

New Jersey Department of the Treasury Division of Purchase and Property



Quick Reference Guide:

How to Search for State Contracts and Vendor Compliance Forms





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1.0 How to Search for State Contracts Using NJSTART

To begin the search, navigate to <u>www.njstart.gov</u>

Click on the "Sign In" link.

NJ\$STA RT		Register Sign In
The State of New Jerse NJSTART will put the power to do b The Division of Purchase and that all new bidding opportunitie Please click on the "Open Bids" link be Please visit the NJSTART Ven Reference Guides, frequently asked questions, how To get your business "NJSTARTed," Passwords for NJSTART are case sensitive and must contain a r	y's eProcurement solution! usiness with the State into your hands. I Property is pleased to announce s are administered through NJSTART. Iow to view all new Bidding Opportunities. dor Support Page , which contains w-to videos, and help desk support contact information. please click on the "Register" link above. ninimum of six characters, with at least one letter and one num	NJ START
Browse by Category	Public Bulletins	Important Links
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 Contracts Browse active Contracts/Blankets. Contract & Bid Search Search for Bids and active Contracts/Blankets. Registered Vendor Search Search for registered vendors,	No Public Bulletins are currently published	Division of Purchase & Property website Division of Purchase & Property Special Notices Smart Supplier Newsletter (UPDATED 2/6/19) Division of Revenue & Enterprise Services Vendor Forms Doing Business with New Jersey brochure

Enter Login ID and Password.

NJ&START	(
Login ID Password	
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Sign In	
OR	-
Sign in with BidSync ~	





1.1 Searching for a Contract

Click on the Advanced button at the top of the screen.

NJ&START	Search	Catalog	✓ Q Advanced	٤ ? ٩

In the Document Type box select Contracts/Blankets.

Document Type:	Contracts/Blankets	~		Matc	h Criteria: All
Contract/Blanket #		Alternate ID		Description	
Status		Organization		Department	
Select Status	~	Select Organization	~	Select Department	~
Location		Buyer		Vendor Name	
Select Location	~	Select Buyer	~		
Type Code		Item Description			
Select Type Code	~				
NIGP Class		NIGP Class Item			
Select NIGP Class	~	Select NIGP Class Item	*		
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T Number		NJ Cooperative Purchasing		Green Blanket PO	
		O Yes O No		O Yes O No	
Small Business Category					
Select	~				
		Search Clear			

There are multiple ways to lookup contracts in NJSTART:

- Search by the contract number. Enter contract # in the Contract/Blanket # field e.g., 89850 or 19-PROSV-00699 (these contract numbers were used for informational purposes only)
- Search by the contract title in the Description box e.g., Software License & Related Services.
- Search by a vendor's name in the Vendor Name box e.g., Dell.
- Search by an item description. If you are looking for tires, enter tires in the Item Description box.
- Search by the NIGP Class and Item code also known as commodity code. See section 3.0 on how to look up NIGP codes.
- Search by the T, M or G number e.g., M0003 enter the number in the T Number box.

You must check Yes under NJ Cooperative Purchasing. Local municipalities can only use contracts open to cooperative purchasing.

Click the Search button.





1.2 Contract Details

Scroll down to view the results. Click on the **Contract/Blanket #**. For example, we selected "89981," which has "Pure Storage Inc." listed as the vendor. (The example vendor cited is for informational purposes only and does not represent an endorsement of that company by the State of New Jersey.)

			1-25 of 1521 《 < 1	2345678	9 10 > »		🔤 😪 🧕
Contract / Blanket #	\diamond	Description 🔷	Vendor 🗘	Organization 🔷	Status 🔷	Begin Date 🔷	End Date 🤇
89983		M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Axellio Inc.	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89982		M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Transource Services Corp	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89981		M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Pure Storage Inc.	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89980		M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Panasonic	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89978		M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Nimble Storage Inc	Division of Purchase and Property	3PCA - Canceled	10/01/2015	03/31/2020
89977		M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	NetApp Inc	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89976		M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED	Howard Technology Solutions	Division of Purchase and Property	3PS - Sent	40/01/2015 Current Org: Collaboratives ≓	07/24/2024 January 19, 2021 11:56:49 AM E

Once the contract appears, you can click on each of the tabs to review information.

The summary page contains details and attachments from all the tabs on one screen.





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						Status 195
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Days Used:	0					
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To review contract documents click on the Agency Files under Attachments, or you can click on the Attachment tab.

If you have questions about a contract, review the Method of Operations listed under the attachments to find the contract manager's contact information. If there is no Method of Operation you can email the Purchaser listed on the Summary tab. The purchaser's email is <u>firstname.lastname@treas.nj.gov</u> or you can email <u>NJSTARTAgency.Support@treas.nj.gov</u>.





2.0 How to Search for Vendor Compliance

Note: Locating a vendor record in NJSTART does not mean that vendor has been awarded a contract. Any vendor can register, only vendors that appear under the Contracts/Blankets search (section 1.1) are contracted vendors.

Click on the Advanced button at the top.

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Vendor Tax ID		Alternate I	D			Status Select Vendor Status	
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NIGP Class		NIGP Class	s Item		· · ·	NIGP Keyword	
Emergency Vendor		Reference	Vendor		· ·	Pay Only Vendor	
1. Primary Business Function - (N	MANDATORY FIELD)			2. Prompt Payn	nent Exemption		
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There are multiple ways to locate vendors in the system:

- Search by the vendor name. Enter it in the Vendor Name field. You can do a partial name search.
- Search by the vendor number e.g., V0000---- in the Vendor # field or by Tax ID in the Vendor Tax ID field.
- You can look for vendors by city, county, state, and zip code.
- The search can also be done by NIGP Class and Item (also known as commodity code). The class is a three digit number, the item is a two digit number. See section 3.0 for additional information on NIGP Commodity Codes.
- You can limit the search criteria by checking for vendors with approved certifications such as certified Small Business or a Women Owned Business check the Approved box in those fields.

Click the Search button.





0056383	(AES) Advanced Electronic Security, Inc.			No	Active
0055313	0185444332			No	Active
0045919	1 Key Realty LLC			No	Active
00016628	1 PC Medic LLC			No	Active
00005748	1-2-3 Quick Print Center Inc			No	Active
00044675	1-800 CONTACTS			No	Active
00014344	1-800-GOT-JUNK Commercial Services US LLC			No	Active
00056870	1-800-I Care 4 U			No	Active
00030464	1-Step Detect Associates			No	Active
00057481	1/31/91			No	Active
00023273	10 Blue Films			No	Active
00029072	10 Hairy Legs			No	Active
00041877	10 Mccready Aly			No	Active
00011679	100 3rd St LLC			No	Active
00039239	100 Chapin Inc.			No	Active
00048751	100 Hamilton Inc			No	Active
00047887	100 Monitor Street LLC			No	Active
00043045	100 Walnut LLC			No	Active
00060154	1000 Island Airboats		01/04/2021	No	Active
00005385	100recycleguaranteed			No	Active
00047492	101 Mobility			No	Active

2.1 Reviewing Vendor Compliance Categories and Forms

Click on the Vendor ID to view vendor specific information.

The Address tab provides contact information for the vendor including an address, telephone and email address.

The Commodity Codes and Services tab is the NIGP code the vendor registered within NJSTART.

The Terms & Categories tab may display the following vendor submitted compliance categories:

- Primary Business Function*
- Prompt Payment Exemption
- Business Formation*
- Electronic Funds Transfer Certification*
- Tax ID Certification (Substitute W9)*
- Ownership Disclosure
- Disclosure of Investment Activities in Iran
- Disclosure of Investigations and Other Actions Involving Bidder
- Disclosure of Non-Profit Officers and Directors
- Business Information

Note: Categories marked with an asterisk (*) are mandatory for vendors to complete. Only mandatory and completed categories will be displayed on the Terms & Categories tab.





The following is a list of certifications that are verified by the State of New Jersey, Department of the Treasury, Division of Revenue and Enterprise Services "DORES", the Division of Purchase and Property Contract Compliance Audit Unit, and the NJ SAVI Database. **Vendors do not have the ability to add or modify these certifications**:

- Business Registration
- Chapter 51/EO 117 Compliance 2 Year Approval
- Debarment
- Insurance Liability Compliance
- AA/EEOC
- Small Business Category
- Small Business Enterprise
- Minority Owned Business Enterprise
- Women Owned Business Enterprise
- Veteran Owned Business

Note: If the compliance form you need isn't listed here review the Attachments tab. The vendor may have attached the actual form there. Vendors are not required to attach a copy of their Business Registration Certificate since this is verified by DORES.

2.2 Form Attachments

Organization Information Users Address Commodity Codes and Services Regions Terms	s & Categories Attachments Vendor Performance
Attachments Information	
No Attaci	hments found for this vendor.
Forms	
,	No Form Attachments
	Close Window
Copyright © 2020 Peri	iscope Holdings, Inc All Rights Reserved.

Anything uploaded by the vendor will be displayed here. If there is a specific form that doesn't appear on the Terms & Categories or Attachment tabs then it hasn't been submitted by the vendor.

Please instruct vendors to upload compliance forms to their NJSTART profile so they are accessible to all levels of NJ government.





3.0 Search for NIGP Commodity Codes

If you are looking for a vendor or contract by NIGP Commodity Code go to the Division of Purchase & Property website to lookup NIGP codes <u>https://www.state.nj.us/treasury/purchase/</u>

Select the Agency Information drop down then select Commodity Codes.

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	Division of Purchase a	nd Property		i
	Purchase Vendor Information ▼ and Property ☆	Agency Information - Cooperative F	Purchasing - Public Information - F	Forms Distribution & Support Services - Cr Di
		Agency Thresholds Agency Thresholds-2 Years	CY CONTRACTS 📙	
	WELCOME The Division of Purchase and Property (procurement agency. Our Mission: profe accordance with State laws and regulat	Agency Thresholds-5 Years (Chapter 25 Circular Letters i Commodity Codes	y, was created under N.J.S.A. 52:18A-3 and ued products and services, in a timely and robjectives.	nd serves as the State's central d cost effective manner in
	Euse - RECY	Federally-Based Contracts Purchasing Cards State Contract Manager	State of the Art Requisition Technology • Bidding Opportunities • Premiere Video	Wireless Devices And Services MJ Contract Fuel and Gas Prices Back to top

Enter a keyword in the Commodities Codes Search and hit Search.





Scroll to the botom to see the results.

V	inter Commodi Vehicles	y code below, then click search:	Governmental Purchasing, is copyrighted material and cannot be downloaded or used in any way other than for the State of New Jersey Vendor Registration Program without a license from Periscope Holdings, Inc, in Austin, Texas.	
		NIGP Commo	odity Code Search Results	ĺ
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Once you have found the item you are looking for, enter the Class Code into NIGP Class in NJSTART and the Subclass Code into the NIGP Class Item in NJSTART.

To search for contracts by the NIGP Commodity Code select Contracts Contracts/Blankets from the Advanced search.

To search for vendors by this NIGP Commodity Code select Vendors from the Advanced search.

Note: You can enter only the Class Code to widen search results.