



NJSTART is designed to streamline the procurement process and make it more efficient for companies looking to do business with the State.

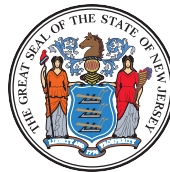
Key features of NJSTART include:

- direct notifications about new bidding opportunities emailed to vendors based on the commodity codes they select during registration;
- an online repository for vendor forms, eliminating the need to prepare forms repeatedly;
- vendors can view their remittance addresses to ensure their accuracy and select their preferred form of payment; and
- vendors can see a snapshot of the certifications required to do business with the State along with their status.

We strongly encourage all vendors to register in NJSTART at www.njstart.gov

Quick Reference

- Division of Purchase & Property:
www.state.nj.us/treasury/purchase/
- NJSTART: www.njstart.gov
- NJSTART Help Desk: email njstart@treas.nj.gov or call (609) 341-3500.
- NJSTART Vendor Support Page:
<http://www.state.nj.us/treasury/purchase/njstart/vendor.shtml>
- Division of Revenue (Business Registration):
www.state.nj.us/treasury/revenue or call (609)292-9292.
- Division of Revenue (Small-, Women-, Minority-, Veteran-Owned Business Certification):
www.nj.gov/njbusiness/contracting/ or call (609)292-2146



PREPARED BY THE DIVISION OF PURCHASE AND PROPERTY
NEW JERSEY DEPARTMENT OF THE TREASURY



**Doing Business with the
State of New Jersey**
Also Known As:
How to Get a State Contract

What is the Division of Purchase and Property?

The Division of Purchase and Property is the central procurement agency for the Executive Branch of New Jersey State government. The Division awards contracts for goods and services in accordance with State laws and regulations on behalf of State agencies. The Division does not currently procure investments, grants, construction, space, or third-party contracts. The Division strives to maintain equal footing among all Vendors during the bidding and contracting process.

How Do I Get a State Contract?

The primary means of obtaining a State contract is through submitting a responsive and responsible Quote in response to a publicly advertised Bid Solicitation issued by the Division. All of the Division's Bid Solicitations are posted at www.njstart.gov. Successful bidding requires that the Vendor carefully read the Bid Solicitation and complete all of the requirements set forth in the Bid Solicitation. All Vendors are encouraged to register at www.njstart.gov to receive email notices when Bid Solicitations for pertinent types of goods or services are being procured.

NOTE: The State of New Jersey Small Business Set-Aside Program was established with the goal of awarding 25 percent of state contracting and purchase order dollars to small businesses. By registering your small business with the New Jersey Small Business Set-Aside Program, through the Division of Revenue & Enterprise Services, your company becomes a member of a limited group of vendors eligible to participate in these selected contract offerings.

Potential Small Business Vendors wishing to participate in the NJ State Set-Aside program may register their company with the New Jersey Division of Revenue and Enterprise Services, Small Business Enterprise Unit at: <http://www.nj.gov/njbusiness/contracting/> Information regarding the Small Business Set-Aside program and its regulations may be found at: <http://www.nj.gov/njbusiness/contracting/>

How Do I Bid?

Your company's Quote must contain all required forms, registrations, certifications, a response to all of the Bid Solicitation requirements and a completed price sheet. Required forms/certifications to be included in your company's Quote are:

- Offer & Acceptance Page;
- Ownership Disclosure Form;
- Disclosure of Investment Activities in Iran;
- Subcontractor Utilization Plan for Quotes that include the use of subcontractors;
- Disclosure of Investigations Form; and
- Source Disclosure Form (for services contracts).

The forms are available on the Division's website at <http://www.state.nj.us/treasury/purchase/forms.shtml>. In addition, a particular Bid Solicitation may have one or more additional forms that gather information just for that particular procurement.

Finally, make sure your company's Quote is submitted prior to the bid opening date and time posted on the Division's website.

NOTE: While not required for bidding, all businesses must have a valid Business Registration Certificate (BRC) from the Division of Revenue prior to conducting business in the State of New Jersey and prior to the award of a contract. There is no cost to do this and it can be done on the web or through the U.S. Postal Service. Contact the Division of Revenue at www.state.nj.us/treasury/revenue or (609) 292-9292. Vendors must also comply with the State's Chapter 51 and Affirmative Action requirements.

My Company Submitted a Quote. Now what Happens?

The Quotes are opened promptly after the Quote submission deadline. The State first checks that your company's Quote contains all required forms. The Quotes are then evaluated for responsiveness to the requirements of the Bid Solicitation and for Vendor responsibility. During the evaluation period, the State does not provide interim status updates or any information to the Vendors who submitted Quotes.

When the evaluation process is complete, the State will notify the Vendors of the intended contract awardee(s) via email.

After I Get A State Contract...?

As a contract awardee, your company is permitted to sell only the goods and/or services awarded as part of the contract. A State contract does not permit a company to sell everything and anything to New Jersey government agencies. A State contract may be available for use by a single State agency, multiple State agencies, all State agencies, or State agencies and Cooperative Purchasing Program participants.

Are State Contracts Available to "The Locals"?

Some State contracts are made available to the Cooperative Purchasing Program participants. The Cooperative Purchasing Program participants include Municipalities, Counties, School Districts, Volunteer Fire Departments, Volunteer First Aid and Rescue Squads, County and State Colleges, Independent Authorities, Quasi-State Agencies, and Independent Institutions of Higher Education. The Cooperative Purchasing Program participants have the option to use State contracts, but are not required to use them. The Cooperative Purchasing Program participants may, and frequently do, conduct their own public procurements.

And When There is No State Contract...?

If an agency wants to buy a product or service that is not on a State contract, that agency may make the purchase provided the cost is below the agency's public bidding threshold, and the agency seeks the requisite competition for the purchase. The various thresholds are listed on the Division's website.