

Glossary Terms

NJSTART Term	DPP Term	Description
Bid	Solicitation	An opportunity to procure goods/services on behalf of one or more using agencies.
Formal Bid	RFP/RFQ	A publicly advertised opportunity/solicitation to procure goods or services on behalf of one or more using agencies. Vendor quotes (bidder proposals) received in response to a "formal bid" (RFP/RFQ) are held in a lockbox until a specified date and time. Quote (Proposal) openings can only be modified through an advertised Bid Amendment (Addendum).
Informal Bid	RFI, Telephone Quotes	A request for market research or information pertaining to the potential procurement of goods or services on behalf of one or more using agencies. Vendor (Bidder) quotes received in response to an "informal bid" (RFI/quote) can be viewed throughout the process, and the Quote (Proposal) opening can be modified at any time.
Bid Amendment	Addendum	A change to the Bid (Solicitation) prior to the deadline for Quote (Proposal) submission.
Change Order	Contract Amendment	A change to the Master Blanket Purchase Order (Term Contract) after an award has been made.
Invoice	Invoice	Receipt that documents fulfillment of goods or services, and triggers vendor (contractor) payment.
Invoice with Change Order		Receipt that documents fulfillment of goods or services, and triggers vendor (contractor) payment. In this instance, one or more aspects of the receipt have been modified after initial invoicing process.
Purchase Order	Purchase Order/Contract	Contract resulting from a bid (solicitation).
Open Market Purchase Order	Delegated Purchasing Authority	One-time purchases for items that are not already on a master blanket purchase order (term contract).
G2B Blanket Purchase Order	Punch-Out Contract	Governments to Business (or "G2B") Blankets (punch out contract) are items or services that are purchased through NJSTART from a vendor's (contractor's) online website. When selecting items to order off of a G2B blanket purchase order (punch-out contract), NJSTART will "punch-out" to the vendor's (contractor's) website. When the user checks out at the website, the details will be brought back to NJSTART and the user will complete the Release Requisition (Purchase Order).

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Master Blanket Purchase Order	Term Contract (T, M, G Solicitation #'s with A Contract #'s)	Master Blanket Purchase Orders "Blanket POs" (Term Contracts) are set up to allow repetitive purchases from a single purchasing agreement with a vendor (contractor). Blanket POs (term contracts) cover items from a vendor (contractor), up to a certain dollar limit. A blanket PO (term contract) allows you to spend X amount with a vendor (contractor), but doesn't necessarily specify the dollar amount of the item. However, blanket POs (terms contracts) can be set up with this limitation. DPP initiates blanket POs (term contracts) through the centralized procurement process.
Quote	Quote/Proposal	Submission of pricing and/or technical quote (proposal) in response to a bid (solicitation) or requisition or procurement request.
Requisition		Documents that using agencies create to request goods or services for a purchase or a procurement request.
Open Market Requisition	Delegated Purchasing Authority	A request for non-contract items or a one-time purchase order not contained on a master blanket purchase order "blanket PO" (term contract).
Release Requisition	Purchase Order/Contract Order	A request for items off of a master blanket purchase order "blanket PO " (term contract).
Vendor	Bidder/Contractor	A vendor responding to a request for goods or services is a bidder. A vendor awarded a purchase order (contract) for goods or services is a contractor.