

DOING BUSINESS WITH THE STATE OF NEW JERSEY

ALSO KNOWN AS: HOW TO GET ON STATE CONTRACT, OR GETTING A STATE CONTRACT NUMBER

PRODUCED BY THE DIVISION OF PURCHASE AND PROPERTY
NEW JERSEY DEPARTMENT OF THE TREASURY

HOW DO I GET ON STATE CONTRACT?

In order for your company to obtain a State contract, it must successfully respond to a Request for Proposal, or "RFP". All of the Division's RFPs are posted on the web at www.nj.gov/treasury/purchase. Your company responds to an RFP by submitting a bid, sometimes referred to as a "bid proposal", "proposal", or "bid response".

WHAT DO I NEED IN ORDER TO BID?

Your company must submit specific required forms as part of its bid, and some of the required forms need lead time to obtain them. The first step to doing business with the State is getting a Business Registration Certificate from the Division of Revenue. There is no cost to do this and it can be done on the web or through the U.S. Postal Service. Contact the Division of Revenue at www.state.nj.us/treasury/revenue or (609) 292-1730. Consider registering as a New Jersey Small Business Enterprise if your company has no more than 100 permanent employees, AND your company has its principal place of business in New Jersey, AND your company has annual gross revenues of \$12M or less. Contact the New Jersey Division of Small, Minority and Women Business Development for more information at www.nj.gov/njbusiness/contracting/services/small_business_set_aside.shtml or (609) 292-2146.

How Do I Bid?

Your company's bid must contain all required forms, a response to all requirements ("must"/"shall" statements), and a completed price schedule or cost sheet, which is provided as part of the RFP. Your company's bid response must contain all of the items the RFP instructs and requires.

Required forms to be included in your company's bid are:

- ✧ Business Registration Certification from the Division of Revenue
- ✧ Ownership Disclosure Statement – State-supplied form
- ✧ Affirmative Action Employee Report – State-supplied form
- ✧ Certificate of Adherence to the MacBride Principles – State-supplied form – about doing business in Northern Ireland
- ✧ For bids containing services, certification where services will be performed – State-supplied form
- ✧ Acknowledgment that payments to vendors are subject to set-off for outstanding taxes – State-supplied form
- ✧ List and explanation of pending litigation, administrative actions, etc. – State-supplied form

The forms required to submit a bid will be provided on the same web page with the State's RFP. In addition, a particular RFP may have one or more additional forms that gather information just for that particular RFP.

Make sure your company's bid responds to all mandatory requirements – "must" and "shall" statements – and it contains pricing in the format or manner the RFP instructs. Finally, make sure your company's bid arrives at the State offices ON TIME. The bid submission location and date will be printed in the RFP; the bid submission time is always 2:00 PM Eastern Time. For info on electronic bidding [Click Here](#)

MY COMPANY SUBMITTED A BID. NOW WHAT HAPPENS?

The bids for an RFP are opened on the specified date. The State checks that your company's bid is signed and all required forms are included.

The bids are then evaluated by the State. The evaluation period continues until the evaluation process is finished – which may be a period of a few weeks for a straightforward RFP or months for a very complex RFP. During the evaluation period, no information is made available to the companies that submitted a bid. The State does not provide interim status updates or any information during the evaluation process.

When the evaluation process is complete, the State will notify the participating companies of the intended contract awardee(s). The notification is sent via fax and U.S. Postal Service. Each contract awardee receives a State contract with a unique contract number.

AFTER I GET A STATE CONTRACT...?

As a contract awardee, your company is permitted to sell only the goods and/or services awarded as part of the contract. A State contract does not permit a company to sell everything and anything to New Jersey government agencies. A State contract may be available for purchases by a single State agency, multiple State agencies, all State agencies, or State agencies and Cooperative Purchasing Partners.

The contract and your company's contact information will be posted to the State's website at www.nj.gov/treasury/purchase/noa/contracts/noa.shtml.

ARE STATE CONTRACT AVAILABILITY TO "THE LOCALS"?

Some State contracts are made available to the Cooperative Purchasing Partners. The Cooperative Purchasing Partners include Municipalities, Counties, School Districts, Volunteer Fire Departments, Volunteer First Aid and Rescue Squads, County and State Colleges, Independent Authorities, Quasi-State Agencies, and Independent Institutions of Higher Education. The Cooperative Purchasing Partners have the *option* of using State

contracts, but are not required to use them. The Cooperative Purchasing Partners may, and frequently do, conduct their own public bids.

AND WHEN THERE IS NO STATE CONTRACT...?

Some companies offer a product or service that is not on a State contract, and an agency will express an interest in purchasing the product or service. If an agency wants to buy a product or service that is *not* on a State contract, that agency may make the purchase provided the cost is below the agency's public bidding threshold. The various thresholds are listed on the web at www.nj.gov/treasury/purchase/adipubbid052yr.htm and at www.nj.gov/treasury/purchase/adipubbid05.htm. For State agencies in general, the current public bidding threshold is \$29,000.

WHAT IS THE DIVISION'S ROLE?

The Division of Purchase and Property is the central procurement agency for the Executive Branch of New Jersey State government. The agency procures products and services in accordance with State laws and regulations on behalf of State agencies. The Division's purchasing authority does not extend to investments, grants, construction, space, or third-party contracts. The Division strives to maintain equal footing among all vendors during bidding and contracting functions.

The Division's website is available at www.nj.gov/treasury/purchase. Through the website a company may enroll in the optional email notification service that provides email notices for RFP release, addenda for RFP, and a reminder when the bid due date draws near.

Finally, a database containing bid opportunity information from more than 100 entities, including state agencies, authorities, commissions, state colleges and universities is available at https://www6.state.nj.us/OEG_BUISOPP/bo/searchBusinessOpportunities.do