**NORTH CAROLINA PROCUREMENT ALLIANCE (NCPA)**

**CALENDAR OF EVENTS AND TASKS**

**JULY 2023 - JUNE 2024**

**(REVISED 9-14-2023 see yellow highlights)**

***\*NCPA board meetings Start at 2 p.m. on WED. & End FRI. noon, unless noted\****

**CHAIRS ARE EXPECTED TO ATTEND board MEETINGS – CO-CHAIRS attend as possible**

**NCPA MEMBERS ARE INVITED TO ALL BOARD MEETINGS**

**July 2023**

**July 18 – 20 (Tues-Thurs) \*Board Meeting\* – Drury Inn, Burlington**

**Reservations: 1-800-325-0720 Reservations: Group#: NCPA Cut Off for Room Rates: 6/16/2023**

**July Recurring Tasks:**

* **BOARD TASKS:**
* Introduce and welcome new Board Co-Chairs.
* Review of Board Ground Rules/Ethics
* Review/approval of the **2023-2024 NCPA Calendar of Task and Events**
* Review School Nutrition Services “Procurement Alliance” Webpage content: NCPA: Who We Are PowerPoint; Calendar of Work; Member Directory; Board of Directors Terms of Service; By-Laws of the NC Procurement Alliance; Procedures for Pre-approval of Products for Vendors; NCPA Allergen and Food Additive Disclosure Statement; NCPA Buy American Sample Document; links to access 1FS and the NCPA Quality Control Product Complaint Form.
* Board review/approval of ***2024-2025 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.
* Review requests for specification amendments to allow competition on the **2024 -2025 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid.***
* First review of the **2024 - 2025 DTM/USDA DONATED FOOD IFB/Contract.**
* Assign spreadsheet TABS to Board Members for review of **2024-2025 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, 2022– July 30, 2023, including $Value, to begin 2024 - 2025 **DTM/USDA DONATED FOOD** bid usage by line item. **Due September 9, 2023.**
* Obtain June 1, 2022 - June 30, 2023, 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 2024-2025 new product approval process.
* Email to Manufacturer/Brokers with Competitive Product Request Form and revised bid specifications for 2024-2025 competitive product approval process.
* Email NCPA members the new product testing and sponsor forms.

**August 2023**

**No Board Meeting Planned**

**Aug. Recurring Tasks:**

* E-Mail Invitations to **Distributors, Manufacturers & Brokers** to attend the **Annual** **October 2023 Board Meeting**.
* Send Student Testing Assignment letters to Manufacturers and Members for 2024-2025 Competitive products.

**September 2023 VIRTUAL MEETING**

**SEPT. 13-14 \*Board Meeting\***

**Special Dates:**

**Sept. 9** Due Date for Product Usage Reports by Line Item from **NCPA Distributors** (including

Produce and beverages) from Aug. 1, 2022– July 30, 2023, including $Value, to begin 2024 –

2025 **DTM/USDA DONATED FOOD** bid usage by line item.

**September Recurring Tasks:**

* **BOARD TASKS:**
* Final review and approval of revisions to the **2024-2025 DTM/USDA DONATED FOOD PROCESSING IFB/Contract.**
* Finalize topics and assignments for the **October Distributor and Manufacturer/Broker Meeting**.
* First review of the **2024-2025 Small Equipment Invitation for Bid (IFB), related bid documents and spreadsheets.**
* First review of the **2024-2025 Small Equipment Request for Quote (RFQ), related documents and spreadsheets.**
* First review of the **2024-2025 Large Equipment Specifications.**
* Plan for Member testing of New Products & NCPA Presentation, if required, at the March Across Carolina.
* Review Requests for Competing Products for approval on the **2025 -2026 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid.***

**CONSULTANTS TASKS:**

**Email 2023 -2024 Request Form to Manufacturers & Brokers for the New Product Food Show** (held in conjunction with the **NCDA March Across Carolina** on Nov. 15 – Raleigh and Nov. 16 – Hickory **Due Sept 28, 2023.**

**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. 15 – Raleigh and Nov. 16 – Hickory.

**Manufacturers & Brokers** coordinate delivery of samples of new and competitive products to school districts for testing. **Student Competitive Product Testing through Nov. 10 with Summary Reports due by Nov. 15 for products competing for pre-approval on 2024-2025 bids.**

**Contact McKimmon Center and NC State Fairgrounds for March and May availability for 2025 meetings.**

**OctobeR 2023**

**OCT 18 – 20 \* VIRTUAL Board Meeting\***

**Special Dates:**

* **Oct. 19 9:30 -11:30 am Annual Brokers/Manufacturers Meeting**
* **Oct. 19 Annual Food and Supply Distributors Meetings:**
* **1:00-3:00 pm All Distributors & Produce Distributors**
* **Oct. 20 9:00-10:00 am** **Small Equipment Distributor Meeting**

**October Recurring Tasks:**

**BOARD TASKS:**

* Participate in Annual Meetings scheduled for October.
* Begin planning March member training sessions.
* Continue review of 2024-2025 DTM spreadsheet specifications as assigned.
* Review Requests for Competing Products for approval on the **2025 -2026 *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, 2023 – Oct. 31, 2023** to be used for **2024 -2025 DTM/USDA DONATED FOOD** bidestimates and as data for deleting line items due to low usage. Due November 10, 2023
* Obtain Usage Reports from **electronic USDA Foods Processing Reporting Systems** for membership **DTM/USDA DONATED FOOD** bid usage from Jul. 1 - Oct. 31, 2023
* **Manufacturers & Brokers** coordinate delivery of samples of competitive products to school districts for testing. **Student Product Testing through Nov. 10 with Summary Reports due by Nov. 15 for products competing for pre-approval on 2024-2025 bids.**

**November 2023**

**No Board Meeting**

**Special Dates:**

* **Nov. 10 Distributor Usage Reports for August 1, 2023-October 31, 2023 from Lot 1**

**Distributors due to NCPA Consultant.**

* **Nov. 10 Student Competitive Product Testing to be completed.**
* **Nov. 15 Summary Testing Reports due from districts.**
* **Nov. 15 Raleigh, NC & November 16 Hickory, NC - March Across Carolina – NCPA New Product**

**Food Show & Evaluation in conjunction with NCDA Food Show. –** Member review and evaluate NEW food products without a current bid specification.

* **Nov. 27** Release of Draft 2024-2025 DTM/USDA DONATED FOOD BID to Manufacturers and Brokers,
* with NCPA DTM BID Correction and Intent to Renew Form.
* **Nov. 27** Release of Bid Price RENEWAL DOCUMENTS. Due back by December 15, 2023.

**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.
* Board review and approval of **Student Testing Results** for competition products and Member Testing results for inclusion in 2024 -2025 DTM Bid.
* Review Requests for Competing Products for approval on the **2025 -2026 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid***

**CONSULTANTS TASKS:**

* Email announcement to Manufacturers & Brokers: **2024-2025** **DTM/USDA DONATED FOOD Processing Pre-Bid Meeting** scheduled on December 13, 2023.
* **Request the 2024-2025 SEPDS.**
* 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.

**December 2023**

**Dec. 6 - 8 – \*Board Meeting\* – Drury Inn, Burlington**

**Reservations:**  go to www.druryhotels.com, then enter Group number of 10063003**.** Reservations may also be made by calling **1-800-325-0720** and refer to the Group number of 10063003.

**Cut Off for Room Rates: 11/4/2023**

**Special Dates:**

* **Dec. 1** Distributor Mid-Year Price Increase List Due to NCPA customers and NCPA Consultant for Feb. 1-July 31, 2024, price increases and decreases to distributor bid line items.
* **Dec. 11** Documentation due from Distributors for Mid-Year audit. Complete audits and notification to Distributors and Members by **Jan. 10.**
* **Dec. 13** Email notification to Manufacturers & Brokers with **Competitive Student Testing Results for 2024-2025 bid spreadsheets**.
* **Dec. 13** Email notification to Manufacturers & Brokers with **New Product Member Testing Results and Board approval for adding new products to the 2024-2025 bid spreadsheets**
* **Dec. 13 10:30 A.M. 2024-2025 DTM/USDA DONATED FOOD PRE-BID MEETING FOR MANUFACTURERS AND BROKERS**
* **Dec. 15** Manufacturer/Broker return **2024 -2025 DTM/USDA DONATED FOOD bid** issues/errors/corrections.
* **Dec. 15 2024-2025 DTM Renewal Price Guarantee Letters DUE from** Manufacturers & Brokers.
* **Dec. 20 Official Release of 2024- 2025** **DTM/USDA DONATED FOOD Bid** Manufacturers & Brokers.

**December Recurring Tasks:**

**BOARD TASKS:**

* Final review and approval of DTM IFB/Contract
* Final review and approval of **2024-2025 DTM/USDA DONATED FOOD Bid** spreadsheets with manufacturer Renewal Pricing, Student Testing results and corrections.
* Board review of **New Products Food Show** evaluation summary report**.** Compiled votes and

select products for 2024-2025 bid.

* Board review and approval of **2023-2024 DTM line items that will be available for manufacturer renewal**.
* Board Testing of New and Competitive Supplies if required.
* Review specifications and October usage reports to remove/combine low usage items for 2024-2025 DTM/USDA DONATED FOOD bid.
* Select line items for **Mid -Year Audit** and request documentation from Distributors.
* Review Requests for Competing Products for approval on the **2025-2026 *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 2025-2026 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 2024**

**Jan. 3 – 5, 2024 –** **\* VIRTUAL Board Meeting\***

**Special Dates:**

* **Jan. 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 forms.
* Continue planning NCPA March Member Training meetings.
* Begin planning for NCPA March Product Showcase.
* Approve 2024-2025 Board Meeting Calendar dates**.** Note SNA important dates to avoid: NSLW October 14-18, 2024; SNIC January 19-21, 2025; NSBW March 3-7, 2025; LAC March 9-11, 2025; SNA-NC June 2025 TBD; ANC July 13-15, 2025.
* Begin review and revisions of the **2024-2025** **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 **2025-2026 *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 12 at the McKimmon Center
* Emailannouncement to Members for the March 11 – March 12, 2024 **Annual NCPA Member Continuing Education Workshop** at McKimmon and Fairgrounds Expo Building, Raleigh.
* Email Invitation to Manufacturers/Brokers to participate in March 12, 2024 **NCPA Product Showcase.**
* Request Usage Reports from Distributors – Aug. 1, 2023 – January 31,2024 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 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.

**JANUARY 2024 – RESCHEDULED BID OPENING MEETING**

**Jan 23 – 26 \*Board Meeting STARTS TUESDAY AT 11:00 AM\* – Co-Chairs: PLEASE ATTEND meeting!**

**Drury Inn, Burlington**

**Reservations:**  NCPA Board Members go to www.druryhotels.com, then enter Group number of 10063006**.** Reservations may also be made by calling **1-800-325-0720** and refer to the Group number of 10063003. **Room blocks have not been reserved for Manufacturers/Brokers.**

**Cut Off for Room Rates 12/22/2023**

**Special Dates:**

* **Jan 22 2024–2025 DTM/USDA donated foods Bids Due from Manufacturers/ BROKERS Via Mail to Leann Seelman by 5:00**
* **Jan. 23 2:00 pm 2024-2025 DTM/usDa dONATED foods Bid Opening**

**Vendors may review DTM bid pricing spreadsheets 2:00-5:00 pm**

**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 and approve agendas and assignments for **March Distributor Pre-Bid Meeting, Member Training and Product Show.**
* Begin review of **2024-2025 NCPA Distributor Bid spreadsheets**.
* Finalize and approve **2024-2025** **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 **2025-2026 *NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid***

**February 2024**

**No Board Meeting Planned**

* **Feb. 1 PRELIMINARY DTM/USDA DONATED FOOD BID AWARDS released to Manufacturers and Brokers for REVIEW - Issues/errors DUE by Feb. 9,**

**2024 to Cindy Hobbs.**

* **Feb. 9 Distributor Usage Reports for August 1, 2023-January 31, 2024 from all Distributors due to NCPA Consultant.**
* **WK OF FINAL 2024-2025 DTM/USDA DONATED FOOD AWARDS released to Members,**

**2/12/24 Manufacturers, Brokers and Distributors.**

**Letters of** **Bid Price Guarantee** **Template** emailed to Manufacturers and Brokers, due **March 1, 2024**. Receiptof copy of Guarantee Letter to Distributors and NCPA is the documentation of FINAL AWARD to the manufacturer.

**February Recurring Tasks:**

**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 2024–2025.
* **Member Districts Seeking 2024-2025 Distributor Bid Renewal** – ***Renewal Certification Letter*** must be in place by **March 27.**
* 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 of affidavit to members)
* **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.
* Check 1FS website to assure that specifications, Buy America Statements, and Product Formulation Statements/CN Labels are current.

**March 2024**

**MARCH 10-13 (Sun – WED) \*MEMBER AND Board Meeting\***

**Board meeting will start on sunday at 6:00 pm.**

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

**Reservations: 1-919-854-0001 Reference Group Name: NC PROCUREMENT ALLIANCE**

**Cut Off for Room Rates 2/18/2024**

**March Member Training & Product Showcase**

* **Mar. 10 6:00-7:00 pm NCPA Board Meeting starts at hotel Sunday evening**
* **Mar. 11 11:00-1:00 Member Meeting and Luncheon, McKimmon Center**
* **1:00-4:30 Education Sessions**
* **Mar. 12 7:00-10:30 am Vendor set-up at Expo Center**
* **Mar. 12 8:30-10:30 Distributor Pre-Bid meeting**
* **11:00am NCPA Annual Product Showcase, NC State Fairgrounds Expo**
* **1:00 pm NCPA Board Meeting resumes at hotel**
* **Mar. 13 9:00-Noon NCPA Board Meeting at hotel**

**Special Dates:**

* **Mar. 1 Letters of** **Bid Price Guarantee** due to distributors and NCPA Consultants.
* **Mar. 19 Release of NCPA 2024-2025 DISTRIBUTOR BID to Members, Distributors and Brokers.**
* **Mar. 27 Bid Certification Renewal Letter due from Distributor to renewing districts. *RENEWING Member districts must get Bid Certification Renewal Letter signed BEFORE March 27, 2024 in the event they must issue a NEW bid)***
* **Mar. 27 NCPA members plans for new or renewal bids due to NCPA Consultant**
* **Apr. 13-22 Members send - *New Bids or Bid Renewal Spreadsheets with District usage for* the 2024–2025 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)***

**March Recurring Tasks:**

**MEMBER TASKS:**

Nomination of NCPA members to Alliance Board Co-Chair vacancies.

**BOARD TASKS:**

* Final review and approval of **2024-2025 NCPA Distributor Bid Spreadsheets** prior to Official Release.

Finalize agenda, procedures and forms for May **Distributor Bid Opening**.

Review Requests for Competing Products for approval on the **2025-2026 *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 Co–Chair 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 2024–2025. (**DUE to consultant March 27).** 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 Members attending the **Distributor Bid** Meeting. Registration Invitation to bid opening sent out by **March 22.**
* Facilitate registration for Distributors to attend the bid opening at McKimmon. Distributor registration Invitation to bid opening sent out by **March 22.**
* **Manufacturers & Brokers** coordinate delivery of samples of 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.
* Finalize McKimmon Center and NC State Fairgrounds March and May 2025 meeting space availability.

**April 2024**

**No Board Meeting Planned**

**Special Dates:**

* **Apr. 3** 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 10.

* **Apr. 10-19 Members send - *New Bids or Bid Renewal Spreadsheets with District usage for* the 2024–2025 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)***

**April Recurring Tasks:**

* Review Requests for Competing Products for approval on the **2025-2026 *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 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.
* Order plaques for June 2024 Outgoing NCPA Board Members. Presented at the May bid opening meeting.

**May 2024**

**May 15 - 17 \*Board Meeting\***

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

**Reservations: 919-854-0001 Reference Group Name: NC PROCUREMENT ALLIANCE**

**Cut Off for Room Rates 4/24/24.**

**Special Dates:**

* **May 15 2:00 pm NCPA Board meets at hotel.**
* **May 16 10:00 a.m. 2024-2025 Official Distributor NEW Bid Opening and Preliminary Bid AWARDS McKimmon Center: All members issuing NEW**

**bids must attend the bid opening.**

* **May 16 2:00 pm.** Audit Committee Preparation of Pre-Bid Audit documents.
* **May 17 8:30 am.-until** Audit Committee

**May Recurring Tasks:**

**BOARD TASKS:**

Election of new NCPA Chairman of the NCPA Board of Directors.

Official Recognition of Outgoing NCPA Chairs and Incoming Co-Chairs (Member Meeting) at the Distributor Bid Opening.

Review Requests for Competing Products for approval on the **2025-2026 *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 & Bid Total Estimates.

**DISTRIBUTOR TASKS:**

* Participate in the Pre-Award audit process by providing required and requested information. Distributor representative(s) should be available to answer questions during the audit process period. (5/17/24-5/31/24)

**MEMBER TASKS:**

* Member districts issue Recommended Award Letter to the apparent low bidder after the district has evaluated bid details, reviewed audit findings, and verified bottom-line totals. Letter due to Distributors by June 6. Bid awards may change due to audit findings or other findings that affect the bottom line.
* Member districts award bids per local Procurement Plans. After bid awards are finalized, sign and date the Bid Certification & Agreement that was returned with the required bid documents and return a signed copy to the awarded Distributor.
* Member Districts storing USDA donated foods at an off-site warehouse must forward a dual signed copy of the NCDA Food Distribution Storage Agreement Letter to NCDA&CS Food Distribution.

**June 2024**

**No Board Meeting Planned**

**June Recurring Tasks:**

* Send Pre-Award Audit results to Members and Distributors by June 4.
* Members send Recommended Award Letter to Distributors by June 6.
* **Distributors hold House Meetings week of June 17-21.** Members to share cycle menus, additional items and work toward product consolidation.
* Distributors send Private Label specifications to members, finalize non-stocks and procedures, and send to members**.**

**July 2024**

**July 23-25 (Tues-Thurs) \*Board Meeting\* – Drury Inn, Burlington**

**Reservations:**  go to www.druryhotels.com, then enter Group number of 10063003**.** Reservations may also be made by calling **1-800-325-0720** and refer to the Group number of 10063003.

**Cut Off for Room Rates 6/21/2024**

**July Recurring Tasks:**

* **BOARD TASKS:**
* Introduce and welcome new Board Co-Chairs.
* Review of Board Ground Rules/Ethics
* Review/approval of the **2024-2025 NCPA Calendar of Task and Events**
* Review School Nutrition Services “Procurement Alliance” Webpage content: NCPA: Who We Are Powerpoint; Calendar of Work; Member Directory; Board of Directors Terms of Service; By-Laws of the NC Procurement Alliance; Procedures for Pre-approval of Products for Vendors; NCPA Allergen and Food Additive Disclosure Statement; NCPA Buy American sample document; links to access 1FS and the NCPA Quality Control Product Complaint Form.
* 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 2025-2026 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 **2025-2026 *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 30, 2024, including $Value, to begin 2025-2026 **DTM/USDA DONATED FOOD** bid usage by line item. **Due September 13, 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.