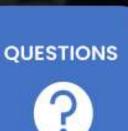


NJSTART 101 Training Q1 2024 March 14,2024

NS0 [@Nick Susi] add housekeeping slide Nick Susi, 2024-03-13T13:43:00.998

HOUSEKEEPING



RECORDING

6

AUDIO

NJSTART 101 Review Session

AGENDA

- Welcome and Introductions
- DPP and Periscope a partnership created to support you
- NJSTART Support Overview
- Resources and Terms
- Let's Take a look
- What's Coming and how to contact us



NJSTART – What is it?

<u>NJSTART is The State of New Jersey's online purchasing</u> <u>system for the Division of Purchase & Property (DPP)</u>

- The Division of Purchase & Property (DPP) is within the NJ Department of the Treasury and serves as the State's central procurement agency
 - NJSTART includes all contracts that are a part of the State's Cooperative Purchasing Program
 - DPP's Cooperative Purchasing Program was established by legislation & extends specific State contracts to eligible local buying units
 - **Examples of "local buying units" are** Municipalities, Counties, School Districts, Volunteer Fire Departments, Volunteer First Aid & Rescue Squads, County & State Colleges, Independent Authorities, Quasi-State Agencies. Independent Institutions of Higher Education



Meet the Team from Periscope

Our State Contract is: T2879 – eProcurement System Transformation, Contract #84203 The State of New Jersey and Periscope (formerly Periscope Holdings) have been working together since 2005. Periscope is a technology and solutions provider focused exclusively on transforming public sector procurement. For the State of New Jersey, Periscope is the technology provider and implementer for NJSTART, including the new NJSTART Marketplace, an enhanced State of New Jersey Cooperative Contracting and eprocurement shared resource for Public Purchasing Entities in New Jersey.

Nick Susi, General Manager

Bill Hnatiuk, Local Government Manager

Holly Towle, Supplier Account Manager

Kaleb Jensen, Supplier Account Manager

Cheri Ray, Program Manager



Some of Our State Contract Responsibilities

State Contract T2879 – eProcurement System Transformation – #84203

Amendment #10 added the following responsibilities to Periscope's engagement with the State of New Jersey	Train and support Cooperative Program Participants in how to use NJSTART
	Market Cooperative Contracts to Cooperative buyers
	Implement a supplier reporting program to enable improved visibility into Cooperative buyer habits and needs
	Collect a procurement efficiency program fee to fund State procurement operations and the support of Cooperative buyers



HELP US UNDERSTAND Poll Questions

- 1. What products or services does your organization use most often?
- 2. Do you buy these products on State contract?
- 3. Which resources besides State Cooperative Contracts have you used in the past?



NJSTART.GOV

Welcome to NJSTART

Welcome to NJSTART! Our easy-to-use eProcurement system puts the power to do business with the State of New Jersey in your hands by automating the procurement process.

STATE AGENCY RESOURCES

Division of Purchase and Property State Agency Assistance email: njstart-support@periscopeholdings.com

MORE INFORMATION

VENDOR RESOURCES

NISTART

Contract with the State MWBE, SBE, VOB & Other Certifications State Business Resources

VENDOR ASSISTANCE

NJSTART Vendor Support email: njstart@treas.nj.gov phone: 609-341-3500

NJSTART LOCAL GOVERNMENT RESOURCES

Bid Solicitation 🗸

Q

Advanced

NJSTART Local Government Buyer Information NJSTART Local Government Registration eProcurement Regulations LOCAL GOVERNMENT ASSISTANCE e-mail: coop-njstart@mdfcommerce.com

PROCUREMENT EFFICIENCY PROGRAM (PEP) VENDOR RESOURCES NJSTART PEP Vendor Information Cooperative Purchasing in New Jersey PEP Vendor Assistance e-mail: suppliers-njstart@mdfcommerce.com

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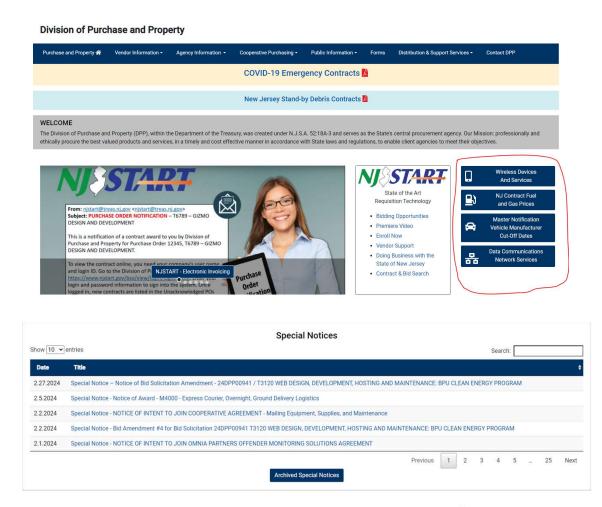


Supplier Registrat

OFFICIAL SITE OF THE DIVISION OF PURCHASE AND PROPERTY

- Access to fuel pricing
- Master Notification Vehicle Manufacturer Cut Off Dates
- Important Technology Contract Ifno
- Special Notices such as notices of awards and intent to contract as well as regulator notices

https://www.nj.gov/treasury/purchase/





NJSTART Local Government Resource Page



- NJSTART Registration Requests
- FAQs
- Resources for Local Governments
- Quick Reference Guide
- Newsletters & Recorded Training Sessions
- Contracts Reports
 - All SONJ Cooperative Contracts
 - Newly Added SONJ Cooperative Contracts
 - Extended SONJ Cooperative Contracts
 - Recently Expired SONJ Cooperative Contracts

NJSTART for Public Purchasing Entities

One of the key features of NJSTART for Local Governments is the consumer-like shopping experience for purchasing through Statewide contracts. Free to all Local Governments, NJSTART Marketplace is easy-to-use: features include searching for items, comparing specs, and determining pricing for your organization, while saving time and money.



njstart.info



Sample of Contract Data in the NJSTART Quarterly Contract Report

Category and Description	Contract #	Vendor Name	NJSTART Vendor Number		Blanket End Date	NJ Cooperative Purchasing
G2004 - FURNITURE: OFFICE, LOUNGE AND SYSTEMS – STATEWIDE	81607	Allseating Corporation	V00000913	07/30/12	06/30/24	Y
M0002 Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies	19-FLE (-00) 8	ainger	V00003164	10/01/18	06/30/24	Y
T3121 Software Reseller Services	20-TELE-01509	York Teleco-h Corporation	×00 ~ 50	05/25/2021	05/24/2026	Y
T0200 - MAILROOM EQUIPMENT AND MAINTENANCE VARIOUS STATE AGENCIES	41259	Prior & Nami Business Systems	V00001606	04/15/16	04/14/24	Y
T0103 - Park and Playground Equipment	16-FLEET-00139	Liberty Parks and Playgrounds Inc	V00013839	05/31/17	05/30/24	Y



Why is it important for my organization to register in NJSTART?

- The NJSTART team verifies that the right people are registering your organization.
- Your end-users will be able to access NJSTART, supplier punchouts, and important contract information to become more self-sufficient
- Training and Support are designed for users with full logon credentials
- Your organization will be prepared to better use NJSTART when coming enhancements are available.
- **Don't forget**, whether in NJSTART or not, <u>always</u> enter the State contract number and the State of New Jersey Cooperative Purchasing System Number of "**1 NJCP**" on your PO (NJAC 5:34-7.29).

Access Differentiator

				REGISTERED	
	PUBLIC	INQUIRY ONLY		ENTITY & USER	
Access to Expired Contracts	Limited	Full		Full	
Search Capability	Limited	Limited		Full	
Dashboard Functionality	No	Limited		Full	
Ability to Filter for NJ Cooperative Purchasing Contracts	No	Yes		Yes	
Access to Vendor/ Compliance Information	No	Yes		Yes	
Enhanced Capability to Locate Critical Contract Documents	No	Yes		Yes	
Ability to Browse NIGP Codes	No	Yes		Yes	
Marketplace Access	No	No		Yes	
Vendor PunchOut Access	No	No		Yes	
Access to the Built-in reporting tool	No	No		Yes	
Ability to Create & Post Bids* for state contract purchases	No	No		Yes	
Ability to Create Requisitions for state contract purchases	No	No		Yes	

Free online bidding offered to New Jersey counties, municipalities, and school districts only

Reviewing Contracts (Blankets) & Attachments in NJSTART

There are 3 types of Cooperative Contracts available



State contracts that are secured through a State Bid Solicitation



GSA Federal contracts that are made available



Cooperative contracts that are made available through national cooperative purchasing organizations such as NASPO Typical Attachments Tab Contents, use in conjunction with the Items Tab

For State Managed Contracts

- Final Bid Solicitation
- Sections 1/2/3/4/5 usually most helpful

For National Cooperatives

- Master Agreement
- Participating Addendum

Common docs important to you

- MOO Method of Operations
- At-A-Glance
- Award Summary



Suggested Best Practices for utilizing NJ State Cooperative Purchasing Contracts

1) Validate that a contract is "Active and Purchasable."

a. In NJSTART the contract shows in "Sent" status and the expiration date is future date (example 01/10/2025).

2) Make sure every vendor quote has the following:

- a. NJ State Contract Number
- b. Recommend requesting exact detail from State approved price list or Items Tab.
 - i. Review the Items and Attachments tabs to make sure that pricing is the most recent pricing.
 - 1. Even if the vendor tells you provided pricing is current, it cannot be used if it is not approved by the State and in NJSTART)
 - ii. Validate that the items you want to purchase are the EXACT make/model/part/etc.. that is on the contract item list or price list.

3) Review the Vendor tab for vendor information:

- a. Review the Distributor sub tab to validate any (reseller/distributor/fulfillment partner)
 - i. If a company is not listed, it cannot be used
- 4) Review the MBPO/contract Items tab for contract award and other clarifying information
- 5) Review the following documents found on the Attachments Tab:
 - a. Final Bid Solicitation
 - i. Sometimes referred to Bid Solicitation, RFP, or Revised Bid Solicitation
 - b. For National Cooperative Contracts review Participating Addendum
 - c. For GSA contracts, review RFQ if available
 - d. Method Of Operations
 - e. At a Glance
 - f. Award Summary
 - g. Price List
 - i. Every contract will have some combination of these documents
 - ii. Understand how to use the contract and quote requirements
 - 1. This is critical with multi-vendor awards
- 6) Associated items that are NOT on State contract should have a separate quote and/or a separate purchase order.
- 7) Every purchase order should include:
 - a. NJ Cooperative Purchasing System Number "NJAC 5:34-7.29"
 - b. NJ State Cooperative Contract Number (should also be on all vendor quotes you receive)



Let's Take a Look Together!

- Be sure to login to get the best search experience
- Use the Advanced Search feature to filter for cooperative contracts

Some helpful tips when using NJSTART

- Remember, in NJSTART contracts are called blankets!
- Take advantage of viewing contracts with easy-to-use punch outs
- The Items and Attachments Tabs have the most information needed to learn about the contract
- Monitor DPP's website for important updates: <u>https://www.state.nj.us/treasury/purchase/</u>
- Monitor the NJSTART Info page for resources and contract guides: <u>https://www.periscopeholdings.com/njstart/local-governments</u>
- Non-State Agency Users with log in credentials to the NJSTART system are NOT able to reset their passwords themselves. If you need your password reset, please contact <u>coop-njstart@mdfcommerce.com</u> and your password will be reset, and a new temporary password will be generated.



What we covered

NJSTART Login Remember every **90** days

NJSTART Dashboard Navigation

Punchouts

Maximize NJSTART's Value to you!

Contract Search By Item, By Contract Number, By T Number, By Vendor

Summary Tab/Items Tab/Attachments Tab

Vendor Search & Review of Term and Categories



For most up to date communications regarding NJSTART ^{NSO} and SONJ Cooperative Contracts, sign up for our newsletter and follow njstart.info



Customer Advisory Board Established with members from seven NJ public purchasing organizations



Quarterly Newsletter with contract updates and helpful information reaches over 2,000 contacts



Quarterly Publication of Statewide contracts and focused Contract Category Guides



Over 40 workshops and exhibits in 2022 and 2023 often with CEU's provided



NS0 [@Nick Susi] update slide for format. Content good Nick Susi, 2024-03-13T13:31:23.806

CONTACT US FOR QUESTIONS AND SUPPORT!

Contact Nick Susi and Bill Hnatiuk at

<u>coop-NJSTART@mdfcommerce.com</u>

Go to our online resource page to express interest and sign up!





QUESTIONS?

