**NORTH CAROLINA PROCUREMENT ALLIANCE (NCPA)**

**CALENDAR OF EVENTS AND TASKS**

**JULY 2024 - JUNE 2025**

* **Board of Directors are expected to attend board meetings.**
* **NCPA members are invited to all board meetings.**

**July 2024**

**Tuesday, July 23-Friday, July 25 \*Board Meeting\* – Drury Inn, Burlington**

**Reservations: 1-800-325-0720 Reservations: Group#: NCPA** 10063050; **Cut Off for Room Rates: 6/21/2024**

**Tues. 7/23 2:00 pm Board Meeting**

**Wed. 7/24 8:30 am- 5:00 pm Board Meeting with lunch break**

**Thurs. 7/25 8:30 am – Noon Board Meeting**

**July Recurring Tasks:**

* **BOARD TASKS:**
* Introduce and welcome new Board Members
* Review of Board Ground Rules/Ethics
* Review/approval of the **2024-2025 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 ***2025-2026 NEW FOOD/GROCERY Products*** that have passed Student testing for inclusion in the NCDA&CS March Across Carolina (MAC) Food Show.
* ***Board review of NEW SUPPLY Products with No Bid Specifications*** to determine if samples and testing are required.
* ***Board review of Competition SUPPLY Products*** to determine if samples and testing are required.
* Review requests for specification amendments to allow competition on the **2026-2027 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid.***
* First review of the **2025-2026 DTM/USDA DONATED FOOD IFB/Contract.**
* Assign spreadsheet TABS to Board Members for review of **2025-2026 DTM USDA Processing Bid** spreadsheet specifications.
* **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, 2023– July 31, 2024, including $Value, to begin 2025-2026 **DTM/USDA DONATED FOOD** bid usage by line item. **Due September 6, 2024.**
* Obtain June 1, 2023 - June 30, 2024 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 2025-2026 new product approval process.
* Email to Manufacturer/Brokers with Competitive Product Request Form and revised bid specifications for 2025-2026 competitive product approval process.
* Email NCPA members the new product testing and sponsor forms.

**August 2024**

**No Board Meeting Planned**

**Special Dates:**

* **9/6 Due date for product usage reports from NCPA Distributors awarded Lot 1, 3 and/or**

**4, including Usage Reports by line item for August 1, 2023 through July 31,2024, with dollar values.**

**Aug. Recurring Tasks:**

* + - E-Mail Invitations to **Distributors, Manufacturers & Brokers** to attend the **Annual** **October 2024 Board Meeting**.

**September 2024**

**SEPT. 18-19\* VIRTUAL Board MEETING\***

**9/18 8:30-noon 1:00-5:00 Board meeting**

**9/19 8:30 – noon board meeting**

**Special Dates:**

* **9/6** **Due date for product usage reports from NCPA Distributors awarded Lot 1, 3 and/or**

**4, including Usage Reports by line item for August 1, 2023 through July 31,2024, with dollar values** to begin 2025 - 2026 **DTM/USDA DONATED FOOD** bid usage by line item.

* **9/30 Competition requests due for Small Equipment competing 25-26 bids.**

**September Recurring Tasks:**

* **BOARD TASKS:**
* Review Small Equipment IFB and bid documents.
* Final review and approval of revisions to the **2025-2026 DTM/USDA DONATED FOOD PROCESSING IFB/Contract and attachments.**
* Finalize topics and assignments for the **October Distributor and Manufacturer/Broker Meeting**.
* Discuss topics and education sessions for March Member training.
* Discuss NCPA product showcase content.
* Review Requests for Competing Products for approval on the **2026 -2027 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid***

**CONSULTANTS TASKS:**

* **Email 2024 -2025 Request Form to Manufacturers & Brokers for the New Product Food Show** (held in conjunction with the **NCDA March Across Carolina** on Nov. 7 - Hickory and Nov. 13 - Raleigh **Due Sept 26, 2024**
* **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. 7 - Hickory and Nov. 13 - Raleigh
* **Manufacturers & Brokers** coordinate delivery of samples of new and competitive products to school districts for testing. **Student Competitive Product Testing through Nov. 8 with Summary Reports due by Nov. 13 for products competing for pre-approval on 2025-2026 bids.**
* **Contact McKimmon Center and NC State Fairgrounds for March and May 2026 availability.**

**OctobeR 2024**

**OCT 23-25 \* VIRTUAL Board Meeting\***

**Special Dates:**

**Wed. 10/23 2:00-5:00 Board Meeting**

**Thurs. 10/24 9:30 -11:30 am Annual Brokers/Manufacturers Meeting**

 **1:00-3:00 pm Annual Food, Supply and Produce Distributors**

**Fri. 10/25 9:00-10:00 am** **Small Equipment Dealer Meeting**

 **10:00 – Noon Board Meeting**

**October Recurring Tasks:**

**BOARD TASKS:**

* Participate in Annual Meetings scheduled for October.
* Discuss topics and education sessions for March Member training.
* Continue assigned review of 2025-2026 DTM spreadsheet specifications.
* Review Requests for Competing Products for approval on the **2026 -2027 *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, 2024 – Oct. 31, 2024** to be used for **2025-2026 DTM/USDA DONATED FOOD** bidestimates and as data for deleting line items due to low usage. Due November 8, 2024.
* Obtain Usage Reports from **electronic USDA Foods Processing Reporting Systems** for membership **DTM/USDA DONATED FOOD** bid usage from Jul. 1 - Oct. 31, 2024
* **Manufacturers & Brokers** coordinate delivery of samples of competitive products to school districts for testing. **Student Product Testing through Nov. 8 with Summary Reports due by Nov. 13 for products competing for pre-approval on 2025-2026 bids.**

**November 2024**

**No Board Meeting**

**Special Dates:**

* **11/8 Distributor Usage Reports for August 1, 2024-October 31, 2024 from Lot 1**

**Distributors due to NCPA Consultant.**

* **11/7 NCPA New Product Food Show & Evaluation in conjunction with NCDA&CS March**

**Across Carolina, Hickory location. –** Members review and evaluate NEW food products without a current bid specification.

* **11/8 Student Competitive Product Testing to be completed.**
* **11/13 Summary Testing Reports due from districts.**
* **11/13 NCPA New Product Food Show & Evaluation in conjunction with NCDA&CS March**

**Across Carolina, Raleigh location.**

* **11/18** Release of Draft 2025-2026 DTM/USDA DONATED FOOD BID to Manufacturers and Brokers,

 with NCPA DTM BID Correction and Intent to Renew Form. Due back by November 27, 2024.

**November Recurring Tasks:**

**BOARD TASKS:**

* Board tallies member evaluations at each **New Products Food Show.** Consultants compile product evaluation information from both Food Show locations into a summary report.

**CONSULTANTS TASKS:**

* Email announcement to Manufacturers & Brokers: **2025-2026** **DTM/USDA DONATED FOOD Processing Pre-Bid Meeting** scheduled on Dec. 16, 2024.
* 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 2025-2026 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.
* Request SEPDS from Manufacturer’s that process USDA donated foods.

**Dec. 4-5 – \* VIRTUAL Board MEETING\***

**Wed. 12/4 8:30 am- 5:00 pm Board Meeting with lunch break**

**Thurs. 12/5 8:30 - Noon Board Meeting**

**Special Dates:**

* **12/3** Distributor Mid-Year Price Increase List Due to NCPA customers and NCPA Consultant for Feb. 1-July 31, 2025 price increases and decreases to distributor bid line items.
* **12/9** Release of Bid Price RENEWAL DOCUMENTS. Due back by December, 17 2024.
* **12/10** Email notification to Manufacturers & Brokers with **Competitive Student Testing Results for 2025-2026 bid spreadsheets**.
* **12/10** Email notification to Manufacturers & Brokers with **New Product Member Testing Results and Board approval for adding new products to the 2025-2026 bid spreadsheets**
* **12/12** Documentation due from Distributors for Mid-Year audit. Complete audits and notification to Distributors and Members **by Jan. 10.**
* **12/16 10:30 A.M. 2025-2026 DTM/USDA DONATED FOOD Virtual pre-bid meeting for Manufacturers & Brokers.**
* **12/18**  **Official Release of 2025-2026** **DTM/USDA** **DONATED FOOD Bid** Manufacturers & Brokers.

**December Recurring Tasks:**

**BOARD TASKS:**

* Board review of **New Products Food Show** evaluation summary report**.** Votes compiled and products

selected for 2025-2026 bid.

* Board review/approval of **Student Testing Results** for competition products and Member Testing results for inclusion in **2025-2026 DTM Bid.**
* Review specifications and October usage reports to remove/combine low usage items for **2025-2026 DTM/USDA DONATED FOOD bid**.
* Finalize/ approve **2025-2026 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 **2026-2027 *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 2026-2027 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 2025**

**JAN 8-10, 2025, \*VIRTUAL BOARD MEETING\***

**Wed. 1/8 8:30 am-5:00 pm Board Meeting with lunch break**

**Thurs. 1/9 8:30 am Board Meeting**

**Special Dates:**

* **1/10 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)*

**January Recurring Tasks:**

**BOARD TASKS:**

* Review DTM bid opening procedures and forms.
* Continue planning NCPA March Member Training meetings.
* Finalize planning for NCPA March Product Showcase.
* Approve **2025-2026** Board Meeting Calendar dates**.** Note SNA important dates to avoid: NSLW October 13-17, 2025; SNIC January 11-13, 2026 (Austin, TX); NC-SNIC (TBD); LAC March 8-10, 2026; NSBW March 2-6, 2026; NC SNA June 22-26, 2026; ANC July 12-14, 2026 (Charlotte, NC).
* Begin review and revisions of the **2025-2026** **NCPA Distributor Bid IFB/Contract AND Distributor Bid** document instructions for 1) New Bid, 2) Renewal Bid and 3) Distributor.
* Review Requests for Competing Products for approval on the **2026-2027 *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 4 at the McKimmon Center
* Emailannouncement to Members for the March 3 – March 4, 2025 **Annual NCPA Member Continuing Education Workshop** at McKimmon and Fairgrounds Expo Building, Raleigh.
* Email Invitation to Manufacturers/Brokers to participate in March 4, 2025 **NCPA Product Showcase.**
* Request Usage Reports from Distributors – Aug. 1, 2024 – January 31,2025 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 2026-2027 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.
* Contact McKimmon Center and NC State Fairgrounds for March and May 2026 meeting space availability.

**JANUARY 2025**

**JAN 28-31 \*Board Meeting STARTS TUESDAY AT 11:00 AM\* – EVERYONE NEEDS TO ATTEND!!**

**Drury Inn, Burlington**

**Reservations** can be made online. Go to www.druryhotels.com then enter Group Number of 10119639.

Reservations may also be made by calling 1-800-325-0720 and referring to the Group Number.

**Group# 10119639** **Cut Off for Room Rates 12/27/2024**

**Tues. 1/28 11:00 am Board Meeting**

 **2:00 pm DTM &USDA DONATED PROCESSED FOODS BID OPENING**

**Wed. 1/29 8:30 am-5:00 pm Board Meeting with lunch break**

**Thurs. 1/30 8:30 am-5:00 PM Board Meeting with lunch break**

**Fri. 1/31 8:30 am.-Noon Board Meeting**

**Special Dates:**

* **1/24 2025–2026 DTM/USDA donated foods Bids Due from**

 **Manufacturers/ BROKERS Via Mail to Leann Seelman by 5:00**

* **1/28 2:00 pm 2025-2026 DTM/usDa dONATED foods Bid Opening**

 **Vendors may review DTM bid pricing spreadsheets 2:00-4:00 pm**

* **2/7 PRELIMINARY DTM/USDA DONATED FOOD BID AWARDS released to Manufacturers and Brokers for REVIEW - Issues/errors DUE by**

**FEB 14, 2025, to Cindy Hobbs.**

* **2/14 Distributor Usage Reports for August 1, 2024-January 31, 2025 from all**

 **Distributors due to NCPA Consultant.**

* **WK OF 2/17 FINAL 2025-2026 DTM/USDA DONATED FOOD AWARDS released to Members, Manufacturers, Brokers and Distributors. And Letters of** **Bid**

**Price Guarantee** **Template** emailed to Manufacturers and Brokers, **due Feb. 28, 2025**. *Receipt of copy of Guarantee Letter to Distributors and NCPA is the documentation of FINAL AWARD to the manufacturer.*

* **2/28 Letters of Price Guarantee due to Distributors and NCPA Consultants.**

**January Recurring Tasks:**

**BOARD TASKS:**

* Board Member tutorial for review and data entry of bid spreadsheet pricing and bid awards.
* Board members sign *Confidentiality Certificate* prior to bid opening.
* Board awards **DTM/USDA DONATED FOOD** bids.
* Finalize /approve agendas and assignments for **March Distributor Pre-Bid Meeting, Member Training and Product Showcase.**
* Begin review of **2025-2026 NCPA Distributor Bid spreadsheets**.
* Finalize/approve **2025-2026** **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 **2026-2027 *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 2025–2026.
* Send Renewal Packet to Members February 21, 2025.
* **Member Districts Seeking 2025-2026 Distributor Bid Renewal** – Send renewal documents to Distributors by February 28, 2025.
* ***Distributor Renewal Certification Letter*** must be in place **prior to March 21, 2025.**
* Obtain public bid announcements in ***Raleigh News and Observer and Charlotte Observer*** for the **Distributor Bid 10 working days prior to bid release.** (send notarized copies to members)
* **Manufacturers & Brokers** coordinate delivery of samples of new and competitive products for consideration on 2026-2027 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 2025**

**\* March Member Training & Product Showcase\***

**MARCH 3-6, 2025**

**HOLIDAY INN EXPRESS & SUITES 3741 THISTLEDOWN DR. RALEIGH NC 27606**

**Reservations: 1-919-854-0001 Reference Group Name: PA3 OR NC PROCUREMENT ALLIANCE MARCH 2025**

 **Cut Off for Room Rates 2/11/2025**

* **Mar. 3 2:00-5:00 NCPA Board Meeting starts at hotel**
* **Mar. 4 9:30–12:00 NCPA Annual Product Showcase, NC State Fairgrounds Expo Building**
* **Mar. 4 1:00-3:00 Member & Distributor Pre-Bid meeting**
* **Mar. 4 3:15–4:15** **Education Sessions**
* **Mar. 5 9:00–10:00 Education Sessions**
* **Mar. 5 10:15-11:15 Education Sessions**
* **Mar. 5 11:30-1:00 Member Meeting and Luncheon, McKimmon Center**
* **Mar. 5 1:30 NCPA Board Meeting resumes at hotel**
* **Mar. 6 9:00-Noon NCPA Board Meeting at hotel**

**Special Dates:**

* **Mar. 12 Release of NCPA 2025-2026 DISTRIBUTOR BID to Members, Distributors and**

 **Brokers.**

* **Mar. 21 Bid Certification Renewal Letter due from Distributor to renewing districts. (*RENEWING Member districts must get Bid Certification Renewal Letter signed BEFORE March 21, 2025 in the event they must issue a NEW bid)***
* **Mar. 21 NCPA members plans for new or renewal bids due to NCPA Consultant**
* **Mar. 25** 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 7.

**March Recurring Tasks:**

**MEMBER TASKS:**

Nomination of NCPA members to Alliance Board of Directors.

**BOARD TASKS:**

* Final review/approval of **2025-2026 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 **2026-2027 *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 of Director 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 2025–2026. **DUE to consultant March 21.** 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.
* Facilitate McKimmon registration for **Distributor Bid** Meeting. Registration Invitation to bid opening sent out by **March 21.**
* **Manufacturers & Brokers** coordinate delivery of samples of competitive products for consideration on 2026-2027 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 2025**

**No Board Meeting Planned**

**Special Dates:**

* **Mar. 31-Apr. 9 Members send - *New Bids or Bid Renewal Spreadsheets with District usage for* the**

 **2025–2026 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)***

* **Apr. 14-18Release Small Equipment bid documents to Members and Dealers.**
* **Apr. 30 Deadline for Manufacturers/Brokers to deliver samples to Sponsor District for**

**student testing**

**April Recurring Tasks:**

* Review Requests for Competing Products for approval on the **2026-2027 *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 2026-2027 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 2025 Outgoing NCPA Board Members. Presented at the May bid opening meeting.

**May 2025**

**May 12-14 \*Board Meeting\***

**HOLIDAY INN EXPRESS & SUITES 3741 THISTLEDOWN DR. RALEIGH NC 27606**

**Reservations: 1-919-854-0001 Reference Group Name: P53 OR NC PROCUREMENT ALLIANCE MAY 2025**

 **Cut Off for Room Rates 4/21/2025**

**Mon. 5/12 2:00 pm Board Meeting at Hotel**

**Tues. 5/13 8:30 am Board Meets at McKimmon**

 **10:00 am Distributor NEW Bid Opening**

 **1:00 pm Lunch**

 **2:00 – 5:00 pm NCPA Board Meeting resumes at hotel**

**Wed. 5/14 8:30 am – until Board Meeting**

**Special Dates:**

* **5/13 10:00 a.m. 2025-2026 Official Distributor NEW Bid Opening and Preliminary Bid AWARDS McKimmon Center: All members issuing**

**NEW bids must attend the bid opening.**

* **5/13 2:00 pm.** Audit Committee Preparation of Pre-Bid Audit documents.
* **5/14 8:30 am.-until** Audit Committee
* **5/30 Deadline for Sponsors to test New Products.**
* **May Recurring Tasks:**

**BOARD TASKS:**

* Election of new NCPA Chairman of the NCPA Board of Directors.
* Official Recognition of Outgoing NCPA Board Members (Member Meeting) at the Distributor Bid Opening.
* Review Requests for Competing Products for approval on the **2026-2027 *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, fixed & Bid Total Estimates.
* **Manufacturers & Brokers** coordinate delivery of samples of competitive products for consideration on 2026-2027 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 as a result of audit or other findings which may affect bid bottom line.

**June 2025**

**No Board Meeting Planned**

**June 30 Deadline for submitting requests for New and Competitive Food and Supplies for competition on 2026-2027 bids.**

**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 2025**

**July 22-24 \*Board Meeting\* –**

**Drury Inn, Burlington**

**Reservations** can be made online. Go to www.druryhotels.com then enter Group Number of 10119653.

Reservations may also be made by calling **1-800-325-0720** and referring to the Group Number.

**Group#: 10119653 Cut Off for Room Rates: 6/20/2025**

**Tues. 7/22 2:00 pm Board Meeting**

**Wed. 7/23 8:30 am- 5:00 pm Board Meeting with lunch break**

**Thurs. 7/24 8:30 am – Noon Board Meeting**

**July Recurring Tasks:**

* **BOARD TASKS:**
* Introduce and welcome new Board Members.
* Review of Board Ground Rules/Ethics
* Review/approval of the **2025-2026 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 ***2026-2027 NEW FOOD/GROCERY\* Products*** that have passed Student testing for inclusion in the NCDA&CS March Across Carolina (MAC) Food Show.
* ***Board review of 2026-2027 NEW SUPPLY\* Products with No Bid Specifications*** to determine if samples and testing are required.
* Review requests for specification amendments to allow competition on the **2026-2027 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid.***
* First review of the **2026-2027 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, 2024–July 31, 2025, including $Value, to begin 2026-2027 **DTM/USDA DONATED FOOD** bid usage by line item. **Due September 12, 2025**
* Obtain June 1, 2023-June 30, 2025 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 2026-2027 new product approval process.
* Email to Manufacturer/Brokers with Competitive Product Request Form and revised bid specifications for 2026-2027 competitive product approval process.