**NCPA REQUEST for SMALL EQUIPMENT PRODUCTS**

**The deadline for submitting Product Approval requests for the next bid is September 30.**

|  |  |
| --- | --- |
| Manufacturer Name: | Contact Name for Inquiries concerning this submittal: |
| Brokerage Name or Direct: | Contact Name/E-Mail/Phone for Obtaining Product Samples: |
| Date Submitted: | Is this request for a competing item\_\_\_\_\_ or a new item\_\_\_\_\_\_\_ |

**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. There is not a limit to the number of products that may be submitted during a year. *Use* the *most current NCPA Small Equipment Bid spreadsheets* to obtain CURRENT Item #, Column A, and product specification, Column B, from the Excel Spreadsheet.

**Product information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MATCHING NCPA**  **Item #**  ***(if applicable)*** | **Product Description** | **Brand Name** | **manufacturer PRODUCT code#** | **Vendor Pack** | **Quanity per case** | **approx. cost per each** |
|  |  |  |  |  |  |  |

**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.**

**Vendor to enter Yes/No for each document included with your submittal.**

**Yes/NO Small Equipment PRODUCTS**

|  |  |
| --- | --- |
|  | Completed Request for Approval Form |
|  | Product Specification Sheets should include: |
|  | Manufacturer’s name and product code # |
|  | Size of product (length, width, oz, lbs., etc.) |
|  | 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 |

**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: Vollrath, 47002, Piano Whip SS 10”, Heat Resistant Handle
* 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 (if required ). 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.