



Division of Purchase & Property

Smart Supplier

Amy F. Davis, Acting Director

Volume 3, Issue 2

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Director's Message

Dear Vendor Partners:

As of August 1, 2022, I was honored to accept the position as Acting Director of the Division of Purchase and Property. I am grateful for this incredible opportunity, and I look forward to working with our client agencies and vendor partners to best serve the needs of the State of New Jersey.

I know there will be challenges and demands ahead, as we continue to work together to procure and provide essential goods and services in a timely and efficient manner throughout the State of New Jersey. Thank you for your partnership.

Best regards,

Amy Davis

Notes

Effective January 18, 2022, Governor Murphy's Executive Order (EO) No. 302 rescinds EO No. 271 (see page 4).

More than 62,000 suppliers have registered with NJSTART to date, and our agency partners continue their efforts to encourage vendors to register in our electronic procurement system.



Goods and Services Contracting Starts Here!

NJSTART Marketplace

Have you joined the NJSTART Marketplace Program? Are you taking advantage of all that NJSTART has to offer? Below are just some of the benefits of joining the Marketplace Program:

- Set up your online presence and catalog in NJSTART with the help of Periscope's Supplier Enablement Team
- Work with Periscope to promote your contract to public sector buyers across the State of New Jersey. Examples of marketing campaigns include:
 - Advertising
 - Email blasts to NJ Government Buyers
 - Webinars and workshops
 - Tradeshow promotional opportunities
 - Coming soon: social media, increased buyer and seller engagement through in person workshops, and press releases

To learn more, contact Periscope at [**suppliers-njstart@mdfcommerce.com**](mailto:suppliers-njstart@mdfcommerce.com)



Vendor Quick Reference Guides (QRGs)

All Vendor Quick Reference Guides (QRGs) are being updated to reflect the most recent changes.

Please visit our NJSTART Vendor Support Page [here](#) to see all of our QRGs, frequently asked questions, and helpful videos. If you need assistance or have questions about NJSTART, please email us at njstart@treas.nj.gov or call the NJSTART Help Desk at 609-341-3500.

Registration: Enrolling Your Company in NJSTART:

[Vendor Registration](#)

[Vendor Registration \(Video\)](#)

[Establishing a Doing Business As \(DBA\)](#)

[Login/Password Assistance](#)

Vendor Profile Management:

[Company Information & User Access](#)

[Vendor Categories & Certifications](#)

[Attaching Files](#)

Vendor Bidding Opportunities:

[Find a Bid](#)

[Submit a Quote](#)

[Submit a Quote \(Video\)](#)

[How to Review a Submitted Quote](#)

[Accessing Purchase Orders & Electronic Invoicing](#)

[Electronic Invoicing \(Video\)](#)

Registered Vendor Search:

[Search for Registered Vendors](#)

State Contract Search:

[How to Search for State Contracts](#)

Vendor Forms

The State of New Jersey has several specific forms that are required to be submitted by vendors as part of the procurement process.

A key feature of NJSTART is the elimination of repeated efforts to prepare and submit some required forms by allowing vendors to complete and maintain them within their NJSTART Vendor Profile, or on their computer, until they are needed for a Bid Solicitation or until they need to be updated.

There are also several Categories in the Vendor Profile that allow vendors to complete certification requirements simply by clicking the appropriate checkboxes, thereby eliminating the need to upload some forms altogether.

Note: all forms necessary for a Quote submission are identified in each Bid Solicitation. Forms are either included with the Bid Solicitation as an attachment located on the "Attachments" Tab of the Bid Solicitation within NJSTART or may be found on the Division's [website](#).

Please remember, it is the Vendor's responsibility to ensure that all required forms are properly completed and up-to-date.

DPA Update

Effective January 1, 2023, the Delegated Purchasing Authority (DPA) threshold was increased from \$150,000 to \$200,000 for goods and services.

State agencies are being enabled to utilize their enhanced DPA threshold to assist with adhering to the State's set-aside requirements concerning small businesses (N.J.S.A. 52:32-17 et seq., establishing a goal that contracting entities award at least 25% of their contracts to small businesses) and disabled veteran owned businesses (N.J.S.A. 52:32-31.1 et seq., establishing a goal that contracting entities award at least 3% of their contracts to disabled veteran owned businesses).

Agencies are also encouraged to do business with minority, women, and veteran owned business vendors. By utilizing DPA authority, entities are contracting agencies required to make a good faith effort to attain these goals as established in N.J.S.A. 52:32-21, thereby increasing opportunity for the vendor community.

Gov. Murphy Rescinds EO No. 271

Governor Murphy's Executive Order (EO) No. 302 rescinds EO No. 271. EO No. 271 required all contracts entered into or modified after the effective date of EO No. 271 to include a clause requiring the testing of the vendor's non-vaccinated staff and sub-contractors staff. Per section #4 of EO 302, testing of the vendor's non-vaccinated staff and sub-contractors staff will no longer be required as of September 1, 2022.



Categories & Certifications

Vendor Categories capture specific information that must be completed by the Vendor's Seller Administrator. Please refer to the Vendor Reference Guide titled "[Vendor Categories & Certifications](#)."

To review the "Terms, Categories, and Certifications" section and ensure the information in your organization's profile is accurate, sign into NJSTART. Pay particular attention to the first five categories in this section (four of which are mandatory) since it captures specific information that must be completed by the Seller Administrator. These categories relate to information collected on behalf of the Office of Management and Budget (OMB) for payment processing purposes and include:

- ◇ Category: 1. Primary Business Function - (MANDATORY FIELD);
- ◇ Category: 2. Prompt Payment Exemption (optional; does not apply to most vendors);
- ◇ Category: 3. Business Formation (MANDATORY FIELD);
- ◇ Category: 4. Electronic Funds Transfer Certification (MANDATORY FIELD);
- ◇ Category: 5. Tax ID Certification (Substitute W9) (MANDATORY FIELD).

There are also several Categories in the Vendor Profile that allow vendors to complete certification requirements by clicking the appropriate checkboxes.

These DPP Vendor Categories include: Ownership Disclosure; Disclosure of Investment Activities in Iran; MacBride Principles; Disclosure of Investigations and Other Actions Involving Bidder; Disclosure of Non-Profit Officers and Directors.

Vendor Certifications that are grayed out cannot be completed by the vendor since they capture specific information that will be populated by other New Jersey systems of record.

Business Registration Certificate

The Division of Revenue requires vendors who are doing business with the State of New Jersey to have an active Business Registration Certificate (BRC). Vendors should contact Revenue at 609-292-9292 if their BRC is inactive or revoked. Failure to ensure compliance with Revenue's BRC requirements may result in unnecessary delays in the processing time for Purchase Orders, payments, and vendor compliance forms such as the Two-Year Chapter 51/Executive Order 117 Vendor Certification (Chapter 51 form).

It is the vendor's responsibility to promptly notify the State of a change in its business name or tax ID. Otherwise, the vendor will likely exist in the State's forms and databases under multiple business names (old and new) and tax IDs causing confusion and misinformation.

Any State vendor can search for its Business Registration Certificate online via the Division of Revenue's On-Line Business Registration Certificate Service website [here](#).

EEO AA-302 Electronic Filing

DPP's Contract Compliance and Audit Unit (CCAU) is excited to announce that the EEO AA-302 Employee Information Report can be submitted electronically and electronic payments (credit card and echeck) for the \$150 certificate fee can also be completed [here](#).

Once a vendor completes the online process and the payment is approved, they will receive an email providing instructions on how to print their EEO AA-302 Employee Information Report Certificate. The new online features will help expedite the process. For any vendor who is unable to file electronically, a hard copy of the form is still available online, and checks may also be mailed to CCAU.

Vendors are encouraged to utilize the online process whenever possible. The new electronic filing and payment options, along with the instructions, are posted online. For assistance, email ccau.mailbox@treas.nj.gov or call 609-292-5473.

Frequently Asked Questions

A sampling of some of the most Frequently Asked Questions (FAQs) appears on this page. The complete set of FAQs can be accessed [here](#).

I have lost access to my account?

- If you cannot recall your NJSTART Login ID or Password, click on "Sign In" at the top of the Welcome to NJSTART page, then click on the "Login Assistance" and select either "Forgot User ID" or "Forgot Password," then follow the prompts.

How do I update my remit address?

- Once registered, sign into www.njstart.gov using the Login ID and Password you created when you registered in **NJSTART**, and ensure you're in the Seller Administrator role to make the necessary updates. Navigate to Maintain Organization Information, then click on "Maintain Addresses." Once there, review each Remit Address, ensure it has a Name, or add one if it's missing (e.g., Main Remit Address, Corporate Remit, etc.). You may also have to add an email address in the designated field; select one remit address as the Default address; and complete any other missing fields marked with an asterisk. The Reference Guide titled *Company Information & User Access* provides additional information regarding the process of adding, changing or deleting any of your organization's addresses.

The person who created our company's profile is no longer employed by us. How do we access the account?

- Email us at njstart@treas.nj.gov using your company email address and provide us with the former company administrator's name and your company's tax ID. Or, call us at 609-341-3500, press option 1 and provide us with the former company administrator's name and your company's tax ID for verification.

How do I submit a Quote (Proposal)?

- Please read the Bid Solicitation in its entirety as well as the other attachments. Also read the Reference Guide titled [Submit a Quote](#). There is also a video available titled "[Submit a Quote](#)" on our website.

How do I enter my banking information for electronic payments?

- You can add your banking information after your initial registration has been completed. Sign in at www.njstart.gov using the Login ID and Password you created when you registered in NJSTART, and ensure you're in the Seller Administrator role to make the necessary updates. Navigate to Maintain Organization Information, then click on "Maintain Addresses." Once there, review each Remit Address, ensure it has a Name, or add one if it's missing (e.g., Main Remit Address, Corporate Remit, etc.). You may also have to add an email address in the designated field; select one remit address as the Default address; and complete any other missing fields marked with an asterisk.
- Also check the "EFT Enabled?" box to open the fields to enter your bank account description, country, bank name, account type, routing and account numbers to receive electronic (ACH) payments. Remember to Save your changes. Also, navigate to the "Terms & Categories" section and review your selection for Category: 4 to ensure it matches your remittance preference (the EFT box must be checked if you want to receive electronic payments).

Note: The Division of Purchase & Property will never ask for a vendor's direct deposit information as this is a function in NJSTART where the vendor can enter that information directly after logging into the system securely, as noted above.

How do I access a PO or Change Order?

- Change Orders are accessed in exactly the same way as the PO, and are visible on the PO document in the Change Orders section. Just like POs, you will be asked to acknowledge receipt of Change Orders upon selecting the PO to view. Check both of the check boxes on the left and click on the Proceed to view the PO and its Change Order(s). If you are unable to find the Change Order within the PO tab, click on the Documents dropdown list, select Contracts, then view the Master Blanket or Contract you are looking for.

Certification of Non-Involvement in Prohibited Activities in Russia or Belarus (P.L.2022, c.3)

On March 9, 2022, the New Jersey Legislature passed P.L.2022, c.3 (S1889), which prohibits government entities from entering into or renewing contract(s) for goods or services, or the purchase of bonds or other obligations with persons or entities who are engaged in prohibited activities with Russia or Belarus.

The Department of the Treasury shall, using credible information available to the public, develop a list of persons and entities it determines are engaged in prohibited activities in Russia or Belarus. Persons or entities identified as engaging in prohibited activities will be provided with the opportunity to demonstrate in writing why it should not be included on the list.

“Engaged in prohibited activities in Russia or Belarus” means:

- (1) companies in which the Government of Russia or Belarus has any direct equity share;
- (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus;
- (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or
- (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

The CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS form is available [here](#).

