



**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 log in 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 titled *Submit a Quote*.

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 at www.nj.gov/treasury/purchase/, shown below:

The screenshot shows the NJSTART website home page. The header includes the State of New Jersey Department of the Treasury logo and navigation links. A 'SPECIAL NOTICES' section lists various procurement events. Below this, a 'LEGACY SYSTEM CONTRACTS' section contains a yellow button labeled 'VIEW BIDDING OPPORTUNITIES', which is highlighted by a red rectangle. Other buttons include 'VIEW ACTIVE CONTRACTS' and 'ENROLL NOW VENDOR SUPPORT'.

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. It features a search filter for 'All' categories and a table with 3 bids. The table columns are Bid #, Alternate Id, Buyer, Description, Purchase Method, Bid Opening Date, and Bid Holder List.

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	

Buttons: Print Page, Exit

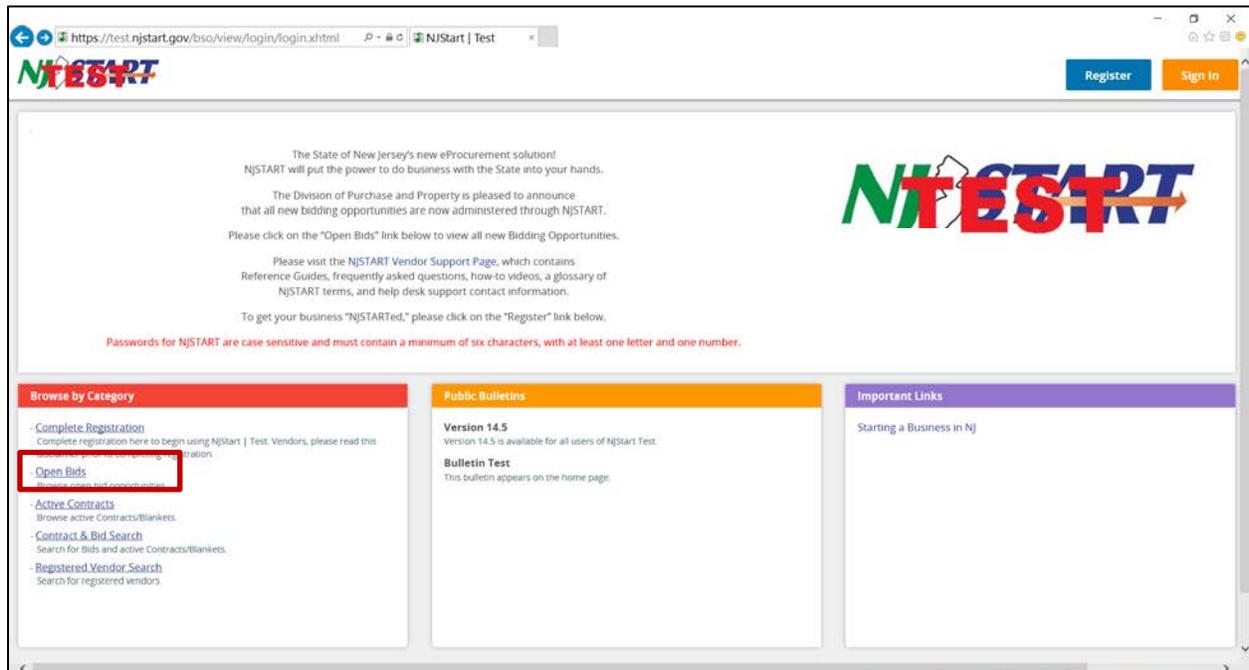
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3.2 Find Bids in NJSTART

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.

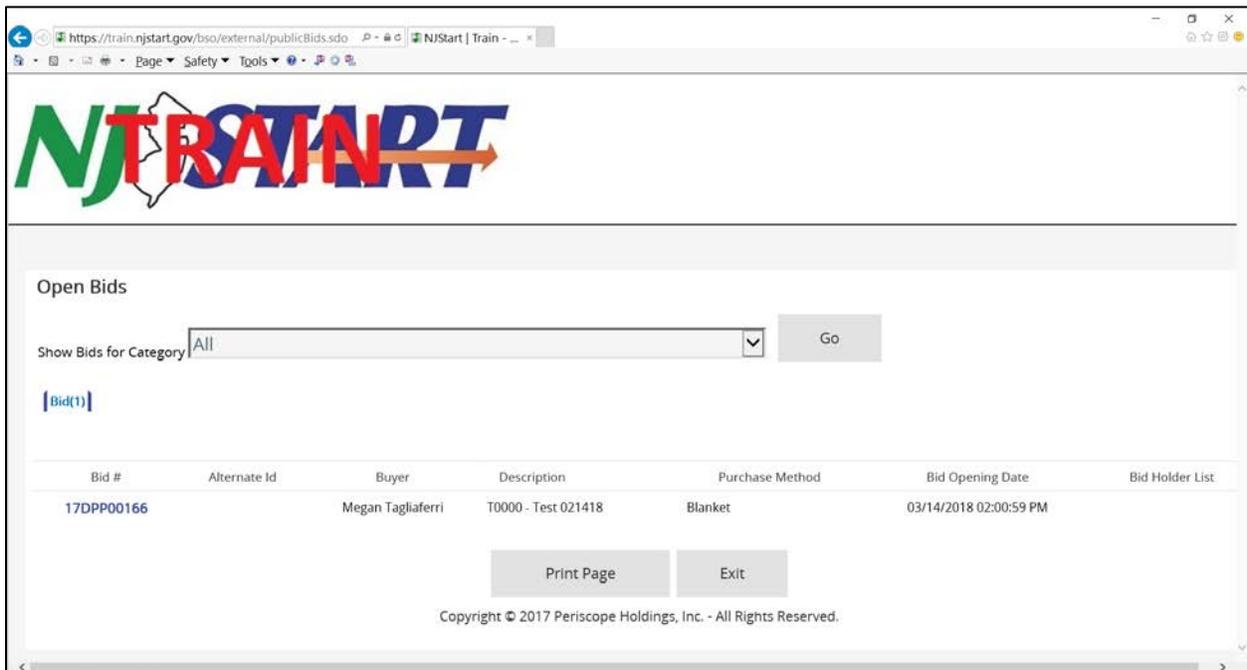
The NJSTART login page opens, as shown below.



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:



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 is for use by State purchasers only and is left blank intentionally.

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.

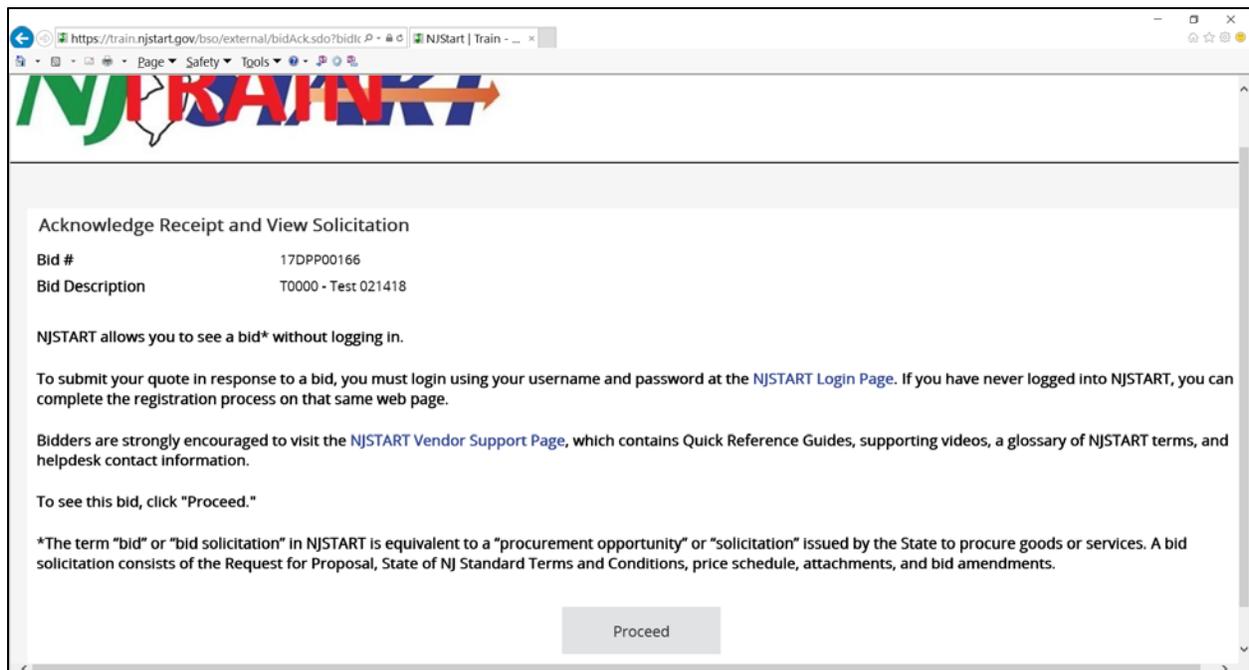
Bid Opening Date: Bids may be submitted at any time up to 2:00 PM EST on the assigned Bid Opening Date. After that date and time, no bids will be accepted.

Bid Holder List: This field is for for use by State purchasers only and is intentionally left blank.



3.4 Seeing a Bid

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



This dialog informs new users that if they want to do more than just see the selected bid details they must log into 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](#) (see below adjacent to **File Attachments**). **Click** on the links to download, open and save these attachments.

Bid Solicitation: 17DPP00166

Header Information

Bid Number:	17DPP00166	Description:	T0000 - Test 021418	Bid Opening Date:	03/14/2018 02:00:59 PM
Purchaser:	Megan Tagliaferri	Organization:	Division of Purchase and Property		
Department:	DPP - Division of Purchase and Property	Location:	COMP - Technology and Computing		
Fiscal Year:	17	Type Code:	03 - 03 - RFP/SC-SBE	Allow Electronic Quote:	Yes
Alternate Id:		Required Date:		Available Date :	02/14/2018 12:00:00 PM
Info Contact:		Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Blanket				
Blanket/Contract Begin Date:	04/01/2018	Blanket/Contract End Date:	03/31/2021		

Pre Bid Conference: Refer to Bid Solicitation (RFP)

Bulletin Desc:

Ship-to Address:	Division of Purchase and Property 33 West State Street Trenton, NJ 08625 US Email: test@periscopeholdings.com Phone: (123)456-7890	Bill-to Address:	Division of Purchase and Property 33 West State Street Trenton, NJ 08625 US Email: test@periscopeholdings.com Phone: (123)456-7890	Print Format:	Bid Print New
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File Attachments: [12.6.17 NJSTART Technology Model RFP.docx](#)

Form

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;
- **T Number:** contract number from legacy system;
- **NJ Cooperative Purchasing:** if applicable;
- **Green Solicitation:** if applicable;
- **Emergency Solicitation:** if applicable;
- **Small Business Category:** if applicable;
- **Bid Bond Required:** if applicable;
- **Performance Bond:** if applicable;
- **Retainage:** 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 the Quick Reference Guide titled *Submit a Quote*.

All quick reference guides can be found here:

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