

NCPA CALENDAR OF EVENTS AND TASKS

JULY 2016 - JUNE 2017

NCPA MEMBERS ARE INVITED TO ALL BOARD MEETINGS

CHAIRS EXPECTED AT BOARD MEETINGS – CO-CHAIRS ATTEND AS POSSIBLE

MANUFACTURER/BROKER ACTIVITIES/MEETINGS ARE HIGHLIGHTED IN YELLOW

MEMBERS ACTIVITIES/MEETINGS IN GRAY – NOTE: DISTRICT REPRESENTATION IS REQUIRED AT MEMBER MEETINGS

JULY 2016

❖ **JULY 12 -14 – *BOARD MEETING* – DRURY INN, GREENSBORO**

July Recurring Tasks:

1. Introductions and welcome of new Board Co-Chairs.
2. Election of 2016 - 2017 NCPA Chairman of the NCPA Board of Directors.
3. Board approval of the NCPA Annual calendar.
4. Board review/approval of “current” product specifications from Manufacturers/Brokers for 2017-2018 Student Testing.
5. Update CN Webpage with Alliance Calendar, Board Terms of Service and Membership Roster.
6. Member Distributor House Meetings with a Zone Chair(s) to share cycle menus, additional items, product consolidation.
7. Members: Obtain Private Label specifications from Distributors, finalize non-stocks and procedures.
8. Finalize “current bid” product specifications received from Manufacturers/Brokers for 2017 - 2018 Testing.
9. Send out Approved **Current Products Specifications** (current spec’s) to Product ID Committee for the 2nd Party Review.
10. Finalize the NCPA Library Specifications and Nutritional Analysis.
11. Board first review of the DTM – IFB.

AUGUST 2016

❖ **No Board Meeting Held**

August Recurring Tasks:

1. Request Usage Reports from NCPA distributors from Aug. 1, 2015 – July 30, 2016, including \$Value, to begin 2017-18 DTM bid usage.
2. Obtain Usage Reports from Commodity Reporting Systems.
3. E-mail manufacturers/brokers list of Pass/Fail of **Products Submitted for Current Bid Specifications** for 2017-2018 bid.
4. **Send Invitations via e-mail to Manufacturers, Brokers and Members for the October 2016 NCPA Meetings.**

NOTE: BOARD MEETINGS START ON WED. AT 2 P.M. & END BY FRI. NOON UNLESS OTHERWISE NOTED

SEPTEMBER 2016

❖ **Sept 14 - 16 – *Board Meeting* – Drury Inn, Greensboro – Reserve by**

On – Line Reservations: www.druryhotels.com **Group # 2278846** **Cut Off for Room Rates: Friday, Aug, 12, 2016**

Drury Phone Reservation Line: 1-800-325-0720

September Recurring Tasks:

1. Second review and finalizing of *Direct to Manufacturer/Commodity Processing (DTM/DMDTY) IFB* for 2017-2018.
2. Assign products to broker/member school districts for **2017 – 2018 Student Testing. Testing Reports due Nov. 11, 2016.**
3. Address agendas for October Broker/Manufacturer Meeting, Distributor Meeting and Member Meeting.

OCTOBER 2016

❖ In conjunction with DPI-DPI Meeting at Sheraton Imperial, Research Triangle Park, NC – Reservations by DPI.

❖ **Oct 24** - Board Meeting starts at 2:00 p.m. - Royal Room

❖ **Oct. 25** - **Annual Distributor’s Meeting** - 10:00 a.m. – noon - Royal Room (Note: By Invitation Only)

1. **Annual Selected Brokers/Manufacturers Meeting** - 1:00 p.m. – 3:00 p.m. – Royal Room (By Invitation Only)

2. **Annual NCDA Meeting** 3:00 p.m. Board Meeting – Meeting Room – Royal Room

❖ **Oct. 26 - NCPA Member's Meeting Sheraton Imperial, Durham - 9:00 a.m. – 11:00 a.m. Meeting Room - Auditorium**

October Recurring Tasks:

1. Official Recognition of 2015 -2016 Outgoing Chairs and Incoming 2016 - 2017 NCPA Co-Chairs.
Finalize and approve IFB/Contract revisions for the **2017 -2018 DTM/CMDTY Processing Bid**
2. Review bid categories/items and specifications for the **2017 -2018 DTM/CMDTY Processing Bid**.
3. Request Usage Reports from NCPA distributors from **Aug. 1, 2016– Oct. 30, 2016** for **DTM Bid** estimates. Obtain commodity usage data from commodity reporting systems.
4. Identify line items for possible **2017 – 2018 DTM Bid Renewal** and notify manufacturers via e-mail with a return date prior to Nov. Board Meeting.

NOVEMBER 2016

❖ **Nov 16 - 18 – *Board Meeting***– Drury Inn, Greensboro

❖ **On – Line Reservations:** www.druryhotels.com **Group # 2278847** **Cut Off for Room Rates: Friday, Oct. 14, 2016**

November Recurring Tasks:

1. Review and approve products for **2016 – 2017 DTM Bid Renewal** and line items/categories to be re-bid.
2. Request and collect **Manufacturer Renewal Bid Price Guarantee Letters** for 2017 -2018 DTM bid.
3. Request and collect **Manufacturer Product Specification/Code Review/Approval** for 2017 -2018 DTM bid.
4. Board review and approval of **Student Testing Results** for inclusion on 2017 -2018 DTM Processing Bid.
5. Send via e-mail: **January DTM/CMDTY Processing Pre-Bid Meeting** announcement to manufacturers and brokers.
6. Notification of brokers/manufacturers of **East/West Student Testing Results** for 2017 - 2018 by Dec. 2.

DECEMBER 2016

❖ **Dec 7 - 9 – *Board Meeting*** – Drury Inn, Greensboro

❖ **On – Line Reservations:** www.druryhotels.com **Group # 2278849** **Cut Off for Room Rates: Friday, Nov. 4, 2016**

December Recurring Tasks

1. **Finalize DTM Bid for RELEASE of DRAFT by Dec. 9, 2016 and return of bid specification issues/errors from the manufacturers and brokers no later than Dec. 16, 2016.**
2. Obtain public bid announcements -*Raleigh News & Observer and Charlotte Observer* DTM/CMDTY Processing Bid.
3. **Distributor Mid - Year Price Increase/Decrease** for Feb. 1 – July 31, 2017 **due by Dec. 13, 2016 to NCPA customers.**
4. E-Mail Requests for Approval Forms for **NEW products without current bid specifications** to manufacturers/brokers via e-mail for the **March 2017 NCPA New Product Food Show** to manufacturers and brokers.

JANUARY 2017

❖ **Jan 11 - 13 – *Board Meeting*** – Drury Inn, Greensboro

❖ **On – Line Reservations:** www.druryhotels.com **Group # 2278851** **Cut Off for Room Rates: Friday, Dec. 9, 2016**

❖ **Jan 12 – 10:00 A.M. DTM/CMDTY PRE BID MEETING FOR MANUFACTURERS AND BROKERS**

January Recurring Tasks:

1. E-Mail Announcement of **March 13 Distributor Pre-Bid Meeting and March 14 New Product Food Show** to members, distributors, manufacturers and brokers. **March 13/14 – Annual NCPA Member Continuing Education Workshop**
2. **Jan 13, 2017 – OFFICIAL RELEASE of 2017 -2018 DTM/CMDTY Bid** to manufacturers, brokers and members.
3. Review and approval of **2017-2018 Distributor Bid IFB/Contract** and begin review of Distributor Bid spreadsheets.
4. Board review and approval of products submitted by manufacturers/brokers for the **March New Product Food Show**.
5. Annual **Distributor Mid Term Audit** of Distributor price increases/decreases from Feb. 1, 2016 to July 31, 2016.
6. Request Usage Reports from NCPA Distributors – Aug. 1, 2016 – January 29, 2017 to use for **Distributor Bid estimates**.

FEBRUARY 2017

❖ **Feb 6 – OFFICIAL 2016 -2017 DTM/CMDTY Bid Envelopes Due from Manufacturers by Mail to Mary Sitton**

Feb 7 - 10– *Board Meeting* – Drury Inn, Greensboro

❖ On – Line Reservations: www.druryhotels.com **Group # 2278852** **Cut Off for Room Rates: Friday, Jan. 6, 2017**

❖ **Feb 8- 8:30 a.m. – 2016 -2017 DTM/COMMODITY PROCESSING BID OPENING - Co-Chairs are to requested to attend this meeting to assist with review of the bids and bid specifications from Wed – Fri.**

❖ **Feb 17 – DRAFT 2017 -2018 DISTRIBUTOR BID released to distributors for return of issues/errors by Feb. 28, 2017.**

February Recurring Tasks:

1. Approve agendas for **March Distributor Pre-Bid, Member Meeting** and **New Product Food Show**.
2. Complete review of **2017 -2018 Distributor Bid** spreadsheet specifications.
3. Complete and release **2017 -2018 DTM/Commodity Processing Bid Awards Spreadsheets** for Members, Manufacturers and Brokers.
4. E-Mail Distributors spreadsheet of NCPA members NEW/RENEWAL bid status by LOT for the upcoming bid.
5. Request and obtain **Letters of Bid Price Guarantee** (provide template) from awarded **DTM/Commodity Bid** manufacturers. Awarded manufacturers are required to send a copy to NCPA distributors as confirmation of their final award.
6. Obtain public bid announcements in *Raleigh News and Observer* and *Charlotte Observer* for the **Distributor Bid**.

MARCH 2017

❖ **March 12 - 15 – Board Meeting – Comfort Suites Arena 1200 Hurricane Alley Way, Raleigh, NC**

Phone: 919-854-0502 Reservations: Call Hotel **Group Name: Student Nutrition Services**

Rate Cut Off: Tuesday, Feb. 21, 2017

❖ **March 12 – Board Meeting begins at 2:00 p.m.**

❖ **March 13 – NCPA PRE-BID MEETING FOR DISTRIBUTORS – 9:00 a.m. - noon - McKimmon Center, Raleigh (members may attend however information will also be presented in the Member Meeting)**

❖ **Member Luncheon - Noon**

❖ **March 13 – Annual Member Education Meeting Part 1– 1:00 p.m. – 5:00 p.m. McKimmon Center**

❖ **March 14 – Annual Member Education Meeting Part 2 – 8:30 a.m. – 10:30 a.m. – McKimmon Center**

❖ **March 14 – NCPA New Product Food Show – Member Evaluation – 11:00 – 1:00 Kerr Scott Bldg. – NC Fairgrounds**

❖ **March 14 – Board Meeting resumes – 2:30 p.m.**

❖ **March 15 - Board Meeting – 8:00 a.m. – noon**

❖ **March 14 - Board Release of OFFICIAL 2017 -2018 DISTRIBUTOR BID to membership, distributors and brokers.**

❖ **March 28– April 8 – Member Release of *New or Renewal* 2016– 2017 OFFICIAL NCPA DISTRIBUTOR IFB AND BID SPREADSHEETS w/USAGE (NCPA will provide Member Bid Documents/Spreadsheets with Instructions and separate Distributor Bid Spreadsheets with Instructions)**

March Recurring Tasks:

Election of NCPA members to Board vacancies for Co-Chairs.

1. Board calculation of member evaluation reviews from **New Products from Food Show**.
2. Board approval of **2017 -2018 Products with Current Bid Specifications Form** and categories that will be accepted for competition.
3. **New Products Food Show - Notify members and manufacturers/brokers of product Pass/Fail scores.**
4. Board final review/approval of **2017 -2018 NCPA Distributor Bid Spreadsheets** prior to issuing to members.
5. **2017 -2018 NCPA Distributor IFB & Bid Spreadsheets** e-mailed to Members and Distributors/Brokers after presentation at Annual Member Educ. Meetings. Include list of Distributors by LOT for current year plus list of produce distributors as needed.
6. E-Mail **2017 -2018 Distributor Bid** copy to Brokers (to review for products that may have been deleted due to usage).
7. Begin process of entering 2017 -2018 product specifications into **NCPA Library** from DTM specifications.

APRIL 2017

❖ **No Board Meeting Held**

April Recurring Tasks:

1. Finalize agenda for May Bid Opening.
2. E-mail 2017 - 2018 Products with Current Bid Specifications Form to manufacturers/brokers with June 1 due date.
3. Begin process for Nutrient Analysis for 2017 – 2018 product specifications in NCPA Library – completion goal – July 15.

MAY 2017

- ❖ **May 9 - 11** – *Board Meeting*– Comfort Suites Arena 1200 Hurricane Alley Way, Raleigh, NC
Phone: 919-854-0502 Reservation Info: Call Hotel Group Name: Student Nutrition Services
Rate Cut Off is Saturday, April 21, 2017
- ❖ **May 9** – Board Meeting Begins at 2:00 p.m.
 - ❖ **May 10 - 2016 – 2017 OFFICIAL DISTRIBUTOR NEW BID OPENING AND PRELIMINARY BID AWARDS** - McKimmon Center (only members and distributors issuing NEW bids for LOTS must attend)
 - ❖ **May 10** – Member Luncheon and Announcements – Members may work on bids after luncheon as required.
 - ❖ **May 10** – 2:00 p.m. - Audit Committee Preparation of Pre Bid Audit documents.
 - ❖ **May 11** – 8:30 – until – Audit Committee Review

May Recurring Tasks:

1. Annual **Distributor Pre-Bid Audit** conducted – to be approved and sent to membership BEFORE final approval of Preliminary Bid Awards due to possible bid price changes that may affect bid bottom line of NEW bids. Include at least one non – domestic product.
2. **On – Going: NCPA Library of Product Specifications for 2017– 2018** update and **Nutritional Analysis** updates.
3. Election by the current Board of the **2017- 2018 NCPA Chairman of the NCPA Board of Directors**.

JUNE 2017

- ❖ **No Board Meeting Held**

June Recurring Tasks:

1. Complete Nutritional Analysis updates and e-mail to membership.
2. **June 1 – Submission forms for Products Meeting Current Bid Specifications due from brokers and manufacturers.**
3. Review and approve the e-Mail Requests for approval of *Products Meeting Current Product Specifications* to Product ID Committee for Second Party Review.
4. Continue NCPA Library of Product Specifications for 2017– 2018 update and Nutritional Analysis updates.
5. **Member Distributor House Meetings with Zone Chair(s)** to share cycle menus, additional items, product consolidation.

JULY 2017

- ❖ **July 17 - 19** – *Board Meeting* – Drury Inn, Greensboro (*Note: Tues 2 p.m. – Thurs noon*)
 - ❖ **On – Line Reservations: www.druryhotels.com Group # 2278853 Cut Off for Room Rates: Friday, June 9, 2017**

July Recurring Tasks:

1. Introductions and welcome of new Board Co-Chairs.
2. Board approval of the NCPA Annual calendar.
3. Board review/approval of “current product specifications” from Manufacturers/Brokers for 2017 - 2018 Student Testing.
4. Request Usage Reports from NCPA distributors from July 1, 2016 – June 30, 2017 to begin 2017-2018 DTM bid usage.
5. Update Spreadsheet of Member’s Distributor Awards or Renewal & Bid \$Estimates for 2017-2018.
6. Update CN Webpage with Alliance Calendar, Board Terms of Service and Membership Roster.
7. Members: Obtain Private Label specifications from Distributors, finalize non-stocks and procedures.
8. Finalize “current bid” product specifications received from Manufacturers/Brokers for 2017 - 2018 Student Testing.
9. Send out Approved **Current Products Specifications** (current spec’s) to Product ID Committee for the 2nd Party Review.
10. **On – Going: NCPA Library of Product Specifications for 2017– 2018** update and **Nutritional Analysis** updates.