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**OVERVIEW OF MANUFACTURER PROCEDURES FOR OBTAINING PRODUCT PRE-APPROVAL FOR 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 and Supply 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.
* 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.
* Manufacturer/Broker may submit a New Product Approval Form for products scoring 85% or higher (75% for Fish or Beans).
* 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

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

* To be considered NEW, the supply product does not match a description and specification on the current bid.
* The Broker/Manufacturer must submit the Request for Product Approval
* The Board of Directors reviews and makes final approval for testing.
* The Manufacturer/Broker will receive email notification for delivery of test samples.
* The Manufacturer submitting products for approval agrees to provide samples for NCPA testing at no charge.
* The NCPA Board of Directors reviews approved products and makes final decisions about products that will be accepted for the Product Showcase held in March.
* Members evaluate products during the show and commit to an estimated usage for the next bid year.
* Specifications for products with adequate usage, indicated by members, are prepared and those products will be added to the upcoming Distributor bid.
* Approved products are added to the NCPA Distributor bid spreadsheets for solicitation in the next bid contract periods.

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

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