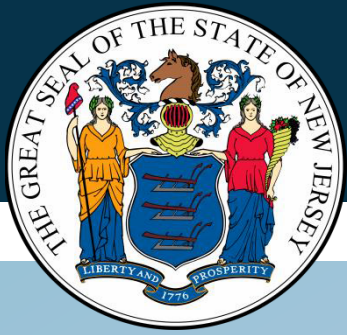


The Procurement Process for Goods and Services

Amy F. Davis, Esq.
State of New Jersey
Division of Purchase & Property
Department of the Treasury

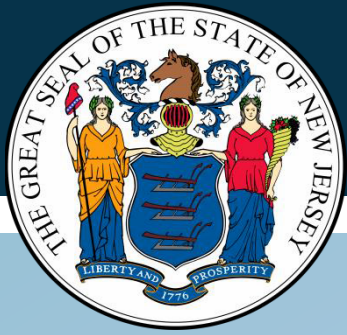




Division of Purchase & Property



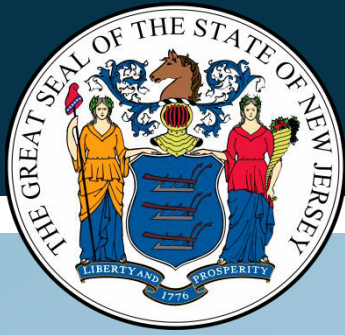
The Division of Purchase and Property (DPP), located within the Department of the Treasury, was created under N.J.S.A. 52:18A-3 and serves as the State's central procurement agency.



Division of Purchase & Property

Our Mission

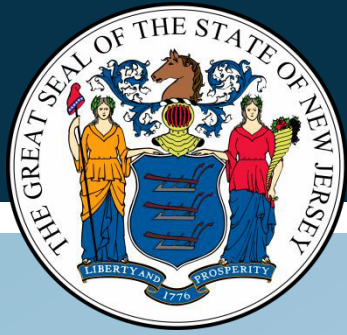
Professionally and ethically procure the best valued products and services, in a timely and cost-effective manner in accordance with State laws and regulations, to enable client agencies to meet their objectives.



Division of Purchase & Property

Procurement Options

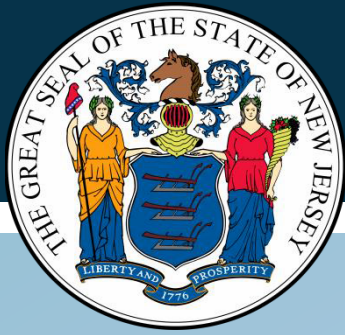
- Delegated Purchasing Authority (DPA)
- Request for Proposal (RFP)
- Cooperative Purchasing Contracts
- GSA Schedules
- Waiver of Advertising



Division of Purchase & Property

DPP's Procurement Bureau

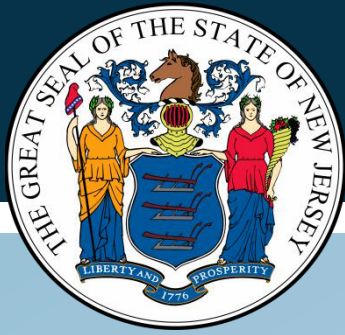
- Procures Goods and Services Contracts in excess of the current DPA threshold (\$44K) per year on behalf of State agencies
- Four Procurement Units: Commodities, General Services, Technology and Professional/Environmental Services
 - 40 Procurement Specialists
 - 700 Contract Portfolios
 - 2200 Vendor Contracts
- Assigned Agency State Contract Managers



Division of Purchase & Property

The State's Cooperative Purchasing Program

- The State extends specific State contracts to eligible local buying units.
- Cooperative Purchasing is a collaborative effort to obtain benefits in pricing, product quality and contract process efficiencies for public purchasing entities throughout the State of New Jersey.



Division of Purchase & Property

Eligible Participants:

Municipalities

Counties

School Districts

County and State Colleges

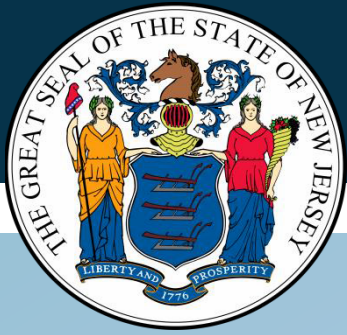
Independent Institutions of Higher Education

Volunteer Fire Departments

Volunteer First Aid and Rescue Squads

Quasi-State Agencies

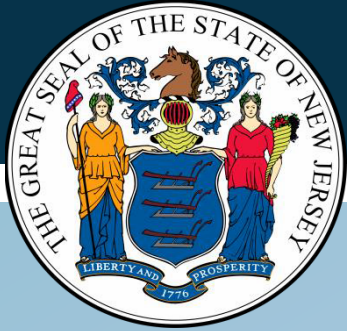
Independent Authorities



Division of Purchase & Property

The Procurement Process

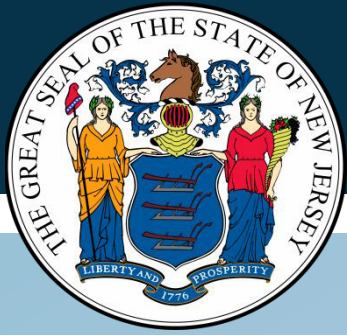
- State agency need for goods/services
- State agency request emailed to DPP's Central Intake Unit
- Assigned to the appropriate procurement unit and reviewed by a procurement specialist
- Procurement Specialist/agency's SCM work collaboratively to finalize the RFP
- Advertise bid solicitation
- Bidders may email RFP questions



Division of Purchase & Property

The Procurement Process

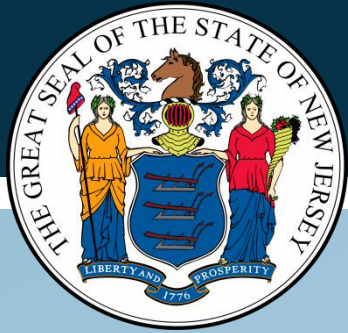
- Answers posted on NJSTART
- Bid Deadline
- Evaluation
- Best and Final Offer (BAFO)
- Notice of Intent to Award
- Protest Period
- Contract Award



Division of Purchase & Property

Complaint Process

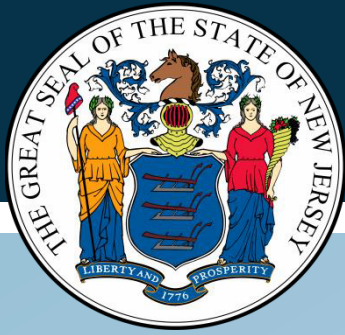
- DPPs Contract Compliance and Audit Unit (CCAU) acts as the arbiter between State agencies and contract vendors
- Filing formal complaints helps determine whether the requirements of the contract have been met and ensures that the goods or services purchased have been properly received.
- Agencies are required to submit a formal complaint.



Division of Purchase & Property

When should a formal complaint be filed?

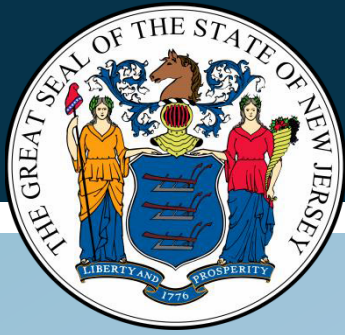
- A formal complaint should be filed when the vendor fails to comply with contractual requirements.
- Vendors with a history of complaints found against them can be bypassed when awarding a future contract.
- Failure to file timely complaints may result in non-complying vendors receiving subsequent State contracts and/or failure of the State to prudently expend tax dollars.



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How can a business get a State contract?

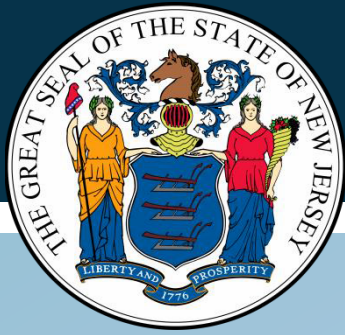
- Register on NJSTART at www.njstart.gov with relevant commodity codes and complete vendor profile under terms and categories
- Obtain a Business Registration Certificate (BRC) from the Division of Revenue and Enterprise Services at <https://www.njportal.com/DOR/BusinessRegistration/>



Division of Purchase & Property



- Current bid solicitations (RFPs)
- Active State contracts, terms and expiration dates
- Vendor information by commodity code for any public agency seeking goods/services
- Public Agency and Vendor Reference Guides, frequently asked questions, how-to videos, and help desk support contact information
- Currently over 35,000 vendors registered



Division of Purchase & Property

**Need more information?
Please contact us:**

Forms and Information: www.nj.gov/treasury/purchase

View State contracts and bids: www.njstart.gov

NJSTART Help Desk: njstart@treas.nj.gov or (609) 341-3500