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Rutgers Public Purchasing Forum
TOP PROCUREMENT UPDATES OF 2023-2024 &
ROADMAP TO COMPLIANCE WITH COOPERATIVE CONTRACTING
 April 25, 2024

Cooperative Purchasing

DCA Oversight	Joint Purchasing System	Cooperative Pricing System	County Cooperative Contract Purchasing System
Registration Subject to DCA Approval	N.J.A.C. 5:34-7.5	N.J.A.C. 5:34-7.5	N.J.A.C. 5:34-7.22
DCA Registration Form	N.J.A.C. 5:34-7.5(c)	N.J.A.C. 5:34-7.5(c)	N.J.A.C. 5:34-7.22(b)
Criteria for Director Approval	N.J.A.C. 5:34-7.5(e)	N.J.A.C. 5:34-7.5(e)	N.J.A.C. 5:34-7.22(d)
DCA Assigns Alpha Numeric Number	N.J.A.C. 5:34-7.7(a)	N.J.A.C. 5:34-7.7(a)	N.J.A.C. 5:34-7.23(a)
Director time frame for approval - 45 days	N.J.A.C. 5:34-7.5(d) and 7.28	N.J.A.C. 5:34-7.5(d) and 7.28	N.J.A.C. 5:34-7.22(c) and 7.28
System Renewal	N.J.A.C. 5:34-7.8(c)	N.J.A.C. 5:34-7.8(c)	N.J.A.C. 5:34-7.26(c)
Authority of the Director	N.J.A.C. 5:34-7.31	N.J.A.C. 5:34-7.31	N.J.A.C. 5:34-7.31
Enforcement authority/determination of non-compliance	N.J.A.C. 5:34-7.32	N.J.A.C. 5:34-7.32	N.J.A.C. 5:34-7.32
Application to DCA	Form CP-2001	Form CP-2001	Form CP-1917

Resources:

Division of Local Government Services Local Finance Notices

- [LFN 2012-10 Using National Cooperative Contracts: Application of P.L. 2011, c.139](#)
- DCA/LGS website: [Cooperative Purchasing](#)

Joint Purchasing System	Regulation Reference
Lead Agency - Creation, Termination and Renewal	
Create by resolution	N.J.A.C. 5:34-7.3(b)
Formal Agreement with Registered Member	N.J.A.C. 5:34-7.4
Lead Agency may rotate	N.J.A.C. 5:34-7.4 (b)(8)
Lead Agency submits application to Director	N.J.A.C. 5:34-7.5
DCA Approval Form	CP-2001
Duration - not to exceed 5 years	N.J.A.C. 5:34-7.5(f)
Lead Agency responsible for notifying DCA of member withdrawal within 5 days	N.J.A.C. 5:34-7.6(e)
Lead Agency shall notify Director of decision to terminate	N.J.A.C. 5:34-7.5(g)
Lead Agency shall renew system by resolution	N.J.A.C. 5:34-7.8(b)
Lead Agency shall submit renewal application to Director	N.J.A.C. 5:34-7.8
Renewal Form	CP-2001
Renewal must include current membership lists	N.J.A.C. 5:34-7.8(d)

Lead Agency - Administrative Responsibilities	
Newspaper Notice - upon approval	N.J.A.C. 5:34-7.9(a)
Newspaper Notice annually on anniversary date of system creation	N.J.A.C. 5:34-7.9(a)
Certification of funds for own needs	N.J.A.C. 5:34-7.14 (b)
Certification of funds for Registered Members	N.J.A.C. 5:34-7.14 (b)
Certification of funds - Dedication by Rider (N.J.S.A. 40A:4-39)	N.J.A.C. 5:34-7.14 (d)

Lead Agency - Specifications and Bidding	
System Identifier on all bidding documents, purchase orders, vouchers, contracts and records	N.J.A.C. 5:34-7.7(b) and 7.4(b)(9)
Lead Agency must include its own definite requirements	N.J.A.C. 5:34-7.9(c)(1)
Must include exact quantity of goods/services from Registered Members	N.J.A.C. 5:34-7.9(c)(1)
Change order requirements for both Lead Agency and Registered Members	N.J.A.C. 5:34-7.9(f)

Participating Members	
Participating Member joins by resolution	N.J.A.C. 5:34-7.6(a)
Enters into Formal Agreement with Registered Member	N.J.A.C. 5:34-7.4(a)
Retains membership until formal withdrawal	N.J.A.C. 5:34-7.6(g)
May renew membership after withdrawal	N.J.A.C. 5:34-7.6(f)
Right to review bid specs before advertisement	N.J.A.C. 5:34-7.9(b)
Not responsible for change order requirements	N.J.A.C. 5:34-7.9(f)
System Identifier on all bidding documents, purchase orders, vouchers, contracts and records	N.J.A.C. 5:34-7.4(b)(9)

Cooperative Pricing System	Regulation Reference
Lead Agency - Creation, Termination and Renewal	
Create by resolution	N.J.A.C. 5:34-7.3(b)
Formal Agreement with Registered Member	N.J.A.C. 5:34-7.4(a)
Lead Agency may rotate	N.J.A.C. 5:34-7.4 (b)(8)
Lead Agency submits application to Director	N.J.A.C. 5:34-7.5
DCA Approval Form	CP-2001
Duration - not to exceed 5 years	N.J.A.C. 5:34-7.5(f)
Lead Agency responsible for notifying DCA of member withdrawal within 5 days	N.J.A.C. 5:34-7.6(e)
Lead Agency shall notify the Director of decision to terminate	N.J.A.C. 5:34-7.5(g)
Lead Agency shall renew system by resolution	N.J.A.C. 5:34-7.8(b)
Lead Agency shall submit renewal application to the Director	N.J.A.C. 5:34-7.8
Renewal Form	CP-2001
Renewal must include current membership list	N.J.A.C. 5:34-7.8(d)

Lead Agency - Administrative Responsibilities	
Newspaper Notice upon approval	N.J.A.C. 5:34-7.9(a)
Newspaper Notice Annually on anniversary date of system creation	N.J.A.C. 5:34-7.9(a)
Certification of funds for own needs	N.J.A.C. 5:34-7.11(a)
Provide contract details to Registered Member	N.J.A.C. 5:34-7.11(c)

Lead Agency - Specifications and Bidding	
System Identifier on all bidding documents, purchase orders, vouchers, contracts and records	N.J.A.C. 5:34- 7.4(b)(9) and 7.7(b)
Prior to bid solicitation, Lead Agency may determine if estimates are firm and binding	N.J.A.C. 5:34-7.20
Lead agency must include its own definite requirements	N.J.A.C. 5:34-7.9(e)
Must include estimated quantity of goods/services from Registered Members	N.J.A.C. 5:34-7.9(c)(2)
Required Bid Language for Specifications	N.J.A.C. 5:34-7.10(a)
Master Contract shall state bid prices may be extended to Registered Members who have not submitted estimates with Lead Agency written approval and contractor	N.J.A.C. 5:34-7.10(b)
Contract shall contain - Lead Agency needs and estimated member needs	N.J.A.C. 5:34-7.11(b)

Cooperative Pricing System	Regulation Reference
Participating Members	
Participating Member Joins by resolution	N.J.A.C. 5:34-7.6(a)
Provide estimates of use/expenditure to Lead Agency	N.J.A.C. 5:34-7.9(e)
Enters into formal agreement with Lead Agency	N.J.A.C. 5:34-7.6(a)
Retains membership until formal withdrawal	N.J.A.C. 5:34-7.6(g)
May renew membership after withdrawal	N.J.A.C. 5:34-7.6(f)
Right to review bid specs before advertisement	N.J.A.C. 5:34-7.9(b)
Responsible for change order requirements of own contracts	N.J.A.C. 5:34-7.9(f)
If under bid threshold, issue P.O. without resolution	N.J.A.C. 5:34-7.11(c)
If purchase is over the bid threshold, award by resolution	N.J.A.C. 5:34-7.11(c)
Must adhere to specifications and pricing of Master Contract	N.J.A.C. 5:34-7.11(d)
If didn't submit estimates, need prior written approval from Lead Agency and contractor to use contract	N.J.A.C. 5:34-7.12(a)
If not registered and want to use the contract, must become a Registered Member and need prior written approval from Lead Agency and contractor to use Master Contract	N.J.A.C. 5:34-7.12(b)
Must Include Identifier on all bidding documents, purchase orders, vouchers, contracts and records	N.J.A.C. 5:34-7.4(b)(9)
At discretion of Lead Agency, report use/expenditure of Master Contracts	N.J.A.C. 5:34-7.27

County Cooperative Purchasing System	Regulation Reference
Lead Agency - Creation, Termination and Renewal	
Create by resolution	N.J.A.C. 5:34-7.21(b)
Lead Agency submits application to Director	N.J.A.C. 5:34-7.22
DCA Approval Form	CCCP-1917
Duration - not to exceed 5 years	N.J.A.C. 5:34-7.22(e)
Lead Agency shall notify the Director of decision to terminate	N.J.A.C. 5:34-7.22(f)
Lead Agency shall renew system by resolution	N.J.A.C. 5:34-7.26(b)
Lead Agency shall submit renewal application to the Director	N.J.A.C. 5:34-7.26
Renewal Form	CCCP-1917

Lead Agency - Administrative Responsibilities	
Newspaper Notice upon approval	N.J.A.C. 5:34-7.24
Newspaper Notice Annually on anniversary date of system creation	N.J.A.C. 5:34-7.24

Lead Agency - Specifications and Bidding	
System Identifier on all bidding documents, purchase orders, vouchers, contracts and records	N.J.A.C. 5:34-7.23(b)
Lead agency must include its own definite requirements	N.J.A.C. 5:34-7.24(c)
County shall identify contracting units that can purchase under the contract	N.J.A.C. 5:34-7.24(c)
Required Bid Language for Specifications	N.J.A.C. 5:34-7.25

Participating Members	
Must Include Identifier on all bidding documents, purchase orders, vouchers, contracts and records	N.J.A.C. 5:34-7.23(b)
At discretion of Lead Agency, report use/expenditure of Master Contracts	N.J.A.C. 5:34-7.27

[OSC Homepage](#)

Office of the State Comptroller Submission Forms

Pre-advertisement Notification for contracts valued at \$12.5 million or more (Forms B1 and B2)	Pre-Advertisement Notification (Form B1)
	Post-Award Notification (Form B2)
Post-award Notification for contracts valued at \$2.5 million or more but less than \$12.5 million (Form A)	Post-award Notification (Form A)
Post-award Notification for emergency contracts valued at \$2.5 million or more (Form D)	Post-award Notification for Emergency Contracts (Form D)