

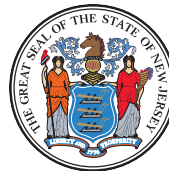


NJSTART is designed to streamline the procurement process and make it more efficient for companies to do business with the State.

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.

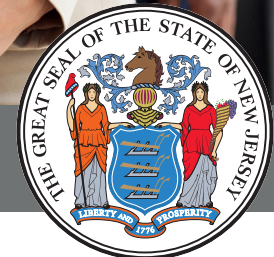
**We strongly encourage all vendors to register in NJSTART at [www.njstart.gov](http://www.njstart.gov)**



Prepared by the Division of Purchase and Property  
New Jersey Department of the Treasury

# Quick Reference

- Division of Purchase & Property:  
[www.state.nj.us/treasury/purchase/](http://www.state.nj.us/treasury/purchase/)
- NJSTART: [www.njstart.gov](http://www.njstart.gov)
- NJSTART Help Desk: email [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov) or call (609) 341-3500.
- NJSTART Vendor Support Page:  
<https://www.state.nj.us/treasury/purchase/vendor.shtml>
- Division of Revenue (Business Registration):  
[www.state.nj.us/treasury/revenue](http://www.state.nj.us/treasury/revenue) or call (609) 292-9292.
- Business Portal and General Assistance (Small-, Women-, Minority-, Veteran-Owned Business Certification):  
<https://www.njportal.com/DOR/SBERegistry/> or call (609) 292-2146.



**Doing Business with the  
State of New Jersey**  
**Also Known As:**  
**How to Get a State Contract**  
**(for Goods and Services)**

## 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 the successful submission of a Quote that meets all requirements outlined in a Bid Solicitation. All of the Division's Bid Solicitations are posted at [www.njstart.gov](http://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](http://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 offers set-aside and other goals-based programs for certain businesses that qualify as a Small Business Enterprise, and/or Disabled Veteran-Owned Enterprise. You can now apply for certification under one or more of these programs through the Division of Revenue and Enterprise Services' streamlined registration portal. Through a uniform certification service, businesses can apply online through a single application for a single fee. The service saves applicants time, speeds processing time, and improves communication between review staff and applicants. To get started, visit: [www.njportal.com/DOR/SBERegistry](http://www.njportal.com/DOR/SBERegistry)

- Minority and Women-owned Business Enterprise (MWBE) Program – Applies to qualifying firms wishing to do business with any State department or agency that administers programs requiring the certification of businesses as MWBEs, and/or MWBEs wishing to do business with casino licensees pursuant to State law.

- Small Business Enterprise (SBE) Set-Aside Program – Sets a goal of awarding 25 percent of state contracting and purchase order dollars to SBEs.
- Veteran-Owned Business (VOB) Set-Aside Program – Goal that contracting agencies give due consideration to certified VOBs in awarding contracts.
- Disabled Veteran-Owned Business (DVOB) Set-Aside Program – A goal of awarding three percent of state contracting and purchase order dollars to New Jersey businesses that are certified to be independently owned and operated by a service-disabled veteran(s).

## 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 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 DORES prior to conducting business in the State of New Jersey and prior to the award of a contract. Contact DORES at [www.state.nj.us/treasury/revenue](http://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 goods and services 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 obtain a good 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.