

WHAT IS THE DIVISION'S ROLE?

The Division of Purchase and Property is the central procurement agency for the Executive Branch of New Jersey State government. The Division awards contracts for products and services in accordance with State laws and regulations on behalf of State agencies. The Division does not currently procure investments, grants, construction, space, or third-party contracts. The Division strives to maintain equal footing among all vendors during bidding and contracting functions.

The Division's website is available at www.state.nj.us/treasury/purchase and www.njstart.gov. **We strongly encourage all vendors to register in NJSTART, the State's new eProcurement system.**

NJStart is designed to streamline the procurement process and make it more efficient for companies looking to do business with the State.

Suppliers can also create their own vendor profiles through the portal, eliminating the need to file duplicate forms every time they submit a proposal for a new contract. Also, NJSTART's business interface allows for the submission of electronic W-9's for the first time, and it expands the quantity of electronic payments enabling prompt payment.

Please visit www.njstart.gov for more information and to access our online resources, which include Vendor Reference Guides and informational videos.



Quick Reference

- Purchase & Property [www.state.nj.us/treasury/purchase]
- NJSTART (www.njstart.gov)
- Revenue and Enterprise Services – Business Registration [www.state.nj.us/treasury/revenue] or (609)292-9292



Produced by the
Division of Purchase and Property
New Jersey Department of the Treasury



www.state.nj.us/treasury/purchase

Doing Business with the State of New Jersey



Also known as:
**How to Get on State
Contract, or Getting a State
Contract Number**

HOW DO I GET A STATE CONTRACT?

The primary means of obtaining a State contract is successfully competing for an award by responding to a Request for Proposal ("RFP") issued by the Division and accessible at the Division's website. All of the Division's RFP's are posted on the

web at www.state.nj.us/treasury/purchase and www.njstart.gov. Successful bidding requires that the bidding entity carefully read the RFP and complete all of the requirements set forth in the RFP. To secure the benefits of convenience and paperless submission, many bidders opt to use NJSTART, the Division's new eProcurement system, to submit

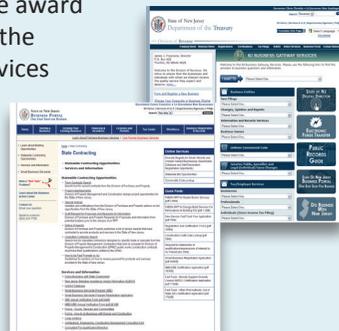


electronic proposals. Interested vendors are encouraged to register in NJSTART to receive email notifications when contracts for pertinent types of products or services are being procured.

WHAT DO I NEED IN ORDER TO BID?

Your company must submit specific required forms as part of its proposal and complete specific certifications in NJSTART. NOTE: While not required for bidding, all businesses must have a valid Business Registration Certificate (BRC) from the Division of Revenue and Enterprise Services prior to conducting business in the State of New Jersey and prior to the award of a contract. To obtain a BRC, contact the Division of Revenue and Enterprise Services at www.state.nj.us/treasury/revenue or (609) 292-9292.

If your company has no more than 100 permanent employees, AND your company has its principal place of business in New Jersey, AND your company has annual gross revenues of \$12M or less, or complies with the applicable federal revenue standards established at 13 CFR 121.201, whichever is higher, consider registering as a New Jersey Small Business Enterprise. Contact the New Jersey Division of Revenue and Enterprise Services, Small Business Enterprise Unit for more information at <http://www.nj.gov/njbusiness/contracting/> or (609) 292-2146.



HOW DO I BID?

Your company's proposal must contain all required forms/registrations/certifications, a response to all requirements ("must"/"shall" statements), and a completed price schedule or cost sheet, which is provided as part of the RFP. Required forms/certifications to be included with your company's proposal are:

- Offer & Acceptance Page (formerly titled RFP Signatory Page);
- Ownership Disclosure Form;
- Disclosure of Investment Activities in Iran;
- Subcontractor Utilization Plan for proposals that include the use of subcontractors;
- Disclosure of Investigations Form (list and explanation of pending litigation, administrative actions, etc.);
- For proposals offering services, certification where services will be performed.

The required forms are supplied by the State and are available on the Division's website. Many forms are also available within NJSTART. In addition, a particular RFP may have one or more additional forms that gather information just for that particular procurement.

Make sure your company's proposal responds to all mandatory requirements – "must" and "shall" statements – and it contains pricing in the format or manner the RFP instructs. Finally, make sure your company's proposal arrives at the State office ON TIME. The proposal submission location and date are identified in the RFP; the proposal submission deadline is always 2:00 PM Eastern Standard Time.

MY COMPANY SUBMITTED A PROPOSAL. NOW WHAT HAPPENS?

The proposals are opened promptly after the proposal submission deadline. The State first checks that your company's proposal is signed and that all required forms are included. The proposals are then evaluated. The evaluation period may be a few weeks for a straightforward contract procurement or months for a very complex one. During the evaluation period, the State does not provide interim status updates or any information to the entities that have submitted proposals. When the evaluation process is complete, the State will notify the participating companies of the intended contract awardee(s). The notification is sent via email. Contract awardees receive State contracts, with a unique contract number.

AFTER I GET A STATE CONTRACT...?

As a contract awardee, your company is permitted to sell only the goods and/or services awarded as part of the contract. A State contract does not permit a company to sell everything and anything to New Jersey government agencies. A State contract may be available for use by a single State agency, multiple State agencies, all State agencies, or State agencies and Cooperative Purchasing Program participants.

The contract and your company's contact information will be posted on the Division's website and on njstart.gov

ARE STATE CONTRACTS AVAILABLE TO "THE LOCALS"?

Some State contracts are made available to the Cooperative Purchasing Program participants. The Cooperative Purchasing Program participants include Municipalities, Counties, School Districts, Volunteer Fire Departments, Volunteer First Aid and Rescue Squads, County and State Colleges, Independent Authorities, Quasi-State Agencies, and Independent Institutions of Higher Education. The Cooperative Purchasing Program participants have the *option* to use State contracts, but are not required to use them. The Cooperative Purchasing Program participants may, and frequently do, conduct their own public procurements.

AND WHEN THERE IS NO STATE CONTRACT...?

If an agency wants to buy a product or service that is not on a State contract, that agency may make the purchase provided the cost is below the agency's public bidding threshold, and the agency seeks the requisite competition for the purchase. The various thresholds are listed on the web at www.nj.gov/treasury/purchase/adjpubbid052yr.shtml and at www.nj.gov/treasury/purchase/adjpubbid05.shtml. For State agencies in general, the current public bidding threshold is \$40,000.