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**OVERVIEW OF MANUFACTURER PROCEDURES FOR OBTAINING PRODUCT PRE-APPROVAL FOR FOOD & GROCERY PRODUCTS THAT DO NOT MATCH AN EXISTING PRODUCT ON THE NCPA BID**

The NCPA Board of Directors will accept Requests for Product Approval throughout the year for Products that would be new to the bid and have no matching Current NCPA specifications. The deadline for New Food & Grocery Product Approval requests is June 30th for the next Direct to Manufacturer and Commodity Processing (DTM) bid and for the next Distributor Bid.

**NEW FOOD PRODUCT WITH NO MATCHING CURRENT BID SPECIFICATION**

* To be considered NEW, the food product does not match a description and specification on the current bid.
* A Request for New Product Approval Form and Sponsor Recommendation Form may be requested from a NCPA Consultant.
* The Broker/Manufacturer must call on districts and find a NCPA Member District willing to “Sponsor” and student test the product. Testing should only be conducted during the regular school year between September 1 and May 31.
* The Manufacturer agrees to provide samples for student testing at no charge. Full cases from existing inventory with all labels, instructions, etc. are to be sent to the location designated by the sponsoring school district. Partial cases or sample runs will not be accepted for testing.
* Samples for New product Sponsor testing must be delivered to the Sponsor between September 1 and April 30 for the next bid. All testing is to be completed by May 31. Sponsor Recommendation Form is due to manufacturer/broker and the NCPA Consultant no later than June 15.
* Manufacturer/Broker may submit a New Product Approval Form for products scoring 85% or higher.
* Sponsoring school district will submit testing documentation directly to the NCPA Consultant.
* The NCPA Board of Directors reviews and makes final decisions about products that will be accepted for the annual New Product Food Show held in November. Approximately 20 new products are selected for the New Product Food Show.
* Members will evaluate products during the show and commit to estimated usage for the next bid year.
* The NCPA Board reserves the right to request additional testing at their discretion.
* Approximately 10 new products are added to the bid each year. Selection is based on results of student testing, member evaluation and NCPA Board approval.

Note: Approved food and supply products must be published to the GDSN and 1FS database before they will be added to the bid. Contact [amanda.haertel@telusagcg.com](mailto:amanda.haertel@telusagcg.com) for more information.

Questions: Contact Cindy Hobbs cindy.hobbs@dpi.nc.gov