

NORTH CAROLINA PROCUREMENT ALLIANCE (NCPA)

CALENDAR OF EVENTS AND TASKS

JULY 2021 - JUNE 2022

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

MEMBERS ACTIVITIES/MEETINGS IN GRAY – YOUR ATTENDANCE IS REQUIRED AT MEMBER MEETINGS

MANUFACTURER/BROKER ACTIVITIES/MEETINGS ARE HIGHLIGHTED IN YELLOW

DISTRIBUTOR ACTIVITIES/MEETINGS ARE HIGHLIGHTED IN GREEN

JULY 2021

July 21 - 23 *BOARD MEETING* – DRURY INN, BURLINGTON

Reservations: 1-800-325-0720 Reservations: Group#: 2420324 Cut Off for Room Rates: Saturday, June 19, 2021

July Recurring Tasks:

- Introductions, welcome of new Board Co-Chairs and review of Board Ground Rules/Ethics
- Board review/approval of the **2021 – 2022 NCPA Calendar of Task and Events**
- Review updates to DPI - Student Nutrition Services Webpage: NCPA Calendar, Board Terms of Service, Membership Roster and Nutritional Analysis.
- Board review/approval of **2022 - 2023 Request for NEW FOOD/GROCERY* Products with No Bid Specifications** from Manufacturers and Brokers (were due March 31)
- Board review/approval of **2022 - 2023 Request for NEW SUPPLY* Products with No Bid Specifications** and **Competitive Supply products matching existing bid specifications** from Manufacturers and Brokers (were due June 30)
- Review requests for specification amendments to allow competition on the **2022 -2023 NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid.**
- First review of the **2022 - 2023 DTM/USDA DONATED FOOD IFB/Contract.**
- **E-mail 2021 -2022 Request to Manufacturers & Brokers for New Product Food Show Form** (held in conjunction with the **NCDA March Across Carolina** on Nov. 16 – Hickory and Nov. 17 – Raleigh **Due Aug 16**)
- **Request Annual Product Usage Reports by Line Item from NCPA Distributors** (including produce and beverages) from **Aug. 1, 2020– July 30, 2021**, including \$Value, to begin 2022 - 2023 **DTM/USDA DONATED FOOD** bid usage by line item. **Due August 13.**
- Obtain June 1, 2020 - June 30, 2021 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 2023-2024 new product approval process.
- Email to Manufacturer/Brokers with Competitive Product Request Form and revised bid specifications for 2023-2024 competitive product approval process.
- **Completion of Nutritional Analysis** updates and IFS data base launch.

AUGUST 2021

NO BOARD MEETING PLANNED

- **August 13 – Distributor Usage Reports for August 1, 2020-July 31, 2021 with dollar value due from all distributors to NCPA Consultant.**
- **August 16 – New Product Food Show Form due to NCPA Consultant**

August Recurring Tasks:

- **E-mail Manufacturers & Brokers and NCPA Member school districts the Student Testing instructions/forms for approved competitive foods for testing between Sept. 7 and Nov. 12.** The manufacturer/broker coordinates shipping of samples to school district.

- E-Mail Invitations **Distributors, Manufacturers & Brokers** to attend the Annual October 2021 Board Meeting.

SEPTEMBER 2021

SEPT 8 - 10 – *BOARD MEETING* – DRURY INN, BURLINGTON
Reservations: 1-800-325-0720 Group# **XXX** Cut Off for Room Rates: **XXX**

September Recurring Tasks:

- Final review and approval of revisions to the **2022 – 2023 DTM/USDA DONATED FOOD IFB/Contract**.
- Begin review of **2022-2023 DTM USDA Processing Bid** spreadsheet specifications. Assign spreadsheet TABS to Board Members for review of **2022-2023 DTM USDA Processing Bid** spreadsheet specifications.
- Review 2020-2021 **Distributor Usage Reports** to determine low usage line items to be deleted on 2022-2023 DTM bid.
- **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. 16 – Hickory and Nov. 17 – Raleigh
- Finalize topics and assignments for the **October Distributor and Manufacturer/Broker Meeting**.
- Board Testing of New and Competitive Supplies if required.
- Review Requests for New and Competing Products for approval on the **2023 -2024 NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid**
- **Manufacturers & Brokers** coordinate delivery of samples of new and competitive products to school districts for testing. **Student Competitive Product Testing through Nov. 12 with Summary Reports due by Nov. 15 for products competing for pre-approval on 2022-2023 bids.**

OCTOBER 2021

OCT 13 – 15- *BOARD MEETING* – DRURY INN, BURLINGTON
Reservations: 1-800-325-0720 Group# **XXX** Cut Off for Room Rates: **XXX**

October Recurring Tasks:

- **Oct 14 Annual Brokers/Manufacturers Meeting - 9:30 a.m. – 11:30 a.m.** (By Invitation Only) Virtual Hybrid meeting
- **Oct 14 Annual Food and Supply Distributors Meeting - 1:00 p.m.- 3:00 p.m.** All Distributors 3:00 – 4:00 Produce Distributors
- **Oct 15 Supply Distributor Meeting – 9:00 – 10:30**
- Continue review of 2022-2023 DTM spreadsheet specifications.
- **Request Product Usage Reports by Line Item from NCPA Distributors from Aug. 1, 2021 – Oct. 31, 2021 to be used for 2022 -2023 DTM/USDA DONATED FOOD bid estimates and as data for deleting line items due to low usage.**
- Obtain Usage Reports from **electronic USDA Foods Processing Reporting Systems** for membership DTM/USDA DONATED FOOD bid usage from Jul. 1 - Oct. 31, 2021
- Review Requests for New and Competing Products for approval on the **2023 -2024 NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid**.
- **Manufacturers & Brokers** coordinate delivery of samples of competitive products to school districts for testing. **Student Product Testing through Nov. 12 with Summary Reports due by Nov. 15 for products competing for pre-approval on 2022-2023 bids.**

NOVEMBER 2021

NO BOARD MEETING

Special Dates:

- ❖ **November 12 - Distributor Usage Reports for August 1, 2021-October 31, 2021 from Lot 1 Distributors due to NCPA Consultant.**
- ❖ **November 12 - Student Competitive Product Testing to be completed.**
- ❖ **November 15 - Summary Testing Reports due from districts**
- ❖ **November 16 & 17 - 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.**

November Recurring Tasks:

- Board tallies member evaluations at each **New Products Food Show**. Votes compiled and products selected for student testing.
- Email announcement to Manufacturers & Brokers: **2022-2023 DTM/USDA DONATED FOOD Processing Pre-Bid Meeting – Jan. 10**
- Obtain public bid announcements - *Raleigh News & Observer and Charlotte Observer* for **DTM/USDA Processing Bid**.
- Review Requests for New and Competing Products for approval on the **2023 -2024 NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid**.
- **Manufacturers & Brokers** coordinate delivery of samples of new and competitive products for consideration on 2023-2024 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 2021

Dec. 1 - 3 – *BOARD MEETING* – DRURY INN, BURLINGTON

Reservations: 1-800-325-0720 Group# **XXX** Cut Off for Room Rates: **XXX**

Special Dates:

- ❖ **Dec. 2 – Distributor Mid-Year Price Increase List Due to** NCPA customers and NCPA Consultant for Feb. 1-July 31, 2022 price increases and decreases to distributor bid line items
- ❖ **Dec. 8 - Release of 2022-2023 DTM/USDA DONATED FOOD Bid Price RENEWAL documents to Manufacturers & Brokers. Bid Renewal Price Guarantee Letters DUE back by Jan 4.**
- ❖ **Dec. 13-Documentation due from Distributors for Mid-Year audit. Complete audits and notifications to Distributors and Members by Jan. 10.**
- ❖ **December 13 - Email notification to Manufacturers & Brokers with Competitive and New Product Student Testing Results for 2022-2023 bid spreadsheets.**
- ❖ **Dec. 17-Manufacturer/Broker return 2022 -2023 DTM/USDA DONATED FOOD bid issues/errors/corrections.**

December Recurring Tasks:

- Board review/approval of **Student Testing Results** for competition and NEW products for inclusion in **2022 -2023 DTM Bid**.
- Review specifications and October usage reports to remove/combine low usage items for **2022-2023 DTM/USDA DONATED FOOD bid**.
- Board review/approval of **2022 - 2023 Request for MATCH OF FOOD AND SUPPLY* Products with a Current Bid Specifications** from Manufacturers and Brokers.
- Finalize/ approve **2022-2023 DTM/USDA DONATED FOOD Bid** spreadsheets with manufacturer Renewal Pricing, Student Testing results and corrections.
- Select line items for **Mid -Year Audit** and request documentation from Distributors
- Review Requests for New and Competing Products for approval on the **2023 -2024 NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid**.
- **Manufacturers & Brokers** coordinate delivery of samples of new and competitive products for consideration on 2023-2024 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 2022

JAN. 5 - 7 – *BOARD MEETING* – DRURY INN, BURLINGTON

Reservations: Group#: **XXX** Cut Off for Room Rates: **XXX**

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)
- ❖ **Jan 4 - 2022-2023 DTM Renewal Price Guarantee Letters DUE from Manufacturers & Brokers.**
- ❖ **Jan 6 – 10:30 A.M. 2022-2023 DTM/USDA DONATED FOOD PRE-BID MEETING FOR MANUFACTURERS AND BROKERS**
- ❖ **Jan. 10 - Official Release of 2022- 2023 DTM/USDA DONATED FOOD Bid** Manufacturers & Brokers.

January Recurring Tasks:

- Begin review and revisions of the **2022-2023 NCPA DISTRIBUTOR BID IFB/CONTRACT**.
- Begin review of **2022-2023 NCPA Distributor Bid spreadsheets**.
- Begin review and revision of **Distributor Bid** document instructions for 1) New Bid, 2) Renewal Bid and 3) Distributor.
- Begin planning NCPA March Member Training meetings. (Feb.28 – Mar 1)
- Begin planning for NCPA March Product Showcase. (March 1)
- Email announcement to: **Distributors and Brokers for the Distributor Pre-Bid Meeting – Feb. 28, 2022** - McKimmon Center
- Email announcement to Members for the **February 28 – March 1, 2022 – Annual NCPA Member Continuing Education Workshop** at McKimmon and Kerr Scott Bldg., Raleigh.
- **Email Invitation to Manufacturers/Brokers to participate in March 1 NCPA Product Showcase.**
- **Request Usage Reports from Distributors – Aug. 1, 2021 – January 31, 2022 for Distributor Bid estimates by line item.**
- **Request Manufacturers & Brokers provide membership with USDA Donated Foods calculators via email.**
- Approve 2022-2023 Board Meeting Calendar dates. Note SNA important dates to avoid: NSLW October 10-14, 2022; SNIC January 15-17, 2023; LAC March 5-7, 2023; NSBW March 6-10, 2023; ANC July 9-11, 2023. Consider January meeting dates to start later.
- Review Requests for New and Competing Products for approval on the **2023 -2024 NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid.**
- **Manufacturers & Brokers coordinate delivery of samples of new and competitive products for consideration on 2023-2024 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.

FEBRUARY 2022

**Feb. 1 - 4 *BOARD MEETING STARTS TUESDAY AT 11:00 A.M.* – Co-Chairs: PLEASE ATTEND this meeting!
DRURY INN, BURLINGTON**

Reservations: 1-800-325-0720 Group# XXX Cut Off for Room Rates XXX

Special Dates:

- ❖ **MONDAY JANUARY 31- 2022 – 2023 DTM/USDA DONATED FOODS BIDS DUE FROM MANUFACTURERS/ BROKERS Via Mail to Leann Seelman by 5:00 p.m.**
- ❖ **TUESDAY, FEBRUARY 1, 2022 -2023 DTM/USDA DONATED FOODS BID OPENING – 2:00 p.m.**
- ❖ **THURSDAY, FEBRUARY 10, 2022 – PRELIMINARY DTM/USDA DONATED FOOD BID AWARDS released to Manufacturers and Brokers for REVIEW - Issues/errors DUE by Feb. 18, 2022 to Cindy Hobbs.**
- ❖ **THURSDAY, FEBRUARY 10, 2022 –Letters of Bid Price Guarantee Template** emailed to Manufacturers and Brokers, due March 11, 2022. Receipt of copy of Guarantee Letter to Distributors and NCPA is the documentation of FINAL AWARD to the manufacturer. Check IFS website to assure that specifications, Buy America Statements, and Product Formulation Statements/CN Labels are current.
- ❖ **FRIDAY, FEBRUARY 11 -Distributor Usage Reports for August 1, 2021-January 31, 2022 from all Distributors due to NCPA Consultant.**
- ❖ **WEEK OF FEBRUARY 21, 2022 – FINAL 2022 -2023 DTM/USDA DONATED FOOD AWARDS released to Members, Manufacturers, Brokers and Distributors.**

February Recurring Tasks:

- Board members sign *Confidentiality Certificate* prior to bid opening.
- 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://www.nctreasurer.com/inside-thedepartment/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>.

- Board awards **DTM/USDA DONATED FOOD** bids by approved manufacturer lowest bid per serving per line item. This could result in the commercial and USDA product of the same line item having different awarded manufacturers.
- Finalize /approve agendas and assignments for **March Distributor Pre-Bid Meeting, Member Training and Product Show.**
- Finalize/approve **2022 -2023 NCPA Distributor Bid** spreadsheet specifications.
- Finalize/approve **2022-2023 NCPA Distributor Bid IFB/Contract, attachments and instruction pages for 1) Members (New Bid and Renewal) and 2) Distributors.**
- Email Members requesting District's NEW or RENEWAL Distributor Bid Status by LOT to provide Distributors a report of Districts planning NEW bids for 2022 – 2023.
- **Member Districts Seeking 2022-2023 Distributor Bid Renewal - Renewal Certification Letter** must be in place prior to first March 18.
- Obtain public bid announcements in *Raleigh News and Observer and Charlotte Observer* for the **Distributor Bid.** (send notarized copies to members)
- Review Requests for New and Competing Products for approval on the **2023 -2024 NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid.**
- **Manufacturers & Brokers** coordinate delivery of samples of new and competitive products for consideration on 2023-2024 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.

MARCH 2022

FEBRUARY 28 – MARCH 3 *MEMBER AND BOARD MEETING*

MEETING BEGINS SUNDAY, 2:00 PM

4 POINTS BY SHERATON, 1200 HURRICANE WAY, RALEIGH NC 27607

Reservations: 919-854-0502

Reference Group Name: XXX

Cut Off for Room Rates XXX

Special Dates:

- ❖ February 27 – NCPA Board Meeting starts at 1:30 pm. – Resumes February 28 - 8:00 a.m.- 9:30 a.m. (Hotel)
- ❖ February 28 –11:00 a.m. - 12:30 p.m. **NCPA Distributor and Member Pre-Bid Meeting - Distributors, Brokers & Members** – McKimmon Center
- ❖ February 28 – **NCPA Member and Distributor Luncheon** – 1:00 pm – McKimmon Center
- ❖ February 28 – **Annual Member Education Meeting Part 1**– 2:00 p.m. – 5:00 p.m. - McKimmon Center
- ❖ March 1 – **Annual Member Education Meeting Part 2**– 8:30 a.m. – 10:30 a.m. - McKimmon Center
- ❖ March 1 – **Annual Product Showcase** – 11:00 – 1:00 p.m. Kerr Scott Bldg.
- ❖ March 1 – NCPA Board Meeting resumes – 2 p.m. – Hotel
- ❖ March 2 – NCPA Board Meeting – 8:00 a.m. – noon – Hotel
- ❖ March 8- **Release of NCPA 2022 - 2023 DISTRIBUTOR BID to Members, Distributors and Brokers.**
- ❖ March 11- **Letters of Bid Price Guarantee due to distributors and NCPA Consultants.**
- ❖ March 18 – **Bid Certification Renewal Letter due from Distributor to renewing districts.**
- ❖ March 18 – NCPA members plans for new or renewal bids due to NCPA Consultant
- ❖ March 28– April 8, 2022 –Members send - *New Bids or Bid Renewal Spreadsheets with District usage for the 2022– 2023 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)*
 - **NOTE: RENEWING Member districts must get Bid Certification Renewal Letter signed BEFORE March 18, 2022 in the event they must issue a NEW bid)**

March Recurring Tasks:

- Nomination and election of NCPA members to fill NCPA Board Co – Chair vacancies as required.
- Email **NCPA Members** first week of March to obtain verification of plans for New OR Renewal Distributor Bids by NCPA Member School District for 2022 - 2023 to provide Distributors information. **DUE March 18.**
- Board final review/approval of **2022 -2023 NCPA Distributor Bid Spreadsheets** prior to Official Release.
- 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.
- Finalize agenda and procedures/forms for May **Distributor Bid Opening.**

- Send **Distributor Bid** agenda with list of email addresses for **NCPA Members and Distributors** and a Registration Letter to McKimmon to email out by **March 14**.
- Review Requests for New and Competing Products for approval on the **2023 -2024 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 2023-2024 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.

APRIL 2022

❖ **NO BOARD MEETING PLANNED**

April Recurring Tasks:

- Continue updating Nutrient Analysis data in NutriKids.
- **Manufacturers & Brokers** coordinate delivery of samples of competitive products for consideration on 2023-2024 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 2022 Outgoing NCPA Board Members. Presented at the May bid opening meeting.

MAY 2022

MAY 11 - 13 *BOARD MEETING* — 4 POINTS BY SHERATON, 1200 HURRICANE WAY, RALEIGH NC 27607

Reservations: 919-854-0502

Reference Group Name: XXX

Cut Off for Room Rates XXX

Special Dates:

- ❖ **May 11 – NCPA Board meets at 2:00 p.m. - Hotel**
- ❖ **May 12– 10:00 a.m. 2022-2023 OFFICIAL DISTRIBUTOR NEW BID OPENING AND PRELIMINARY BID AWARDS**
McKimmon Center: All members issuing NEW bids must attend the bid opening.
- ❖ **May 12 – 2:00 p.m. - Audit Committee Preparation of Pre-Bid Audit documents.**
- ❖ **May 13 – 8:30 a.m. – until – Audit Committee**

May Recurring 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://www.nctreasurer.com/inside-thedepartment/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>.
- 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.
- Annual NCPA Board **Distributor Pre-Bid Audit**– to be approved and sent to Membership BEFORE final approval of New bids.
- Member districts must award Preliminary Bid Awards before finalizing bid awards due to possible bid price changes due to audit or other findings which may affect bid bottom line.
- Update Spreadsheet of Member’s Distributor Awards or Renewal & Bid \$Estimates.
- Review Requests for New and Competing Products for approval on the **2023 -2024 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 2023-2024 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.

JUNE 2022

❖ **NO BOARD MEETING PLANNED**

June Recurring Tasks:

- **Distributor House Meetings held** for members to share cycle menus, additional items, product consolidation.
- **Distributors send Private Label specifications to members, finalize non-stocks and procedures and send to members.**

JULY 2022

July 19 - 21 *BOARD MEETING* – DRURY INN, BURLINGTON

Reservations: 1-800-325-0720 Reservations: Group#: XXX Cut Off for Room Rates: XXX

July Recurring Tasks:

- Introductions, welcome of new Board Co-Chairs and review of Board Ground Rules/Ethics
- Board review/approval of the **2022 – 2023 NCPA Calendar of Task and Events**
- Review updates to DPI - Student Nutrition Services Webpage: NCPA Calendar, Board Terms of Service, Membership Roster and Nutritional Analysis.
- Board review/approval of **2023 - 2024 Request for NEW FOOD/GROCERY* Products with No Bid Specifications** from Manufacturers and Brokers (were due June 30)
- Review requests for specification amendments to allow competition on the **2023 -2024 NCPA Distributor Bid and the Direct to Manufacturer/USDA Donated Foods Processing Bid.**
- First review of the **2023 - 2024 DTM/USDA DONATED FOOD IFB/Contract.**
- **E-mail 2022 -2023 Request to Manufacturers & Brokers for New Product Food Show Form** (held in conjunction with the **NCDA March Across Carolina** on Nov. **XX** – Hickory and Nov. **XX** – Raleigh **Due Aug XX**)
- **Request Annual Product Usage Reports by Line Item from NCPA Distributors** (including produce and beverages) from Aug. 1, 2021– July 30, 2022, including \$Value, to begin **2023 - 2024 DTM/USDA DONATED FOOD** bid usage by line item. **Due August 11, 2022.**
- Obtain June 1, 2021 - June 30, 2022 Usage Reports from electronic USDA Donated Foods Reporting Systems for membership **USDA DONATED FOOD** bid usage.
- **Completion of Nutritional Analysis** updates and IFS data base.