



Your go-to destination for  
Statewide Cooperative Purchasing

# **NJSTART 101 Training Q2 2025**

## **Navigation/Functionality/Resources**

**June 10, 2025**

# HOUSEKEEPING

AUDIO



QUESTIONS



RECORDING



# 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.

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# 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

# 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

# NJ State contracts ensure compliance

- Division of Purchase and Property
  - Bid proposals are evaluated by a Procurement Bureau Procurement Specialist or Evaluation Committee based on price, terms and conditions, specifications, and other factors  
<https://www.nj.gov/treasury/purchase/doingbusiness.shtml>
- The office of the State Comptroller
  - The Procurement Division makes sure that taxpayer dollars are protected by ensuring that contracts are competitively bid and are held to high standards of fairness and transparency in order to avoid waste, cronyism, and corruption <https://www.nj.gov/comptroller/about/work/procurement/>
  - Newsletter & Notification [New Jersey Office of the State Comptroller - Subscribe for Email Updates \(govdelivery.com\)](#)

# NJ State Contracts

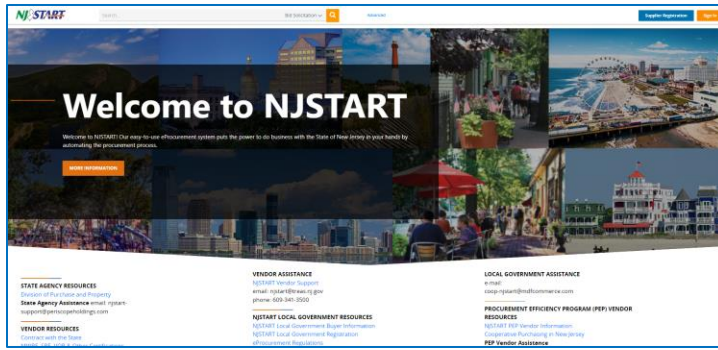
- Division of Purchase & Property uses the NJSTART system for all Bid solicitations
  - Examples can be found here  
<https://www.njstart.gov/bsa/view/search/external/advancedSearchBid.xhtml>
- All vendor compliance documents are collected
- Bid are publicly advertised
- Opening dates are published
- Bids are reviewed
- Public comment
- Contract Awards are published



# NJSTART RESOURCES

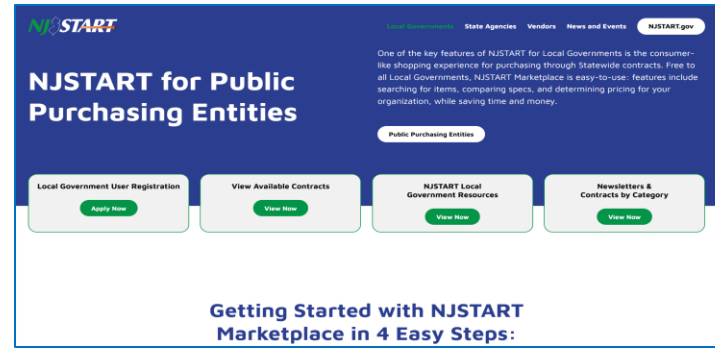


# NJSTART Online Resource Pages



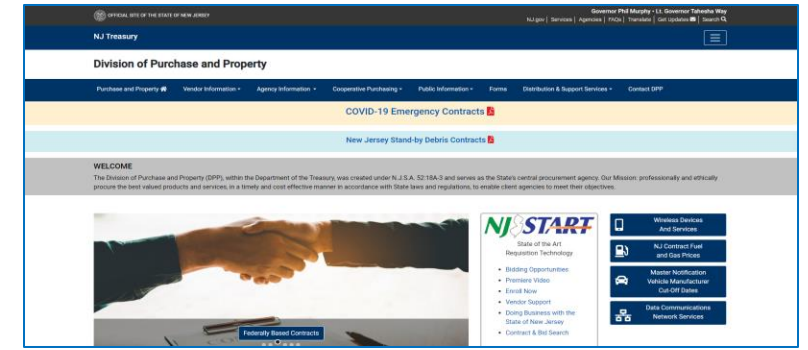
[www.njstart.gov](http://www.njstart.gov)

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



[www.njstart.info](http://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/](http://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	12/19/2024	12/18/2028	Y
M0002 Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies	19-FLEET-00566	Grainger	V00003164	01/01/2025	08/31/2026	Y
T3121 Software Reseller Services	20-TELE-01509	Yorktel 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	04/14/2026	Y
T0103 - Park and Playground Equipment	16-FLEET-00139	Liberty Parks and Playgrounds Inc	V00013839	05/31/17	05/30/2026	Y

# 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 detail from State approved price list or Items Tab when data available.
    - 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**
  - *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 any legal requirements, consult your legal counsel*
  - 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
  - h. Every contract will have some combination of these documents
  - i. Understand how to use the contract and quote requirements
    - a. 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 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 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.njstart.info>
- 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 & NJ Dept. Treasury Div of Purchase & Property

NJSTART Responsibilities

State of NJ Bid and Contract compliance

Resources, NJ-DPP, NJSTART.Info Contract reports, Registration, Newsletter and Other useful information

Types of Contract (T/M/G) and Important Documents

Types of Searches: Contract/G2B/Vendor/**Marketplace**



## **NEXT STEPS**

**CONTACT** **TREVOR DAY** AND **BILL HNATIUK**

**COOP-NJSTART@MDFCOMMERCE.COM**

**GO TO OUR ONLINE RESOURCE  
PAGE TO SIGN UP FOR ACCESS TO  
NJSTART.GOV AND OUR NEWSLETTERS.**

**WWW.NJSTART.INFO**

**REQUEST TO SCHEDULE NJSTART TRAINING  
FUNCTIONALITY – NAVIGATION**

**NJSTART**



**Questions  
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# THANK YOU!

**NJ** **START**