



**New Jersey Department of the Treasury
Division of Purchase and Property**

Quick Reference Guide:

CREATING A QUOTE

Sellers





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1.0 Purpose

- The Purpose of this Quick Reference Guide (QRG) entitled “Creating a Quote” is to provide Vendors {Bidders} with step-by-step instructions on how to create and submit a Quote in response to an advertised Bid Solicitation in NJSTART.

NOTE: The terms “Bid” and “Bid Solicitation” are used interchangeably throughout this QRG.

- This QRG uses terminology employed by the State of New Jersey’s NJSTART eProcurement system. For ease of reference, the following is a table that references the NJSTART term and the statutory, regulatory and/or legacy term.

NJSTART Term	Equivalent Statutory, Regulatory, and/or Legacy Term
Bid/Bid Solicitation	RFP/Solicitation
Bid Amendment	Addendum
Change Order	Contract Amendment
Master Blanket Purchase Order (Blanket P.O.)	Contract
Blanket	Contract
Offer and Acceptance Page	Signatory Page
Quote	Proposal
Vendor	Bidder/Contractor

- The following topics are specifically addressed in this QRG:
 - How to acknowledge a Bid Solicitation in NJSTART so you can receive email notifications about the status or changes to the Bid Solicitation;
 - How to submit questions about a Bid Solicitation online during the Question and Answer (Q&A) period;
 - How to see and download Bid Amendments containing written answers to questions submitted by potential Vendors {Bidders} during the Q&A period and updated Bid Solicitation information;
 - How to attach required files or forms to your Quote using the features of NJSTART;
 - Submit your Quote online, along with any required files or forms, prior to the Quote opening date;
- This QRG is advisory in nature and is intended to provide guidance to the bidding community. In the event that there is a discrepancy between this QRG and the Bid Solicitation, the language of the Bid Solicitation will supersede this QRG.

2.0 Summary Instructions

2.1. Login to NJSTART

- Vendors {Bidders} must be registered with NJSTART and logged in before performing any functions described in this QRG.
- QRGs for registration, login, and other topics can be found at: <https://www.state.nj.us/treasury/purchase/vendor.shtml>
- This QRG assumes that you have already found a Bid Solicitation and are considering submitting a Quote.



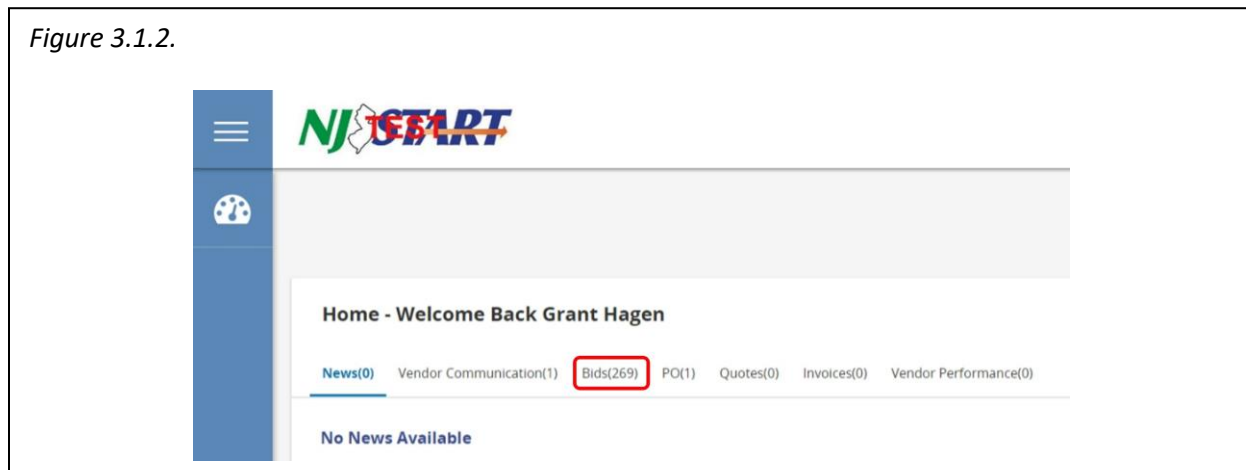
- To learn more about how to find a Bid Solicitation in NJSTART, see the QRG entitled: <https://www.state.nj.us/treasury/purchase/njstart/pdf/Find-a-Bid.pdf>

3.0 Detailed Instructions

3.1. Find a Bid

- This section describes how to find a Bid Solicitation in NJSTART, review its details and begin creating a Quote.
 - Login to NJSTART in the **Seller** Role.
 - After you login to NJSTART, your home page, shown below, will be displayed.
 - If you have more than one role in NJSTART, make sure the Seller role is selected as shown in *Figure 3.1.1*.
- The area below the “Welcome Back” message contains Tabs with document selection options.
- The number in parentheses on each Tab indicates how many documents of each type are waiting for you.
- For best results, you can see the bids by clicking on the **Bids (#)** Tab as shown in *Figure 3.1.2*.

Figure 3.1.2.



- Click on the **Bids (#)** Tab to See Your Opportunities. When the **Bids (#)** Tab is selected the following screen appears as shown in *Figure 3.1.3*.

Figure 3.1.3.

Home - Welcome Back Grant Hagen

News(0) Vendor Communication(1) **Bids(269)** PO(1) Quotes(0) Invoices(0) Vendor Performance(0)

Request For Revision

No records found.

Bids / Bid Amendments (Un-Acknowledged)

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Holder
22LGCAM00687	Camden County	A3422	Nick Susi	Mobile Device Extraction Software for the Camden County Prosecutor's Office	06/29/2022 11:00:00 AM	

[View More...](#)

Open Bids

No records found.

Closed Bids

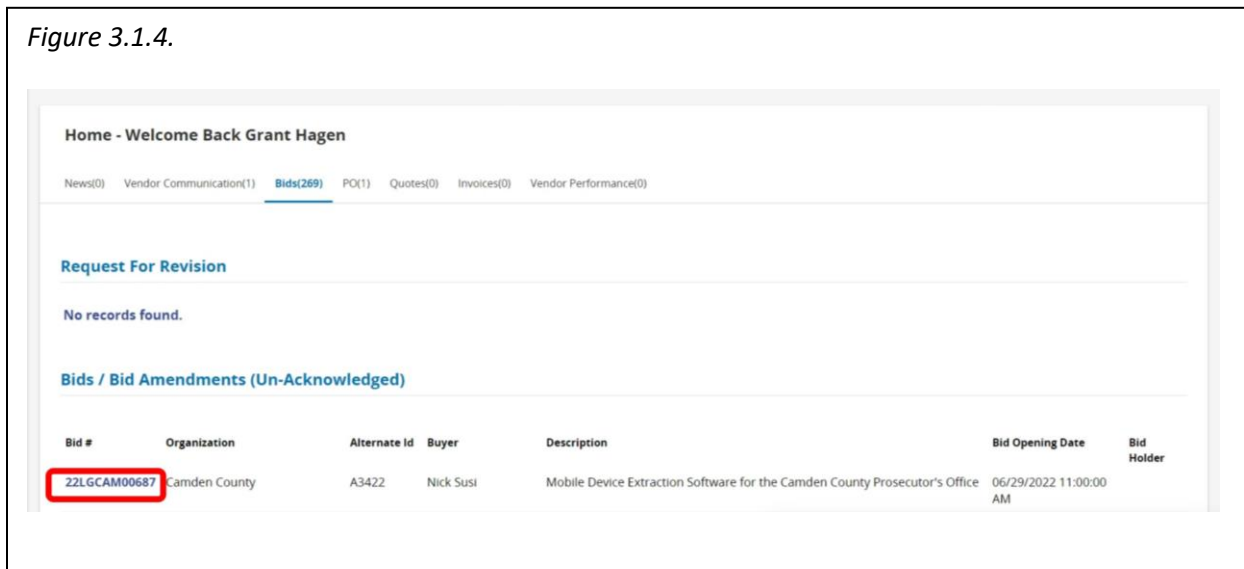
Bid #	Organization	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
22LGCAM00688	Camden County	Nick Susi	Mobile Device Extraction Software for the Camden County Prosecutor's Office	06/30/2022 10:00:00 AM	
22LGCAM00686	Camden County	Nick Susi	Mobile Device Extraction Software for the Camden County Prosecutor's Office	06/28/2022 05:10:00 PM	

[View More...](#)

- The Group Headings displayed on this page are:
 - **Request for Revision:** Not currently being used;
 - **Bids/Bid Amendments (Unacknowledged):** If you are on the bid holder list, new Bid Solicitations or Bid Amendments for review and acknowledgment will appear in this section until they are acknowledged;
 - **Open Bids:** these are available for Bidders to submit a Quote; and
 - **Closed Bids:** Bid Solicitation where the Quote opening date has already passed; therefore, Quotes can no longer be submitted for these bids.
- Click on a specific Bid # to Access that Bid Solicitation.
- Bid Solicitations appear in the Open Bids section.

After making your selection, you can access any Bid Solicitation by clicking its link Bid (#) column as shown in *Figure 3.1.4*.

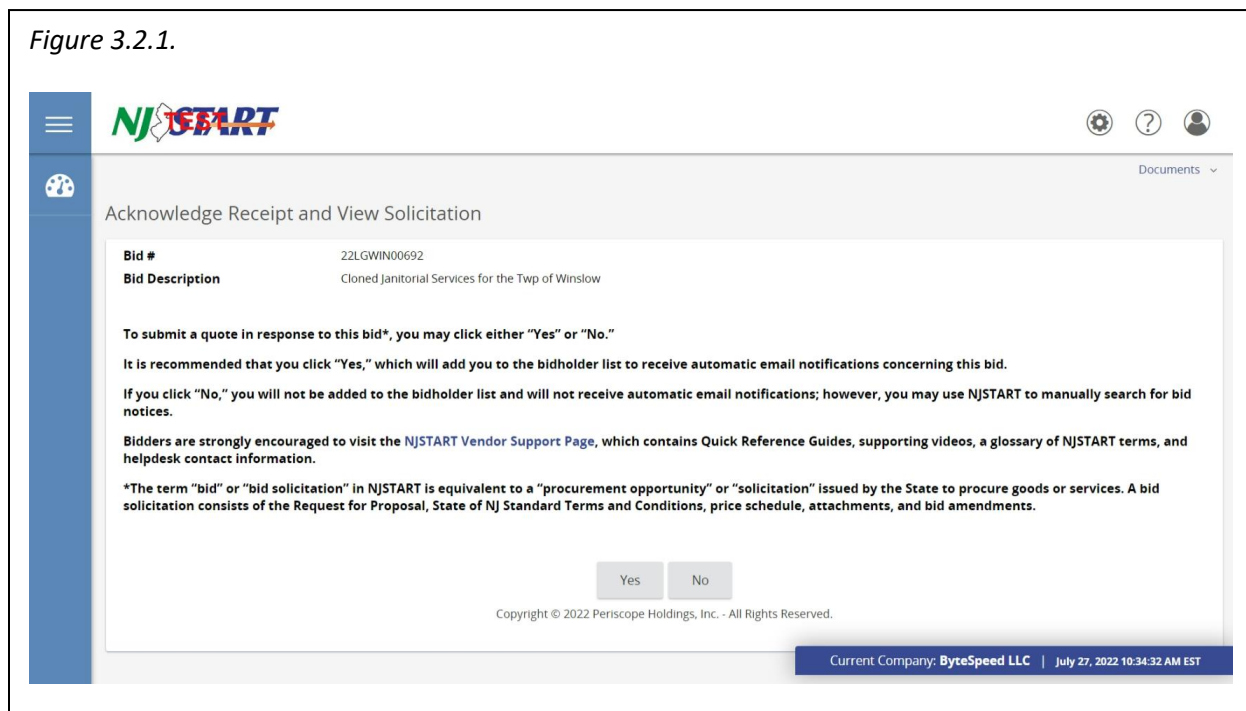
Figure 3.1.4.



3.2. Acknowledge the Bid

- Prior functionality for Bid Acknowledgement required vendors to click directly on the Bid Solicitation number listed in the Open Bids section to use this feature. This has since been changed in the current release of NJSTART, with the introduction of the Follow button.
- Clicking the Follow button will prompt the dialog box shown in Figure 3.2.1 to appear. The dialog box provides important information and user options. You can choose whether to automatically receive notices about the bid.
- You must respond before you can view the bid.
 - If you click **Yes**, you will receive future notification regarding the Bid Solicitation via email
 - If you click **No**, you will still see the Bid Solicitation, but you will not receive future notifications regarding the Bid Solicitation.
 - After you click Yes or No, the Bid Solicitation Summary page will appear, as shown in the screenshot in Figure 3.3.1
- Currently there is not an Unfollow button that is available in NJSTART. This means that once you click Follow on a Bid Solicitation, you are committed to the applied user options.

Figure 3.2.1.



NOTE: This would be an excellent time to verify that your Vendor Profile is up to date, that your Business Registration Certificate with the New Jersey Division of Revenue and Enterprise Services is current and active, and that your contact information is up to date.

3.3. Seeing a Bid Solicitation in NJSTART

- Below is an example of the Bid Solicitation Summary page.
- Bid Solicitation attachments appear under the heading "File Attachments" as blue text links as shown in *Figure 3.3.1*. You can click on these links to download, open, and save Bid Solicitation attachments.
- Item Information appears at the bottom of the Bid Solicitation Summary page and includes item description, NIGP commodity code, quantity, unit cost, UOM (unit of measure), and any other criteria entered by the purchaser regarding the procurement.



Figure 3.3.1.

Bid Solicitation: 22LGWIN00692

Responses Due in 362 Days, 13 Hours, 22 Minutes

Header Information

Bid Number:	22LGWIN00692	Description:	Cloned Janitorial Services for the Twp of Winslow	Bid Opening Date:	07/25/2023 12:00:00 AM
Purchaser:	Nick Susi	Organization:	Township of Winslow	Allow Electronic Quote:	Yes
Department:	LGWINSPUR01 - Township Of Winslow Purchasing	Location:	LRPUR - Purchasing	Available Date:	07/26/2022 12:00:00 AM
Fiscal Year:	22	Type Code:	GS - Bid - Goods and Services	Informal Bid Flag:	No
Alternate Id:		Required Date:			
Info Contact:		Bid Type:	OPEN		
Purchase Method:	Open Market				

Pre Bid Conference:

Bulletin Desc:

Ship-to Address: Jennifer Conway, 125 South Route 73, Braddock, NJ 08037, US. Email: jconway@winslowtownship.com, Phone: (609)567-0700

Bill-to Address: Jennifer Conway, 125 South Route 73, Braddock, NJ 08037, US. Email: jconway@winslowtownship.com, Phone: (609)567-0700

Current Company: ByteSpeed LLC | July 27, 2022 10:38:01 AM EST

File Attachments: NOTICE TO BIDDERS.docx, Janitorial services specifications.docx

Form Attachments:

Required Quote Attachments

Desired Attachment Name: Certifications of Insurance

Description: All required COLS

T Number:

NJ Cooperative Purchasing: No

Green Solicitation: No

Emergency Solicitation: No

Small Business Category: None

Bid Bond Required: No

Performance Bond Required: No

Retainage: Refer to Bid Solicitation (RFP).

Custom Column Test for Twp of Winslow:

Questions:

Question #	Print Sequence	Required	Question	Response
1	1.0	Yes	Use a checklist or to collect information directly through a quote from the vendor. Would be considered a part of the bid and bid responses. Do you want to use it?	

Item Information

Item # 1: (910 - 39) Basic Janitorial Services for Winslow Twp Municipal Bldg for specifications see attachment titled Bid Specifications in the Attachments tab of this Bid.

NIGP Code: 910-39
Janitorial and Custodial Services

Qty	Unit Cost	UOM	Tax Rate	Tax Amount	Total Cost
12.0		MO - Month			

Manufacturer: _____ Brand: _____ Model: _____
Make: _____ Packaging: _____

Print Page Create Quote Bid Q & A Exit

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3.3.1. Bid Solicitation Summary Page Contents Explained

- Information displayed on the Bid Solicitation Summary Page includes:

Field Item	Description
Bid Number	Automatically generated in NJSTART.
Description	A short description of the goods or services the State intends to purchase.
Bid Opening Date	Date formal bids will be opened for evaluation and closed to further quote submissions.
Purchaser	Creator of the bid.
Organization, Department, Location	Agency information.
Fiscal Year	The year in which the procurement occurs.
Type Code	Assigned by the Purchaser, if applicable.
Allow Electronic Quote	Will indicate "Yes."
Alternate ID	Reserved for State use.
Required Date	Agency's requested delivery date, if applicable
Available Date	Date bid was publicly posted.
Bid Type	<ul style="list-style-type: none"> Open: any vendor can respond Closed: only selected Vendors {Bidders} can respond
Informal Bid Flag	<ul style="list-style-type: none"> Yes: an informal bid – Purchasers can see quotes before Bid Opening date No: a formal bid – Purchasers must wait until Bid Opening date to review quotes
Purchase Method	<ul style="list-style-type: none"> Open Market: one time purchase Blanket: term contract
Pre-bid Conference Details	Included in Bid Solicitation, if applicable.
Bulletin Description	Additional Bid Solicitation information, if applicable.
Ship-to and Bill-to Addresses	Refers to DPP or the purchasing agency.
File Attachments	Attachments to the Bid Solicitation (be sure to read all attachments and read, complete, or submit files with your quote, as instructed).
Form Attachment	Bid Solicitation-related forms to be completed by the vendor, if applicable.
T Number	Part of the Bid Solicitation name assigned by the purchaser.
NJ Cooperative Purchasing	If applicable, requirements would be defined in the Bid Solicitation.
Green Solicitation	If applicable, requirements would be defined in the Bid Solicitation.
Emergency Solicitation	If applicable, requirements would be defined in the Bid Solicitation.
Small Business Category	If applicable, requirements would be defined in the Bid Solicitation.
Bid Bond Required	If applicable, requirements would be defined in the Bid Solicitation.
Performance Bond	If applicable, requirements would be defined in the Bid Solicitation.
Retainage	If applicable, requirements would be defined in the Bid Solicitation.
Item Information	Item description, NIGP commodity code, quantity, unit cost, UOM (unit of measure), and any other criteria entered by the purchaser.

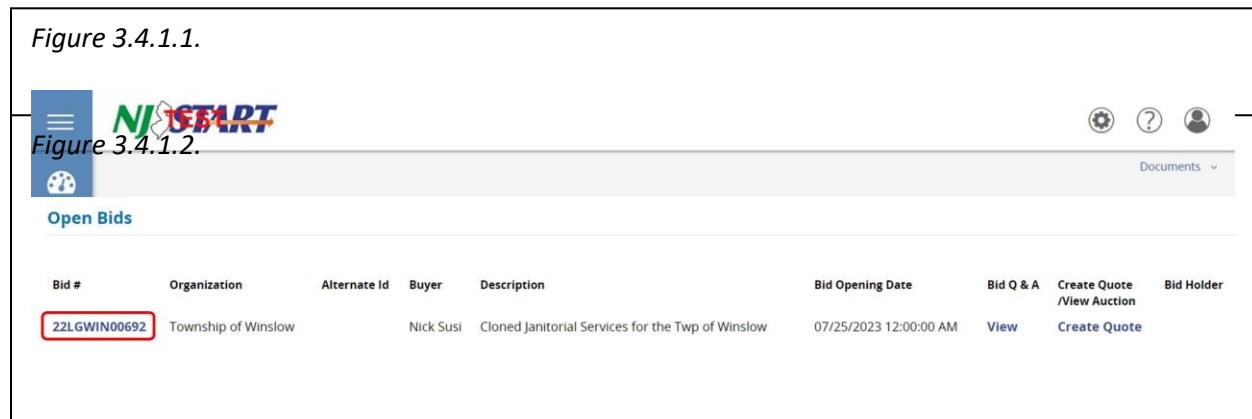
- The Bid Solicitation Summary Page can be printed using your browser’s print feature or by clicking on the **Print Page** button.

3.4. The Bid Question & Answer (Bid Q&A) Process

- Typically, the Bid Question & Answer Period (**Q&A**) begins immediately after a Bid Solicitation is advertised.
- The cut-off date for submitting electronic questions/inquiries is indicated on the Bid Solicitation cover sheet and on the Summary Tab of the Bid Solicitation in NJSTART.
- The Bid Solicitation will contain any special instructions or restrictions concerning the Bid Solicitation Q&A.
- Vendors {Bidders} may submit questions about a Bid Solicitation only during the Bid Solicitation Q&A period specified in the bid. Once the Bid Solicitation Q&A period is closed, questions will no longer be accepted. It is important that you plan accordingly.
- Questions about a Bid Solicitation may be submitted at any time while the Bid Solicitation Q&A period is still open.

3.4.1. Submitting a Question about a Bid Solicitation

Once logged into NJSTART, from the Home page, click on Bids as shown in *Figure 3.4.1.1*.



The following screen will appear. From this screen you can click on the Bid # for the Bid Solicitation for which you wish to submit a question as shown in *Figure 3.4.1.2*.

- The Bid Solicitation Summary page will appear.
- If Questions are permitted during the Bid Solicitation process, the purchaser will enable the **Bid Q&A** button, which will be visible on the Open Bid announcement as shown in *Figure 3.4.1.3*. or on the Bid Solicitation Summary page as shown in *Figure 3.4.1.4*.
- Click on the **Bid Q&A** button and the screen will appear as shown in *Figure 3.4.1.5*.



Figure 3.4.1.4.

Bid Solicitation: 22LGWIN00692

Responses Due in 362 Days, 12 Hours, 10 Minutes

Header Information

Bid Number:	22LGWIN00692	Description:	Cloned Janitorial Services for the Twp of Winslow	Bid Opening Date:	07/25/2023 12:00:00 AM
Purchaser:	Nick Susi	Organization:	Township of Winslow		
Department:	LGWINSPUR01 - Township Of Winslow Purchasing	Location:	LRPUR - Purchasing		
Fiscal Year:	22	Type Code:	GS - Bid - Goods and Services	Allow Electronic Quote:	Yes
Alternate Id:		Required Date:		Available Date:	07/26/2022 12:00:00 AM
Info Contact:		Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Open Market				

Pre Bid Conference:

Bulletin Desc:

Ship-to Address:

Jennifer Conway 125 South Route 73 Braddock, NJ 08037 US Email: jconway@winslowtownship.com Phone: (609)567-0700	Bill-to Address:	Jennifer Conway 125 South Route 73 Braddock, NJ 08037 US Email: jconway@winslowtownship.com Phone: (609)567-0700
---	-------------------------	---

File Attachments:

NOTICE TO BIDDERS.docx
janitorial services specifications.docx

Form Attachments:

Required Quote Attachments

Desired Attachment Name: Certifications of Insurance
Description: All required COIS

T Number:

NJ Cooperative Purchasing: No

Green Solicitation: No

Emergency Solicitation: No

Small Business Category: None

Bid Bond Required: No

Performance Bond Required: No

Retainage: Refer to Bid Solicitation (RFP).

Custom Column Test for Twp of Winslow:

Questions:

Question #	Print Sequence	Required	Question	Response
1	1.0	Yes	Use a checklist or to collect information directly through a quote from the vendor. Would be considered a part of the bid and bid responses. Do you want to use it?	

Item Information

Item # 1: (910 - 39) Basic Janitorial Services for Winslow Twp Municipal Bldg for specifications see attachment titled Bid Specifications in the Attachments tab of this Bid.

NIGP Code: 910-39
Janitorial and Custodial Services

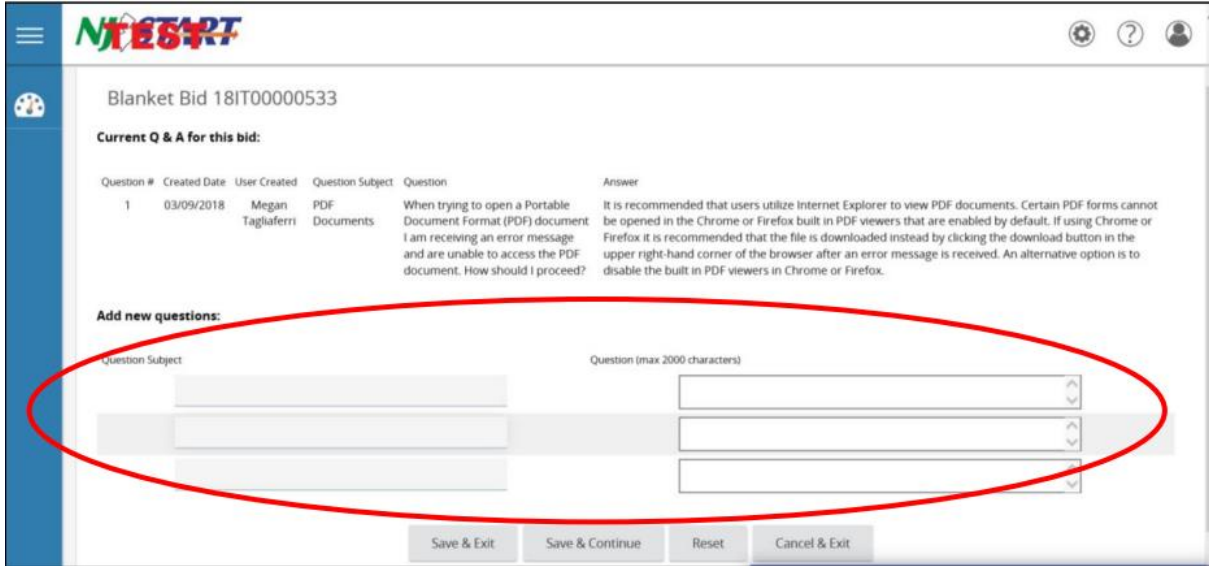
Qty	Unit Cost	UOM	Tax Rate	Tax Amount	Total Cost
12.0		MO - Month			

Manufacturer: _____ Brand: _____ Model: _____
Make: _____ Packaging: _____

Print Page Create Quote **Bid Q & A** Exit

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Figure 3.4.1.5.



Blanket Bid 18IT00000533

Current Q & A for this bid:

Question #	Created Date	User Created	Question Subject	Question	Answer
1	03/09/2018	Megan Tagliaferri	PDF Documents	When trying to open a Portable Document Format (PDF) document I am receiving an error message and are unable to access the PDF document. How should I proceed?	It is recommended that users utilize Internet Explorer to view PDF documents. Certain PDF forms cannot be opened in the Chrome or Firefox built in PDF viewers that are enabled by default. If using Chrome or Firefox it is recommended that the file is downloaded instead by clicking the download button in the upper right-hand corner of the browser after an error message is received. An alternative option is to disable the built in PDF viewers in Chrome or Firefox.

Add new questions:

Question Subject

Question (max 2000 characters)

Save & Exit Save & Continue Reset Cancel & Exit

- The top of the screen may display questions and answers provided by the Procurement Bureau regarding the Bid Solicitation or information on the Q&A process.
- From this screen, in the spaces shown below, you can enter questions that you may have regarding the Bid Solicitation.
 - Enter the Question Subject in the first field on the left of the screen.
 - Enter the specific question in the Question field on the right of the screen.
- You are permitted to submit three (3) questions at a time.
- If you have more than three (3) questions to submit, click “Save & Continue” and you will be permitted to submit additional questions.
- When you have finished entering all of your questions click “Save & Exit.”



3.4.2. Where to Find the Answers to Your Questions

- Answers to your questions will not be provided using the **Q&A** Tab in NJSTART.
- All answers to questions submitted by all Vendors {Bidders} will be consolidated into a Bid Amendment to the Bid Solicitation and posted as a file attachment on the Bid Solicitation “Summary” page.
- Vendors {Bidders} that acknowledge receipt of the Bid Solicitation from the **Bids (#)** Tab in NJSTART will receive an email notification about Bid Amendments posted in NJSTART including the Bid Amendment providing answers to the questions posted by potential Vendors {Bidders}. The Bid Amendments will appear in the list under the heading **Bids/Bid Amendments (Un-Acknowledged)**.
- Click on the **Bid #** to see the Amendment.

3.5. Submitting a Quote

3.5.1. The General Tab

- Click the **Create Quote** link to the far right of the Bid Solicitation Number for which you wish to create a Quote as shown in *Figure 3.5.1.1*.

NOTE: You can also click on the “Create Quote” button at the bottom of the Bid Solicitation Summary page.

Figure 3.5.1.1.

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
22LGWIN00692	Township of Winslow		Nick Susi	Cloned Janitorial Services for the Twp of Winslow	07/25/2023 12:00:00 AM	View	Create Quote	

The New Quote **General** Tab opens, as shown in *Figure 3.5.1.2*.

Figure 3.5.1.2.

The screenshot displays the 'New Quote' interface in the NJSTART system. The 'General' tab is active, showing a summary of bid information. Key details include the bid number 22LGWIN00692, the organization Township of Winslow, and a bid opening date of 2023-07-25 00:00:00.0. The description is 'Cloned Janitorial Services for th'. Other fields include 'Delivery Days' (0), 'Discount Percent' (0.0%), and 'Payment Terms' (Not Applicable). A 'Save & Continue' button is located at the bottom center. A status bar at the bottom right shows the current company as ByteSpeed LLC and the timestamp July 27, 2022 3:26:27 PM EST.

- The **General** Tab is populated with some information from the Bid Solicitation. Vendors {Bidders} may alter, select, or input information in some of the fields only.
- Vendors {Bidders} should always refer to the specific requirements of the Bid Solicitation for directions and instructions about submitting a Quote.
- A summary of the fields shown on this page are:
 - **Description:** Do Not Alter;
 - **Delivery Days:** Vendor-specified number of days until delivery of goods and/or services from the award of the Master Blanket Purchase Order.

NOTE: Vendor should review the Bid Solicitation for any special delivery terms.

- **Discount Percent:** Use only to apply the same percentage discount to every item listed on the Items Tab.

NOTE: This field is not being used.

- **Is "No Bid":** Select if you will not be submitting a Quote for this bid.

NOTE: If the Vendor [Bidder] checks “No Bid” the Quote will NOT be submitted or appear in the Bid Tab after opening.

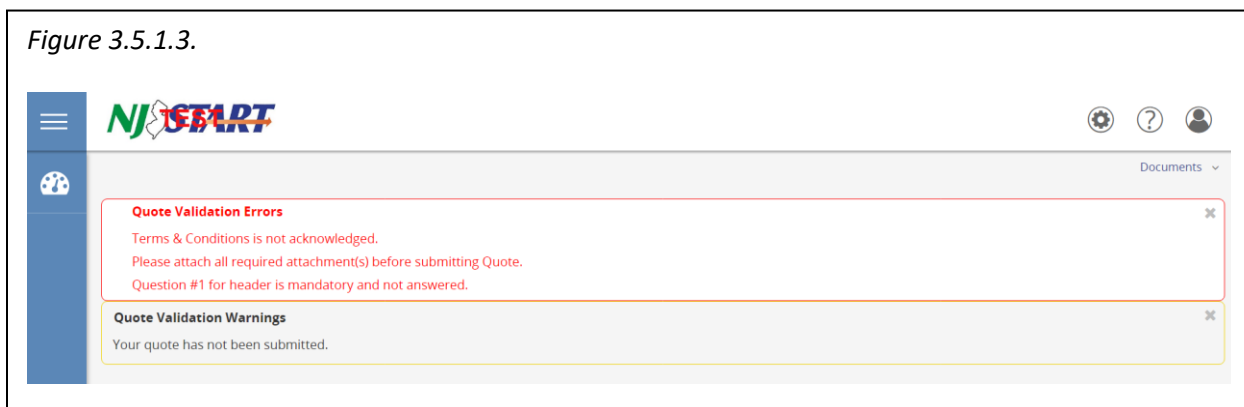
- **Alternate Bid:** Used if this is the second Quote from the Vendor, if allowed;
 - **Shipping Terms:** Always leave as F.O.B, Destination (default);
 - **Freight Terms:** This field is not being used; Always leave blank;
 - **Ship Via Terms:** This field is not being used; Always leave blank;
 - **Payment Terms:** Always leave as Not Applicable; prompt payment terms are established by the State and incorporated in the State-Supplied Price Sheet;
 - **Promised Date:** This field is not being used; Always leave blank;
 - **Info Contact:** This field is not being used; Always leave blank;
 - **Comments:** This field is not being used; Always leave blank.
- Click “Save & Continue.”

NOTE: The first time you save your changes, the system will generate a unique number to identify your Quote. Be sure to click Save & Continue after changing entries on the screen or your edits will not be saved.

- After saving, the page refreshes and messages may be displayed as shown in *Figure 3.5.1.3*.
 - Red messages, **Quote Validation Errors**, must be resolved before a Quote can be submitted.
 -

Yellow messages, **Quote Validation Warnings**, are information messages. No action is required to resolve a warning, and you are able to continue creating the Quote.

Figure 3.5.1.3.

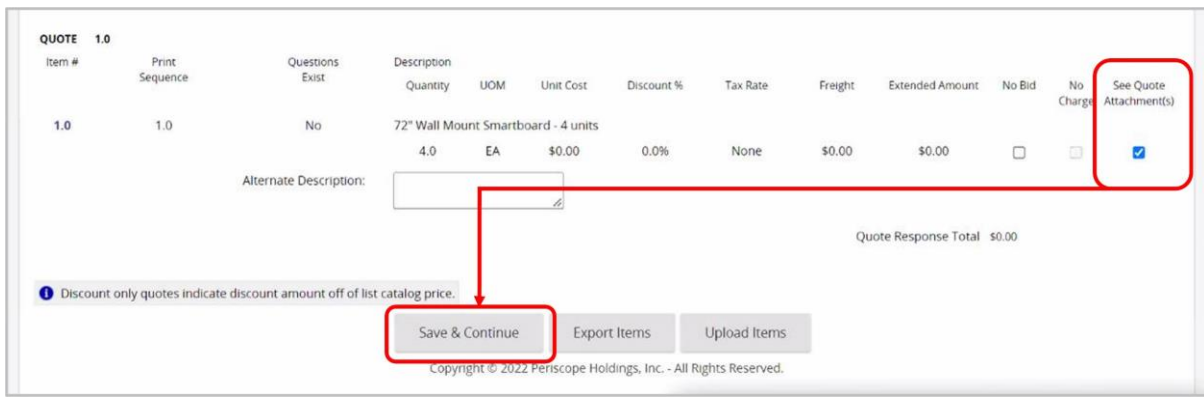


3.5.2. The Items Tab

- Click on the **Items** Tab. Then the tab below will appear, as illustrated in *Figure 3.5.2.1.*, showing information about the items (goods or services) included in the Bid Solicitation.

Carefully review the Item Description on the Items tab. For example, if it says, “Please enter pricing on Price Sheet as directed in the RFP” and the “See Quote Attachment(s)” check box is checked, click “Save and Continue” at the bottom of the page.

Figure 3.5.2.1.



Item #	Print Sequence	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1.0	1.0	No	72" Wall Mount Smartboard - 4 units	4.0	EA	\$0.00	0.0%	None	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Alternate Description:

Quote Response Total \$0.00

Discount only quotes indicate discount amount off of list catalog price.

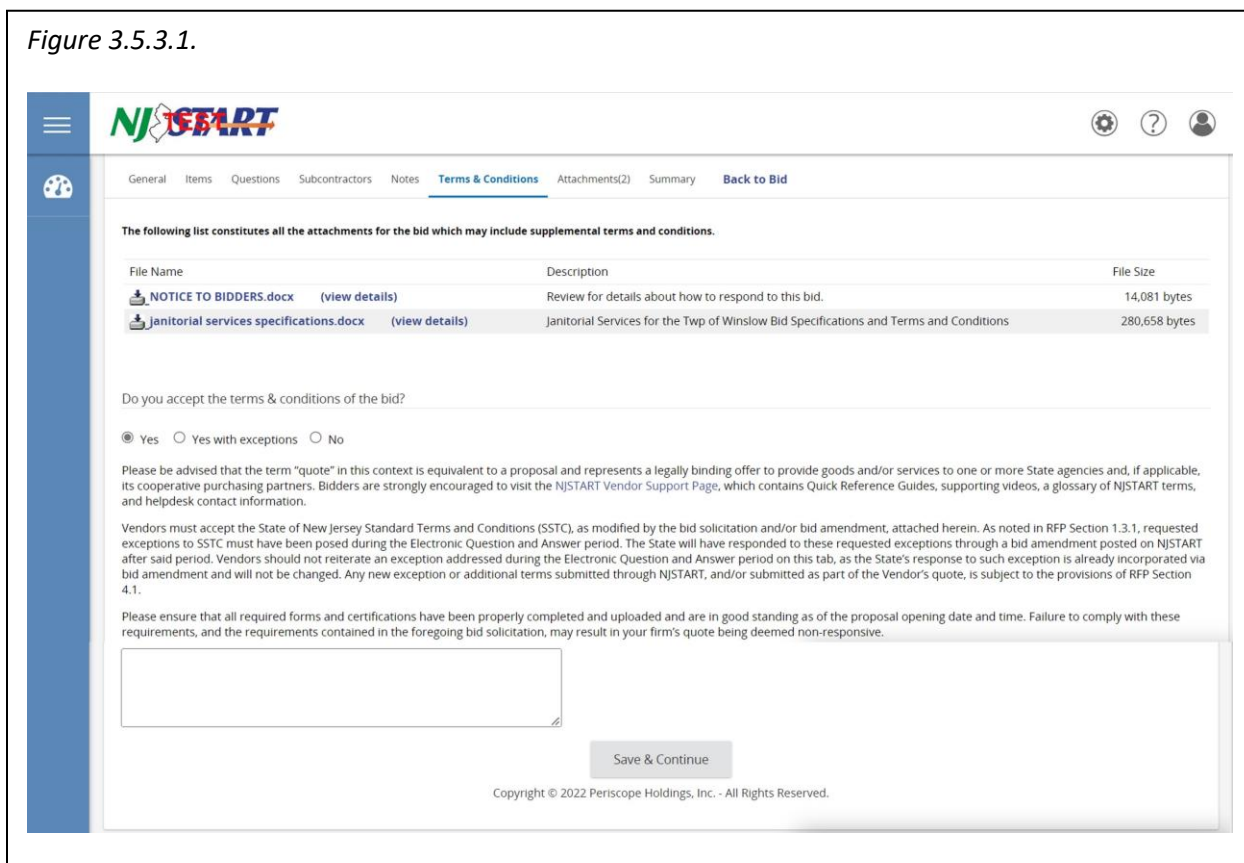
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- However, if it says “**The Vendor {Bidder} must enter a Unit Cost of \$1.00 for each price line item on the Items Tab,**” the Vendor {Bidder} must submit its pricing as an attachment using the State-supplied price sheet/schedule{s} accompanying this Bid Solicitation, and also refer to Bid Solicitation Section 4.4.5. for more information on entering \$1.00 in the Unit Cost field.

3.5.3. The Terms & Conditions Tab

Once the Items Tab is completed, click the Terms & Conditions Tab; the page shown in *Figure 3.5.3.1* opens:

Figure 3.5.3.1.



- Read the text of **Terms & Conditions** Tab screen very carefully.
- Indicate your acceptance of the **Terms & Conditions** by clicking **Yes**, then click **Save & Continue**.
- While you have the option to select **Yes with exceptions**, any new exception or additional term(s) submitted through NJSTART, and/or submitted as part of the Vendor's Quote, is subject to the provisions of Bid Solicitation Section 4.1 or may result in a submitted Quote being rejected as non-responsive. Vendors {Bidders} should not reiterate an exception that was addressed during the Electronic Question and Answer period, as the State's response to such exception is already incorporated via Bid Amendment and will not be changed.
- You also have the option to select **No**, indicating that you do not accept the terms and conditions. Taking this action may result in a submitted Quote being rejected as non-responsive.

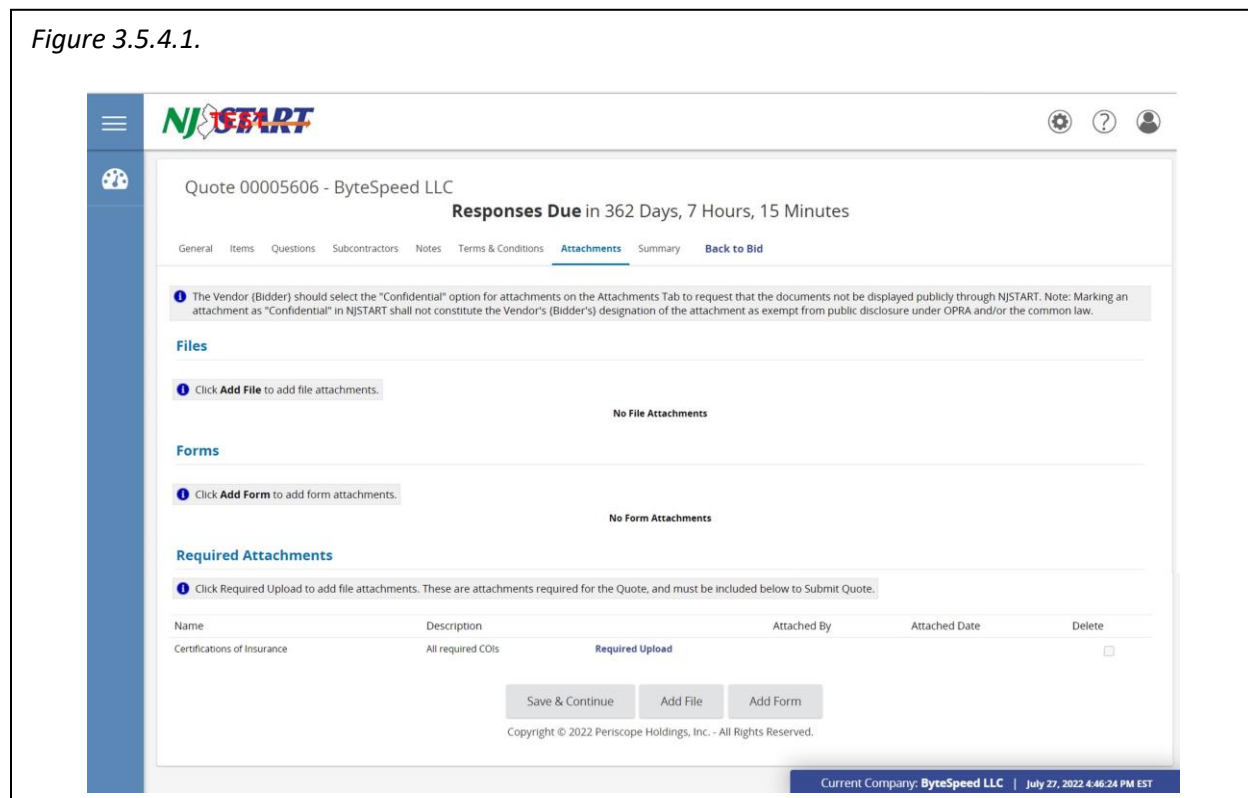
3.5.4. The Attachments Tab

- Click on the **Attachments** Tab and the screen opens as shown in *Figure 3.5.4.1*.

- This Tab allows you to upload files and forms, including your State-Supplied Price Sheet, required forms, documents and a written technical proposal, if required.

You should carefully review the Bid Solicitation to ensure that all files, documents, and/or forms are properly completed and attached to your Quote, as required.

Figure 3.5.4.1.



3.5.5. Attaching a File or Form to Your Quote

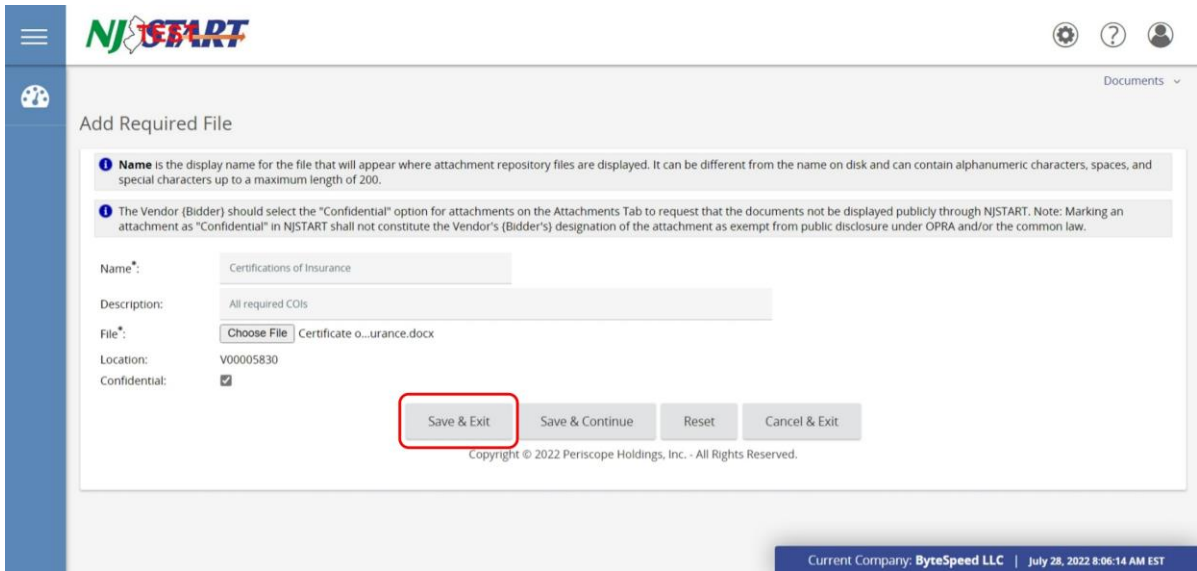
- Click on the **Add File** button and the following screen appears as shown in *Figure 3.5.5.1*.
- **“Name”** is the display name for the file that will appear when it is attached. It can be different from its file location name and can contain alphanumeric characters and spaces up to a maximum length of 200 characters, but cannot contain special characters (, & , ' , ? , # , [,] , or %).
- The **“Description”** field can be used to describe the nature of the attachment or content.
- The **“Confidential”** button should be checked. However, please note that marking an attachment as "Confidential" in NJSTART shall not constitute the Vendor's {Bidder's} designation of the attachment as exempt from public disclosure under the Open Public Records Act (OPRA) and/or the common law as outlined in Bid Solicitation Section 1.4.4.
- In the location entitled **“File*.”** click the Browse button to find and select the desired file or completed form, then click Open.
- Once you have browsed for and selected a file or completed form to attach, select **“Save & Continue”** as shown in *Figure 3.5.5.2*.
- The file or form will then show as an attachment.

Figure 3.5.5.2.

The screenshot shows the 'Add File' interface in the NJSTART system. At the top left is the NJSTART logo and a menu icon. At the top right are icons for settings, help, and user profile. The main content area is titled 'Add File' and contains two informational messages: one about the 'Name' field and another about the 'Confidential' checkbox. Below these are input fields for 'Name*' (containing 'Certificate of Insurance.docx'), 'Description:' (containing 'ByteSpeed's COI required for Quote'), 'File*:' (with a 'Choose File' button and 'Certificate o...urance.docx' as a placeholder), 'Location:' (containing 'V00005830'), and 'Confidential:' (with a checked checkbox). At the bottom are four buttons: 'Save & Exit', 'Save & Continue' (highlighted with a red box), 'Reset', and 'Cancel & Exit'. A copyright notice 'Copyright © 2022 Periscope Holdings, Inc. - All Rights Reserved.' is at the very bottom.

- You must then select **“Save & Exit”** to return to the main **Attachments** tab page, so that you can attach additional files or forms, if necessary, as shown in *Figure 3.5.5.3*.

Figure 3.5.5.3.



The screenshot shows the 'Add Required File' interface in the NJSTART system. It features a header with the NJSTART logo and navigation icons. The main content area contains two informational messages: one explaining the 'Name' field and another about the 'Confidential' checkbox. Below these are input fields for 'Name' (containing 'Certifications of Insurance'), 'Description' (containing 'All required COIs'), 'File' (with a 'Choose File' button and the filename 'Certificate o...urance.docx'), and 'Location' (containing 'V00005830'). A 'Confidential' checkbox is checked. At the bottom, there are four buttons: 'Save & Exit' (highlighted with a red box), 'Save & Continue', 'Reset', and 'Cancel & Exit'. A footer bar at the bottom right shows 'Current Company: ByteSpeed LLC | July 28, 2022 8:06:14 AM EST'.

- The **Attachments (#)** Tab will now display all of the files and forms you have attached as shown in *Figure 3.5.5.4*.
- Click “Save & Continue.”

NOTE: The Vendor {Bidder} should review the attached files and forms to make sure that they can be opened and are completed as required. Marking an attachment as "Confidential" in NJSTART shall not constitute the Vendor's designation of the attachment as exempt from public disclosure under OPRA and/or the common law as outlined in Bid Solicitation Section 1.4.4. The “Forms” functionality in NJSTART is currently disabled.

3.5.6. The Summary Tab

- Click on the **Summary** Tab to review your Quote in response to the Bid Solicitation as shown in *Figure 3.5.6.1*.
- Make any necessary updates by following the procedures outline in this user guide.

3.5.7. Submit Your Quote

- When all of your reviews and edits are complete, click on the “Submit Quote” button as shown in *Figure 3.5.7.1*.
- After you click the “Submit Quote” button once, the following pop-up window, as shown in *Figure 3.5.7.2*., will be displayed asking you to confirm whether or not you want to submit the Quote.
- Click **OK** to submit the Quote.
- After you click **OK**, the screen in *Figure 3.5.7.3*. will then appear showing that your Quote has been submitted.



- An auto-generated email will also be sent to the main email address in your NJSTART profile confirming that your Quote has been submitted.

Figure 3.5.7.3.

The screenshot displays the NJSTART web interface for a quote. At the top, the NJSTART logo is visible on the left, and navigation icons (gear, question mark, user profile) are on the right. Below the logo, the quote number 'Quote 00005606 - ByteSpeed LLC' is shown, followed by a countdown timer: 'Responses Due in 361 Days, 15 Hours, 19 Minutes'. A horizontal menu includes 'General', 'Items', 'Questions', 'Subcontractors', 'Notes', 'Terms & Conditions', 'Attachments(1)', 'Summary', and 'Back to Bid'. The 'Summary' tab is active.

Header Information

Quote #:	00005606	Bid #:	22LGIN00692	Status:	Submitted
Organization:	Township of Winslow	Delivery Days:	0	Discount Percent:	0.0
Description:	Cloned Janitorial Services for the Twp of Winslow	Alternate Bid:	No	Shipping Terms:	F.O.B., Destination
Bid Flag:		Payment Term:	Not Applicable	Quote Total	\$0.00
Freight Terms:		Info Contact:			
Ship Via Terms:		User Last Updated:	Grant Hagen	Current Company: ByteSpeed LLC July 28, 2022 8:40:46 AM EST	
Promised Date		Vendor accepts the terms & conditions with no exceptions.			
Comment:					
Date Last Updated:	07/28/2022 08:40:07 AM				

Questions:

Question #	Required	Question	Response
1	Yes	Use a checklist or to collect information directly through a quote from the vendor. Would be considered a part of the bid and bid responses. Do you want to use it?	Yes

Attachments

Agency Files:
 Agency Forms:
 Vendor Files: Certifications of Insurance
 Vendor Forms:

Item Information

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1 2 3

Print Sequence # 1.0 : (910 - 39) Basic Janitorial Services for Winslow Twp Municipal Bidg for specifications see attachment titled Bid Specifications in the Attachments tab of this Bid.

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
12.0	MO	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No	No

[Withdraw Quote](#)

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- Keep in mind the following requirements when submitting your Quotes online using NJSTART:
 - Your Quote must be submitted prior to bid opening date and time;
 - You should not consider your Quote submitted until you receive email confirmation; and
 - After submitting your Quote, you should always verify that its status code has changed to “Submitted” as shown in *Figure 3.5.7.4*.
 - If you are not ready to submit your Quote, you may hit “Cancel Quote,” “Back to Bid,” or go back to your home screen by clicking on the clock icon to the left of your screen.
 - If you select one of these options, please NOTE that your Quote has not been submitted.
 - All saved Quotes in progress, can be found by clicking on the “Working” tab as seen in *Figure 3.5.7.5*.
 - Go back to your home screen by clicking on the clock icon, then click on “Quotes.” Then click on “Working.”
 - When you are ready to view or resume working on the Quote, click on the Quote # as seen in *Figure 3.5.7.6*.

NOTE: If you log out while working on a Quote and want to find it, also check the “Revision” tab.

Figure 3.5.7.5.

The screenshot shows the NJSTART Vendor User Guide interface. The top navigation bar includes the NJSTART logo and a 'Documents' dropdown. The main content area displays a welcome message for 'Davy Dough' and a navigation menu with tabs for News, Vendor Communications, Bids, POs, Quotes, and Vendor Performance. The 'Quotes' tab is active, showing a sub-menu with 'Working', 'Submitted', 'Revision', and 'Withdrawn'. Below the menu is a table of quotes.

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
00000500	Division of Purchase and Property	18IT00000533	03/16/2018 02:00:59 PM	03/09/2018 12:36:30 PM
00000504	Division of Purchase and Property	18IT00000533	03/16/2018 02:00:59 PM	03/13/2018 10:38:19 AM

- Submitted quotes appear in the “Submitted” Tab as shown in *Figure 3.5.7.7*.
- It is the Vendor’s {Bidder’s} responsibility to read and understand the Bid Solicitation, any attachments and Bid Amendments in their entirety prior to submitting a Quote;
- Follow file upload instructions specified in the Bid Solicitation, e.g., naming convention or file size;
- If you have questions about the Bid Solicitation itself, you may submit them using the Q&A process described in Section 3.4 of this QRG;



- If you have questions about how to use NJSTART you may contact the NJSTART Help Desk by email at: njstart@treas.nj.gov or by phoning (609) 341-3500. Phones are staffed from Monday to Friday 8:30 a.m. to 4:30 p.m. Eastern Time. Specific questions about Bid Solicitations will not be answered by the NJSTART Help Desk; and
- When the State is ready to award, there may be additional forms or signatures required from you to execute the Master Blanket Purchase Order.

3.5.8. Verify that Your Quote Has Been Submitted

- Once you click on a submitted Quote, the **General** tab shows the Status as “Submitted” for the Quote as shown in *Figure 3.5.8.1*.
- Only when your Quote status indicates **Submitted** can you be confident that you have successfully submitted your Quote for consideration by the State.

3.6. Withdrawing and Resubmitting Your Quote

- You can withdraw a Quote any time up until the bid opening deadline date has been passed.
- To withdraw a Quote, return to your home screen by clicking on the clock icon, click on “Quotes,” and then click on “Submitted.”
- Find the Quote you want to withdraw. Click on the Quote #.
- On the Summary tab, scroll to the bottom of the page and click on “Withdraw Quote” as shown in *Figure 3.6.1*.
- Once a Quote has been withdrawn, it is no longer viewable by the State.



Figure 3.6.1.

Quote 00005606 - ByteSpeed LLC

Responses Due in 361 Days, 12 Hours, 50 Minutes

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) **Summary** Back to Bid

Header Information

Quote #:	00005606	Bid #:	22LGIN00692	Status:	Submitted
Organization:	Township of Winslow	Delivery Days:	0	Discount Percent:	0.0
Description:	Cloned Janitorial Services for the Twp of Winslow	Alternate Bid:	No	Shipping Terms:	F.O.B., Destination
Bid Flag:		Payment Term:	Not Applicable	Quote Total	\$0.00
Freight Terms:		Info Contact:			
Ship Via Terms:					
Promised Date					
Comment:		User Last Updated:	Grant Hagen	Current Company: ByteSpeed LLC July 28, 2022 11:09:32 AM EST	
Date Last Updated:	07/28/2022 08:40:07 AM				

Vendor accepts the terms & conditions with no exceptions.

Questions:

Question #	Required	Question	Response
1	Yes	Use a checklist or to collect information directly through a quote from the vendor. Would be considered a part of the bid and bid responses. Do you want to use it?	Yes

Attachments

Agency Files:
Agency Forms:
Vendor Files: Certifications of Insurance
Vendor Forms:

Item Information

1-10 of 25
1 2 3

Print Sequence # 1.0 : (910 - 39) Basic Janitorial Services for Winslow Twp Municipal Bidg for specifications see attachment titled Bid Specifications in the Attachments tab of this Bid.

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
12.0	MO	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No	No

1-10 of 25
1 2 3

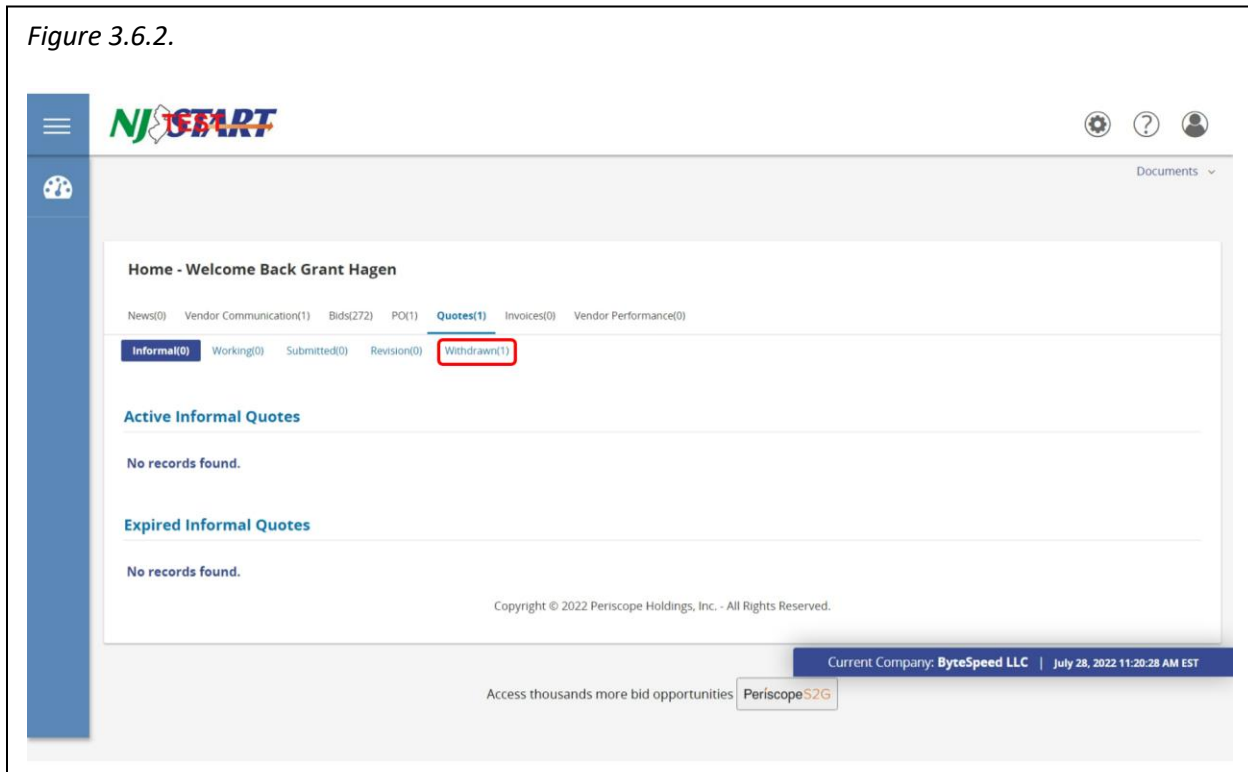
Withdraw Quote

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- After your Quote has been withdrawn, you will not be able to make any additions or edits to the Quote until the Quote is reopened from the Summary Tab of the bid.
- To reopen a Quote, return to your home screen by clicking on the clock icon.

- Click on “Quotes,” and then click on “Withdrawn” as shown in *Figure 3.6.2*.

Figure 3.6.2.



- If you wish to reopen your quote, click on the Quote, and return to the Summary tab. Scroll to the bottom of the page and click on “Reopen Quote” as shown in *Figure 3.6.3*.
- Once a Quote has been reopened, you can make any additions or edits to the Quote as necessary and can submit the Quote again just as before, as long as the bid opening date and time are still in the future.
- A resubmitted Quote replaces all previously withdrawn Quotes.

3.7. After you have Submitted Your Quote and The Bid Opening Date Has Passed

- While the evaluation of the Quotes received is being conducted, no updates will be provided by the NJSTART staff, the Procurement Bureau, or the Procurement Specialist.
- If additional information is needed by the Procurement Bureau, the Vendor {Bidder} will be contacted.
- The Notice of Intent will be forwarded to all bidders that submit quotes.
- If your company is awarded the Blanket P.O., you can find step-by-step instructions on how to manage purchase orders and invoices using the NJSTART QRG entitled “Accessing Purchase Orders.”