



Your go-to destination for
Statewide Cooperative Purchasing

NJSTART 101 Training Q4 2024

Navigation/Functionality/Resources

December 17, 2024

HOUSEKEEPING

AUDIO



QUESTIONS



RECORDING



NJSTART 101

AGENDA

- Welcome and Introductions
- DPP and Periscope – a partnership created to support you
- NJSTART Support Overview
- Resources and Terms
- Demo: Let's Take a look
- What we Covered 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 Treasury and serves as the State’s central procurement agency
- NJSTART includes all active contracts including those open to Cooperative Purchasing Participants
- DPP’s Cooperative Purchasing Program was established by legislation and extends specific State contract to eligible local buying units
- Examples of “local buying units” are:
 - Municipalities
 - Counties
 - School Districts
 - Volunteer First Aid & Rescue Squads
 - County & State Colleges
 - Independent Authorities
 - Quasi-State Agencies
 - Independent Institutions of Higher Education

Meet the Team

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.

Bill Hnatiuk, Local Government Manager

Trevor Day, General Manager

Nick Susi, Senior Director Transaction Program

Success Cheri Ray, Program Manager

Some of Periscope's State Contract Responsibilities

State Contract T2879 – eProcurement System Transformation - #84203

Below are just some of Periscope's contracted responsibilities:

- 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

For most up to date communications regarding NJSTART and Statewide 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 every year, including onsite training and support for eligible organizations and associations



On demand support! Contact us at [coop- \[njstart@mdfcommerce.com\]\(mailto:coop-njstart@mdfcommerce.com\)](mailto:coop-njstart@mdfcommerce.com)

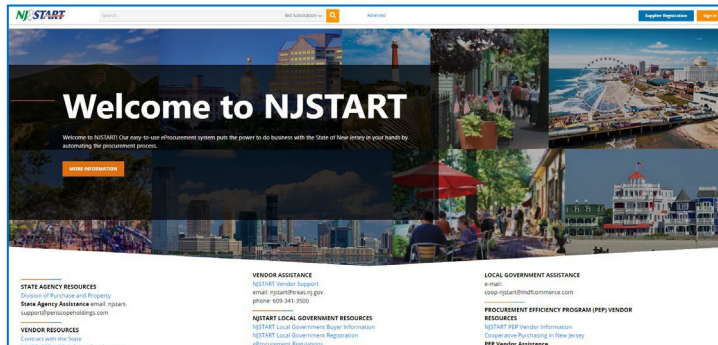
Poll Questions

- 1. Do you leverage the njstart.info site?**
- 2. Do you log into njstart.gov?**
- 3. What is the biggest obstacle for you when using State contracts?**

RESOURCES AND DEMO



NJSTART Online Resource Pages



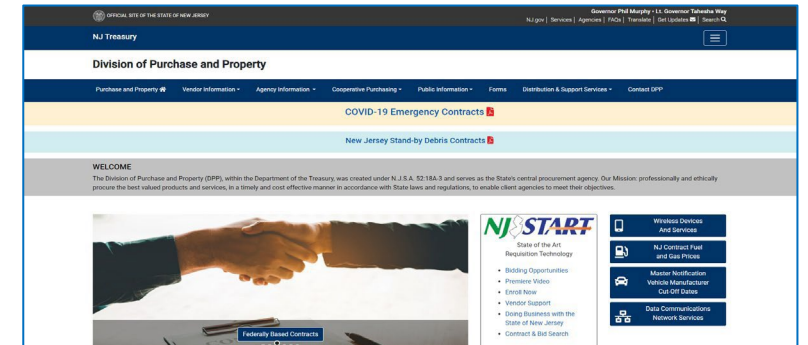
www.njstart.gov

- **Access Statewide contract details including pricing and procedures**
- **Access select vendor G2B punchouts**
- **Source vendors**
- **Manage your account**
- **Access Marketplace**
- **Do not use Supplier Registration**



www.njstart.info

- **NJSTART Registration Requests**
- **FAQs**
- **Resources for Local Governments**
- **Quick Reference Guide**
- **Newsletters & Recorded Training Sessions**
- **Contracts Reports**



www.nj.gov/treasury/purchase/

- **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 regulatory notices**

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	10/31/24	Y
M0002 Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies	19-FLEET-00566	Grainger	V00003164	10/01/18	12/31/24	Y
T3121 Software Reseller Services	20-TELE-01509	York Telecommunications Corporation	V00000150	05/25/2021	05/24/2026	Y
T0200 - MAILROOM EQUIPMENT AND MAINTENANCE VARIOUS STATE AGENCIES	41259	Prior & Nami Business Systems	V00001606	07/15/16	04/14/25	Y
T0103 - Park and Playground Equipment	16-FLEET-00139	Liberty Parks and Playgrounds Inc	V00013839	05/31/17	05/30/25	Y

EXAMPLE ONLY

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.
- Access to new features!

Don't forget, whether in NJSTART or not, always enter the SONJ 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

Reviewing Contracts (Blankets) & Attachments in NJSTART

There are 3 types of Cooperative Contracts available

- T** A State contract established through an advertised solicitation by DPP
- G** A State contract established based on Federally-Based Contracts
- M** A State contract established by joining an existing Cooperative Agreement

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. SONJ Contract Number
 - b. Recommend requesting exact details from State approved price list or Items Tab when data is available
 - i. Review the Items and Attachments tabs to make sure that pricing is the most recent pricing (even if 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 (reseller/distributor/fulfillment partner)
 - i. If a company is not listed, it cannot be used
4. **Review the MBPO/contracts items tab for contract award and other clarifying information**
5. **Review the following documents found on the Attachments Tab:**

Note: These best practices are meant to provide general guidance. Not every document will be present on every contract Always follow the outlined procedures and if you are uncertain of legal requirements, consult our legal counsel

 - a. Final Bid Solicitation
 - i. Sometimes referred to as 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
 - h. Every contract will have some combination of these documents
 - i. Understand how to use the contract and quote requirements
 - i. This is critical with multi-vendor awards
6. **Associated items that are NOT on State contract should have a separate quote and/or purchase order**
7. **Every purchase order must include:**
 - a. NJ Cooperative Purchasing System Number “NJAC 5:34-7.29”
 - b. SONJ Contract Number (must be on all vendor quotes you receive)

**REMEMBER TO ALWAYS
FOLLOW YOUR LOCAL PUBLIC
PURCHASING GUIDELINES!**

Let's Take a Look Together!

Some helpful tips when using NJSTART

- Be sure to login to <https://www.njstart.gov> to get the best search experience
- Use the Advanced Search Feature to filter for cooperative contracts
- Remember, in NJSTART, contracts are now called "Contract"
- 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 informational site for resources and contract guides:
<https://www.njstart.info/>
- Non-State Agency Users with log in credentials to the NJSTART platform are NOT able to reset their passwords themselves. If you need your password resent, please contact 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 to login every 90 days

NJSTART Dashboard Navigation

Punchouts G2B

Contract Search By Item, By Contract Number, By T Number,
By Vendor Name and Marketplace Search

Summary Tab/Items Tab/Attachments Tab (**Important to Review**)

Vendor Search & Review of Term and Categories

Leverage the newsletter and the njstart.info website!



NEXT STEPS

Contact Trevor Day and Bill Hnatiuk

coop-njstart@mdfcommerce.com

**Go to our online resource page to
express interest and sign-up for access
to njstart.gov and our newsletters**

njstart.info

**STAY TUNED TO LEARN ABOUT NEW
FEATURES COMING SOON IN**

njstart.gov

NJSTART

**Questions
?**





THANK YOU!

NJ  **START**