



powered by **periscope.**

**NJSTART 101 Training**  
**Q1 2024**  
**March 14, 2024**

## Slide 1

---

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

# HOUSEKEEPING

AUDIO



QUESTIONS



RECORDING



# 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?

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

- 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?



# 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.

[MORE INFORMATION](#)

## STATE AGENCY RESOURCES

[Division of Purchase and Property](#)**State Agency Assistance** email: [njstart-support@periscopeholdings.com](mailto:njstart-support@periscopeholdings.com)

## VENDOR RESOURCES

[Contract with the State](#)  
[MWBE, SBE, VOB & Other Certifications](#)  
[State Business Resources](#)

## VENDOR ASSISTANCE

[NJSTART Vendor Support](#)email: [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov)

phone: 609-341-3500

## NJSTART LOCAL GOVERNMENT RESOURCES

[NJSTART Local Government Buyer Information](#)[NJSTART Local Government Registration](#)[eProcurement Regulations](#)

## LOCAL GOVERNMENT ASSISTANCE

e-mail:

[coop-njstart@mdfcommerce.com](mailto: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](mailto:suppliers-njstart@mdfcommerce.com)

# OFFICIAL SITE OF THE DIVISION OF PURCHASE AND PROPERTY

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

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

## Division of Purchase and Property

Purchase and Property Vendor Information - Agency Information - Cooperative Purchasing - Public Information - Forms Distribution & Support Services - Contact DPP

**COVID-19 Emergency Contracts**

**New Jersey Stand-by Debris Contracts**

**WELCOME**  
The Division of Purchase and Property (DPP), within the Department of the Treasury, was created under N.J.S.A. 52:18A-3 and serves as the State's central procurement agency. Our Mission: professionally and ethically procure the best valued products and services, in a timely and cost effective manner in accordance with State laws and regulations, to enable client agencies to meet their objectives.

**From:** njstart@treas.nj.gov <njstart@treas.nj.gov>  
**Subject:** PURCHASE ORDER NOTIFICATION – T6789 – GIZMO DESIGN AND DEVELOPMENT

This is a notification of a contract award to you by Division of Purchase and Property for Purchase Order 12345, T6789 – GIZMO DESIGN AND DEVELOPMENT.

To view the contract online, you need your company's user name and login ID. Go to the Division of Purchase and Property's NJSTART - Electronic Invoicing page at <https://www.njstart.gov/bso/view/> and enter your user name, login and password information to sign into the system. Once logged in, new contracts are listed in the Unacknowledged POs.

State of the Art Requisition Technology

- Bidding Opportunities
- Premiere Video
- Enroll Now
- Vendor Support
- Doing Business with the State of New Jersey
- Contract & Bid Search

- Wireless Devices And Services
- NJ Contract Fuel and Gas Prices
- Master Notification Vehicle Manufacturer Cut-Off Dates
- Data Communications Network Services

**Special Notices**

Show  entries Search:

Date	Title
2.27.2024	Special Notice – Notice of Bid Solicitation Amendment - 24DPP00941 / T3120 WEB DESIGN, DEVELOPMENT, HOSTING AND MAINTENANCE: BPU CLEAN ENERGY PROGRAM
2.5.2024	Special Notice - Notice of Award - M4000 - Express Courier, Overnight, Ground Delivery Logistics
2.2.2024	Special Notice - NOTICE OF INTENT TO JOIN COOPERATIVE AGREEMENT - Mailing Equipment, Supplies, and Maintenance
2.2.2024	Special Notice - Bid Amendment #4 for Bid Solicitation 24DPP00941 T3120 WEB DESIGN, DEVELOPMENT, HOSTING AND MAINTENANCE: BPU CLEAN ENERGY PROGRAM
2.1.2024	Special Notice - NOTICE OF INTENT TO JOIN OMNIA PARTNERS OFFENDER MONITORING SOLUTIONS AGREEMENT

Previous  2 3 4 5 ... 25 Next

[Archived Special Notices](#)



# 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



About NJSTART | [Local Governments](#) | State Agencies | Vendors | [News and Events](#) | [NJSTART.gov](#)

## 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.

[Register Here](#)

[NJSTART Local Government Resources](#)

[njstart.info](http://njstart.info)



## Sample of Contract Data in the NJSTART Quarterly Contract Report

Category and Description	Contract #	Vendor Name	NJSTART Vendor Number	Blanket Start Date	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-FLEET-00150	Mainger	V00003164	10/01/18	06/30/24	Y
T3121 Software Reseller Services	20-TELE-01509	York Telecom Corporation	V00000150	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, always 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).

	PUBLIC	INQUIRY ONLY	REGISTERED 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

T

**State contracts** that are secured through a State Bid Solicitation

G

**GSA Federal** contracts that are made available

M

**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!

### Some helpful tips when using NJSTART

- Be sure to login to get the best search experience
- Use the Advanced Search feature to filter for cooperative contracts
- 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:  
<https://www.state.nj.us/treasury/purchase/>
- Monitor the NJSTART Info page for resources and contract guides:  
<https://www.periscopeholdings.com/njstart/local-governments>
- 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 [coop-njstart@mdfcommerce.com](mailto:coop-njstart@mdfcommerce.com) and your password will be reset, and a new temporary password will be generated.





## What we covered

Maximize  
NJSTART's  
Value to  
you!

NJSTART Login Remember every **90** days

NJSTART Dashboard Navigation

Punchouts

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 and SONJ Cooperative Contracts, sign up for our newsletter and follow [njstart.info](https://njstart.info) NSO



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



## Slide 17

---

**NSO** [[@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

[coop-NJSTART@mdfcommerce.com](mailto:coop-NJSTART@mdfcommerce.com)

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

[NJSTART.INFO](http://NJSTART.INFO)



**QUESTIONS?**

