

Manufacturing Pricing Agreement

SUBJECT: (MPA) PROCESSING NEW ADDS

WHEN A NEW ITEM -STOCK NUMBER IS REQUESTED

1. **If this new item does not have a stock number attached to it** then it must go through Kim Barnes, Program Manager of the NAPA (National Allowance Program) Kimberly.Barnes@dla.mil who will process the documents you forward and provide a LSN (Local Stock Number) you.
2. This new item must have all of the proper identification accompanying it, that is, labeling, nutritional info, description, see below for specifics according to commodity:

Attach the following information with your request via email:

2a. For Non Meat Items

The Principal Display Panel (PDP) showing:

Product Name/Statement of Identity
Net Weight Statement

The Information Panel showing:

Ingredients Statement*
Nutrition Facts*
Signature Line
Any Required Allergy Labeling, if applicable

2b. For Meat and Poultry Items

The Principal Display Panel (PDP) showing:

Product Name/Statement of Identity
Handling Statement
Legend/Establishment Number
Net Weight Statement

The Information Panel showing :

Ingredients Statement*
Nutrition Facts**
Signature Line

Mandatory Safe Handling Instructions - Displayed Anywhere on Labeling according to: 9 CFR 317 – Meats; 9 CFR 381 - Poultry

ITEMS WITH STOCK NUMBERS ALREADY ESTABLISHED

1. New adds to the MPA catalog with already established local stock number/ DOD stock number/NSN must come through the STORES New Item Request Form (NIRF) website initiated by the customer. The NIRF request requires upload of specific documents as mentioned above- specifications, labels etc. and requirements information (which when initiated by the customer is the requirement). NEW ADDS TO THE MPA CATALOG or any PRIME VENDOR catalog, **ALWAYS** require a price determination analysis . If you do not forward the request through the NIRF and request from NAPA manager or MPA manager then you must provide a Purchase Order from the customer that shows a specific requirement for this items.

NOTE: If you require an add to be on a specific cyclic calendar month, please submit your request at least 30 days before that calendar month

I've added two websites that will help you in your partnering with the government:

MPA WEBSITE:

1. MPA Word Document 1.8 released
MPA Submission criteria and schedule

2.

<http://www.dla.mil/TroopSupport/Subsistence/FoodServices/mpanapa/mpa.aspx>

NAPA WEBSITE:

<https://www.dla.mil/TroopSupport/Subsistence/FoodServices/mpanapa/napa.aspx>

DLA TROOP SUPPORT SUBSISTENCE:

<https://www.dla.mil/TroopSupport/Subsistence/DoingBusinesswithSub/NewItemIntroduction.aspx>

I hope I have helped you in your getting your new items onboard.....

Margaret Conforto

Margaret Conforto, Contracting Officer
Supervisor Acquisition & Analysis
Strategic Material Sourcing Group
DLA Troop Support Subsistence