**North Carolina Procurement Alliance**

 **Small Equipment Bid**

**OVERVIEW OF MANUFACTURER PROCEDURES FOR OBTAINING PRE-APPROVAL FOR SMALL EQUIPMENT**

**COMPETING WITH EXISTING SPECIFICATIONS ON THE NCPA SMALL EQUIPMENT BID**

The NCPA Board of Directors will accept Requests for Small Equipment Product Approval throughout the year for Products Matching Current NCPA specifications. The deadline for Competing Product Approval requests is **September 30** for the next Small Equipment Bid. New bid documents are released to members in April for the next school year. Member districts release bids on their own schedule.

Brokers and Manufacturers should review the current NCPA Small Equipment Bid spreadsheets to determine if a product can compete with an existing bid specification.

 **SMALL EQUIPMENT PRODUCTS MATCHING CURRENT BID SPECIFICATIONS**

* Products MUST meet the specification as written in the current NCPA spreadsheets.
* All products must meet NSF standards when stated in the specifications.
* Each specification goes through a paper screen review to verify the product meets the current bid specification exactly.
* The Board of Directors reviews and makes final approval for testing (if required).
* The Manufacturer/Broker will receive email notification of testing site(s). The Manufacturer submitting products for approval agrees to provide samples for testing at no charge.
* Items with multiple sizes can be listed on the same form (ex. 4 qt, 6 qt, 8 qt, 12 qt. plastic containers).

Manufacturers with a product that matches the description of a line item on the NCPA bid, but does not match the specification exactly, should petition the Board to have the specification amended **before sending in a request for pre-approval**. Send an email to Linda Marshburn, linda.marshburn@dpi.nc.gov no later than **September 30** for the next bid cycle.

There is a process for providing PASS/FAIL information with rationale to all manufacturers/brokers for each product submitted. Also, manufacturers/brokers of products accepted for testing will receive all directions as to how to provide samples.

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**OVERVIEW OF MANUFACTURER PROCEDURES FOR OBTAINING PRODUCT PRE-APPROVAL FOR SMALL EQUIPMENT**

**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 Small Equipment Product Approval requests is **September 30** for the next Small Equipment Bid.

**NEW SMALL EQUIPMENT PRODUCT WITH NO MATCHING CURRENT BID SPECIFICATION**

* To be considered NEW, the small equipment product does not match a description and specification on the current bid.
* The Broker/Manufacturer must submit the Request for Product Approval to Linda Marshburn, NCPA Consultant
* The Board of Directors reviews and makes final approval for testing (if required).
* The Manufacturer/Broker will receive email notification for delivery of test samples (if required).
* The Manufacturer submitting products for approval agrees to provide samples for NCPA testing at no charge.
* Approved products are added to the NCPA Small Equipment Bid spreadsheets for solicitation in the next bid cycle.

**Questions: Contact Linda Marshburn linda.marshburn@dpi.nc.gov**