



**New Jersey Department of the Treasury
Division of Purchase and Property**



Quick Reference Guide:

FIND A BID

**USING ONLY PUBLIC INFORMATION
(No Login Required)**



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1. Purpose

NJSTART is the State of New Jersey's vendor procurement portal. This NJSTART Quick Reference Guide, *Find a Bid*, provides step-by-step instructions for two methods to find NJSTART bids:

Method 1: NJSTART Bidding Opportunities listed on the New Jersey Division of Purchase and Property (DPP) web site, <http://www.nj.gov/treasury/purchase/>, and

Method 2: Those same opportunities listed as Open bids in NJSTART at www.njstart.gov.

2. Summary Instructions

All website and NJSTART features described in these pages are open to the general public. You do not have to register or login to do anything described in this guide.

2.1 What You Will Be Able to Do

Using the steps presented in this guide you will be able to:

- See lists of current bids in NJSTART and related summary information;
- Filter bid lists by commodity code groupings;
- Select individual bids and see their complete details;
- Download and save any bid-related files (e.g., RFPs, bid amendments, terms & conditions, etc.);
- Download and save any bid related forms (e.g., vendor certifications, etc.).

After seeing what is available, you may choose to submit a quote that offers your company's goods or services in response to a bid. When you do, instructions for how to submit a quote are provided in a separate NJSTART Quick Reference Guide: *SELLERS – Submit a Quote*.

Important: There is more than one way to do something using NJSTART. To keep it simple, this guide describes two methods for finding bids in NJSTART. When you become familiar with NJSTART you may prefer other approaches to achieve the same result.

3. Detailed Instructions

3.1 Find Bids on the DPP Website

If you have already been doing business with the State, you may already be familiar with much of the information presented in this section.



A listing of Current Bidding Opportunities is a feature on the home page of the Division of Purchase and Property (DPP) website: www.nj.gov/treasury/purchase/, shown below:

The screenshot shows the NJSTART website interface. At the top, there is a navigation bar with links for 'Treasury Home', 'Purchase Home', 'Vendor Information', 'Agency Information', 'Cooperative Purchasing', 'Public Information', 'Distribution & Support Services', and 'Contact DPP'. Below this is a 'WELCOME' message from the Division of Purchase and Property. To the right, there is a 'SPECIAL NOTICES' section with a list of recent bids, including dates and descriptions like 'Quote (Proposal) Opening Postponement: 17DP00050 Armed and Unarmed Security Guard Services Statewide'. Below the notices is a 'LEGACY SYSTEM CONTRACTS' section with a 'VIEW ALL' link and a highlighted 'VIEW BIDDING OPPORTUNITIES' button. A note below the button states: 'Note: All bidding opportunities are now administered through NJSTART.' At the bottom of this section is another 'VIEW ACTIVE CONTRACTS' button.

Clicking the NJSTART View Bidding Opportunities (highlighted by the red rectangle above) will redirect you to the Open Bids page within NJSTART, as shown below:

The screenshot shows the 'Open Bids' page on NJSTART. At the top, there is a search filter for 'All' categories and a 'Go' button. Below this is a 'Bid(3)' indicator and a table with 3 open bids. The table columns are Bid #, Alternate Id, Buyer, Description, Purchase Method, Bid Opening Date, and Bid Holder List. The table contains the following data:

| Bid # | Alternate Id | Buyer | Description | Purchase Method | Bid Opening Date | Bid Holder List |
|---------------------------------|---------------------------------------|---------|------------------------------------------------------------------------------|-----------------|---------------------------|----------------------|
| 15DPP0100000384 | | Name 01 | Req Test 0513 | Open Market | 08/31/2015 04:37:00 PM | List |
| 15TEST00000364 | | Name 02 | 052015 Test | Blanket | 08/10/2015 01:14:00 PM | |
| 14DPP0100000038 | Small Business Certification Required | Name 03 | T-2774 Front End Mail Receipt & Pre-processing Service - Division of Revenue | Open Market | 04/02/2016 02:12:00 PM | |

At the bottom of the table, there are 'Print Page' and 'Exit' buttons. Below the table, there is a copyright notice: 'Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.'



3.2 Find Bids in NJSTART

Instead of starting at the DPP website, you can also find bids by going directly to NJSTART at www.njstart.gov. All of the State's new bidding opportunities are now posted and processed using NJSTART. You will find it is both faster and easier.

The NJSTART login page opens, as shown below.

Welcome To **NJSTART**

NJSTART

The State of New Jersey's new eProcurement solution!
NJSTART will put the power to do business with the State into your hands

The Division of Purchase and Property is pleased to announce
that all new bidding opportunities are now administered through NJSTART.

Please click on the "Open Bids" link below to view all new Bidding Opportunities.

Please visit the [NJSTART Vendor Support Page](#), which contains
Reference Guides, frequently asked questions, how-to videos, a glossary of
NJSTART terms, and help desk support contact information.

To get your business "NJSTARTed," please click on the "Register" link below.

Passwords must have a minimum of 6 characters, contain at least
one letter and one number, and not contain any special characters (#,&,* , etc.).
Passwords are case sensitive.

For proper processing Tax ID numbers should not contain a dash (-).
Please do not use a comma, pound (#), or apostrophe during registration.

- [Register](#)
Register here to begin using NJSTART.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using NJSTART.
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)**
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.

Login ID:
Password:

[Login Assistance?](#)

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Click on the Open Bids link (red rectangle) to see a list of open bid opportunities in NJSTART. This is the same result using the method described in Section 3.1. Login is not necessary to see the bids.



Open Bids in NJSTART are listed, as follows:

The screenshot shows the NJSTART 'Open Bids' page. At the top is the NJSTART logo. Below it is a section titled 'Open Bids' with a dropdown menu set to 'All' and a 'Go' button. A blue button indicates 'Bid(3)'. Below this is a table with the following data:

| Bid # | Alternate Id | Buyer | Description | Purchase Method | Bid Opening Date | Bid Holder List |
|---------------------------------|---------------------------------------|---------|------------------------------------------------------------------------------|-----------------|------------------------|----------------------|
| 15DPP0100000384 | | Name 01 | Req Test 0513 | Open Market | 08/31/2015 04:37:00 PM | List |
| 15TEST00000364 | | Name 02 | 052015 Test | Blanket | 08/10/2015 01:14:00 PM | |
| 14DPP0100000038 | Small Business Certification Required | Name 03 | T-2774 Front End Mail Receipt & Pre-processing Service - Division of Revenue | Open Market | 04/02/2016 02:12:00 PM | |

At the bottom of the table are 'Print Page' and 'Exit' buttons, and a copyright notice: 'Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.'

3.3 NJSTART Open Bids Details

The Open Bids list contains all bids whose Bid Opening Date is still in the future. The **Show Bids for Category** field contains a dropdown box that allows the user to filter the open bid list to show only bids matching the selected commodity category.

The Open Bid list contains the following fields:

Bid #: The bid number is generated by NJSTART when the bid is created.

Alternate ID: This field name has a number of different uses in NJSTART. On this screen, this field is used to indicate any special qualification or certification requirements for the bid.

Buyer: The name of the State employee who created the bid. The individual listed here may or may not have any continuing responsibilities concerning the bid and should not be contacted during the procurement process.

Description: A short phrase used to identify the bid and its purpose.

Purchase Method: This field will always indicate either 1) *Blanket* – repetitive purchases from a term contract, or 2) *Open Market* – a one-time purchase.

Bid Opening Date: Bids may be submitted at any time up to 02:00 PM EST on the assigned Bid Opening Date. After that date and time, no bids will be accepted.

Bid Holder List: This field is intentionally blank.



3.4 Seeing a Bid

Click on the selected **Bid #** link, and the following dialog box appears:

Acknowledge Receipt and View Solicitation

| | |
|------------------------|------------------------|
| Bid # | 15PROSV00000388 |
| Bid Description | Prof Services 20150814 |

NJSTART allows you to see a bid* without logging in.

To submit your quote in response to a bid, you must login using your username and password at the [NJSTART Login Page](#). If you have never logged into NJSTART, you can complete the registration process on that same web page.

Bidders are strongly encouraged to visit the [NJSTART Vendor Support Page](#), which contains Quick Reference Guides, supporting videos, a glossary of NJSTART terms, and helpdesk contact information.

To see this bid, click "Proceed."

*The term "bid" or "bid solicitation" in NJSTART is equivalent to a "procurement opportunity" or "solicitation" issued by the State to procure goods or services. A bid solicitation consists of the Request for Proposal, State of NJ Standard Terms and Conditions, price schedule, attachments, and bid amendments.

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This dialog informs new users that if they want to do more than just see the selected bid details they must log in to the system.

Review the information and then click on **Proceed**. The bid will display as shown on the next page:



This is an example of a Bid Solicitation “Summary” page. Attached files or forms appear as [blue text links](#) (circled in red). **Click** on the links to download, open and save these attachments.

| Bid Solicitation: 14DPP0100000038 | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------|--------------------------------|------------------------|------------|
| Header Information | | | | | | |
| Bid Number: | 14DPP0100000038 | Description: | T-2774 Front End Mail Receipt & Pre-processing Service - Division of Revenue | Bid Opening Date: | 04/02/2016 02:12:00 PM | |
| Purchaser: | Rachel Johnson | Organization: | Division of Purchase and Property | | | |
| Department: | DPP - Division of Purchase and Property 822050 | Location: | DPP01 - Purchasing | | | |
| Fiscal Year: | 14 | Type Code: | | Allow Electronic Quote: | Yes | |
| Alternate Id: | Small Business Certification Required | Required Date: | | Available Date : | 04/15/2014 09:12:00 AM | |
| Info Contact: | | Bid Type: | OPEN | Informal Bid Flag: | No | |
| Purchase Method: | Open Market | | | | | |
| Pre Bid Conference: | | | | | | |
| Bulletin Desc: | | | | | | |
| Ship-to Address: | Contact 33 W State St. Trenton, NJ 08625 US Email: test@test.com Phone: (609)292-4886 | Bill-to Address: | Contact 33 W State St. Trenton, NJ 08625 US Email: test@test.com Phone: (609)292-4886 | Print Format: | | |
| File Attachments: | 12-X-21940.ZIP | | | | | |
| Form Attachments: | | | | | | |
| Please refer to the NJSTART glossary for further information: | | | | | | |
| Performance Bond: | | | | | | |
| Item Information | | | | | | |
| 1-5 of 8 12 | | | | | | |
| Item # 1: (915 - 58) EXTRACTION, SCREENING, PREPARATION AND DELIVERY TO DOR OF PAGE SIZE INCOME TAX RETURNS (ALL 1040 TYPES). PER TRANSACTION COST FOR EACH PIECE OF MAIL EXTRACTED. THESE TYPES OF DOCUMENTS WILL REQUIRE DETAILED SCREENING AND PREPARATION. | | | | | | |
| NIGP Code: 915-58 Mailing Services (Includes, Addressing, Collating, Packaging, Sorting and Delivery) | | | | | | |
| Qty | Unit Cost | UOM | Total Discount Amt. | Tax Rate | Tax Amount | Total Cost |
| 1.0 | | EA - Each | | | | |
| Manufacturer: | | Brand: | | Model: | | |
| Make: | | Packaging: | | | | |
| 1-5 of 8 12 Exit | | | | | | |
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The bid can be printed using your browser’s print feature.

Since you are not logged in, the only remaining action you can take is to exit by clicking on the **Exit** button at the bottom of the page.



Information displayed on the Bid Solicitation includes:

- **Bid Number:** automatically generated in NJSTART;
- **Description:** a short description of the goods or services the State intends to purchase;
- **Bid Opening Date:** date formal bids will be opened for evaluation and closed to further quote submissions;
- **Purchaser:** creator of the bid;
- **Organization, Department, Location:** agency information;
- **Fiscal Year:** self-explanatory;
- **Type Code:** assigned by the Purchaser, if applicable;
- **Allow Electronic Quote:** will indicate “Yes;”
- **Alternate ID:** reserved for State use.
- **Required Date:** Agency’s requested date, if applicable;
- **Available Date:** date bid was publically posted;
- **Bid Type:**
 - Open: any vendor can respond;
 - **Closed:** only selected vendors can respond;
- **Informal Bid Flag:**
 - **Yes:** an informal bid – Purchasers can see quotes before Bid Opening date;
 - **No:** a formal bid – Purchasers must wait until Bid Opening date to review quotes;
- **Purchase Method:**
 - **Open Market:** one time purchase;
 - **Blanket:** term contract;
- **Pre-bid Conference Details:** included in the RFP attachment to a bid, if applicable;
- **Bulletin Description:** additional RFP information, if applicable;
- **Ship-to and Bill-to Addresses:** refers to purchasing agency;
- **File Attachments:** attachments to the bid (be sure to read all attachments and read, complete or submit files with your quote, as instructed);
- **Form Attachments:** bid-specific forms to be completed by the vendor, if applicable;
- **NJSTART Glossary:** terminology definitions;
- **Performance Bond:** if applicable;
- **Item Information:** item description, NIGP commodity code (chosen by the purchaser), quantity, unit cost UOM (unit of measure), and any other criteria entered by the purchaser.

4. After You Find a Bid

Print the bid using your web browser and take note of specific identifying information, such as: Bid Number; Description; Commodity Code; etc. Use these to quickly return to the bid after login.

Instructions on how to respond to a bid are provided in Quick Reference Guide: [Submit a Quote](#).

All quick reference guides can be found here:

<http://www.nj.gov/treasury/purchase/njstart/vendor.shtml>