Review School Nutrition Services Webpage content: NCPA Calendar, Board Terms of Service, Membership Roster and Nutritional Analysis.
* Board review/approval of ***2024-2025 Request for NEW FOOD/GROCERY\* Products with No Bid Specifications*** from Manufacturers and Brokers (were due June 30)
* Review/approval of ***2024-2025 Request for NEW SUPPLY\* Products with No Bid Specifications*** and **Competitive Supply products matching existing bid specifications** from Manufacturers and Brokers (were due June 30)
* Review requests for specification amendments to allow competition on the **2024 -2025 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid.***
* First review of the **2024 - 2025 DTM/USDA DONATED FOOD IFB/Contract.**
* **CONSULTANT TASKS:**
* **E-mail Manufacturers and Brokers results of Board review of NEW food and supply products.**
* Request Annual Product Usage Reports by Line Item from **NCPA Distributors** (including produce and beverages) from Aug. 1, 2022– July 30, 2023, including $Value, to begin 2024 - 2025 **DTM/USDA DONATED FOOD** bid usage by line item. **Due August 10, 2023.**
* Obtain June 1, 2022 - June 30, 2023 Usage Reports from electronic USDA Donated Foods Reporting Systems for membership **USDA DONATED FOOD** bid usage.
* Email to Manufacturer/Brokers with New Product Request Form and revised bid specifications for 2024-2025 new product approval process.
* Email to Manufacturer/Brokers with Competitive Product Request Form and revised bid specifications for 2024-2025 competitive product approval process.
* **Completion of Nutritional Analysis** updates.