



**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 to find NJSTART bids:

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:

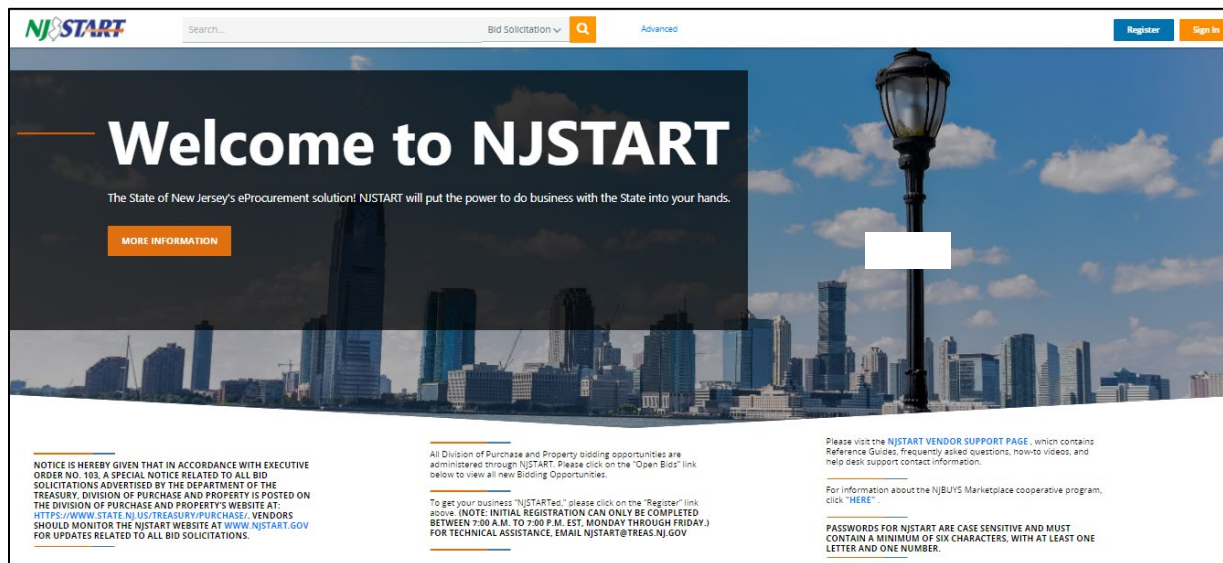
- See lists of current bids in NJSTART and related summary information;
- Select individual bids and see their complete details;
- Download and save any bid-related files (e.g., RFPs, bid amendments, terms & conditions, etc.);
- Download and save any bid-related forms (e.g., vendor certifications, etc.).

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. Find Bids in NJSTART


All open bids for goods and services administered by the Division of Purchase & Property can be found by going directly to NJSTART at www.njstart.gov. All of the State's new bidding opportunities are now posted and processed using NJSTART.

The NJSTART login page opens, as shown below.






Supplier Activities



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 Blankets
Browse active Blankets.

Click on the Open Bids link at the bottom of the home page (red rectangle above) to see a list of open bid opportunities in NJSTART. Login is not necessary to see the bids.

Open Bids in NJSTART are listed, as follows:

| Results | | | | | | | |
|------------------------|--------------|--------------------|--------------------|--|---------------------|-----------------|-------------------|
| 1-14 of 14 << < 1 > >> | | | | | | | |
| Bid Solicitation # | Alternate Id | Contract/Blanket # | Buyer | Description | Bid Opening Date | Bid Holder List | Awarded Vendor(s) |
| 21DPP00646 | | | Brittany Billings | T0076 Traffic Flares - Statewide | 08/06/2021 14:00:59 | | |
| 21DPP00645 | | | Donald Warren | T2289 - Stake Truck, 16,500 lb. GVWR Crew Cab & Chassis and Stake Body, with Pockets, Sign Storage C | 07/20/2021 14:00:59 | | |
| 21DPP00642 | | | Gabriella Griffith | T2976 Disadvantaged Business Supportive Services Consultant | 09/21/2021 14:00:59 | | |
| 21DPP00633 | | | Shana Fletcher | T0894 Auditing Services, Acute Care Hospital Common Audit | 07/21/2021 14:00:59 | | |

3.1 NJSTART Open Bids Details

The Open Bids list contains all bids whose Bid Opening Date is still in the future.

The Open Bid list contains the following fields:

Bid Solicitation #: 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.

Contract/Blanket #: Completed after award.

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.

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 use by State purchasers only and is left blank intentionally.

Awarded Vendor(s): Completed after award.

3.2 Seeing a Bid

Click on the **Bid Solicitation #** you want to see, and a screen with bid details appears. 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: 21DPP00646 | | | |
|-------------------------------------|--|-----------------------------------|---|
| Header Information | | | |
| Bid Number: | 21DPP00646 | Description: | T0076 Traffic Flares - Statewide |
| Purchaser: | Brittany Billings | Organization: | Division of Purchase and Property |
| Department: | DPP - Division of Purchase and Property | Location: | FLEET - Commodities Fleet |
| Fiscal Year: | 21 | Type Code: | 04 - 04 - RFP/NJCOOP |
| Alternate Id: | | Required Date: | |
| Info Contact: | | Bid Type: | OPEN |
| Purchase Method: | Blanket | Allow Electronic Quote: | Yes |
| Blanket/Contract Begin Date: | 11/01/2021 | Blanket/Contract End Date: | 10/31/2024 |
| Pre Bid Conference: | Please refer to the Bid Solicitation. | | |
| Bulletin Desc: | | | |
| Ship-to Address: | Division of Purchase and Property 33 West State Street Trenton, NJ 08625 US Email: njstart@treas.nj.gov Phone: (609)341-3500 | Bill-to Address: | Division of Purchase and Property 33 West State Street Trenton, NJ 08625 US Email: njstart@treas.nj.gov Phone: (609)341-3500 |
| Print Format: | Bid Print New | | |
| File Attachments: | T0076 Traffic Flares Bid Solicitation.docx T0076 Traffic Flares Price Sheet.xlsx T0076 Bid Solicitation Checklist-2.docx T0076 Offer and Acceptance Page.pdf T0076 Ownership Disclosure Form.pdf T0076 Disclosure of Investments in Iran Form.pdf T0076 Disclosure of Investigations Form.pdf T0076 Confidentiality Form.pdf T0076 Cooperative Purchasing Form.pdf T0076 Bidder Data Form.pdf | | |
| Form Attachments: | | | |
| T Number: | T0076 | | |
| NJ Cooperative Purchasing: | Yes | | |
| Green Solicitation: | No | | |

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:

<https://www.state.nj.us/treasury/purchase/vendor.shtml>