**NCPA REQUEST for COMPETITIVE SUPPLY PRODUCTS**

**FROM 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 the NCPA line item specification has multiple sizes, include all codes and sizes on the same form. There is not a limit to the number of products that may be submitted during a year. Manufacturer agrees that if product listed below is approved for inclusion in the upcoming NCPA bid period, that the product will be made available to all NCPA distributors during the upcoming bid period. Manufacturer also agrees to publish product information to the GDSN and to 1FS database. There is not a limit to the number of products that may be submitted during a year. *Use* the *most current NCPA Distributor Lot 3 Bid spreadsheets* to obtain CURRENT Item #, Column A, and product specification, Column B, from the Lot 3 Excel Spreadsheet.**

**Product information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MATCHING NCPA**  **Item #** | **Product Description** | **Brand Name** | **manufacturer PRODUCT code# and GTIN#** | **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.**

**Yes/NO SUPPLY PRODUCTS**

|  |  |
| --- | --- |
|  | 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: |
|  | Manufacturer’s name and product code # |
|  | Dimensions of product |
|  | Number of units per case |
|  | Product description, including composition, with enough information to determine if the product is a NEW product or a product that matches an existing specification |
|  | Photo of product or individual package if IW |

**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: *SUPPLY MASTER, BR549, BAGS, BUN PAN STORAGE*
* DO NOT include unnecessary pages or graphics.
* Scan and e-mail to [linda.marshburn@dpi.nc.gov](mailto:linda.marshburn@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 testing. Manufacturer/Broker will receive email notification with directions for providing samples. Manufacturer submitting products for approval agrees to provide samples for testing at no charge. Following testing, Manufacturer/Broker will be notified of results and next steps in the approval process.