



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

Quick Reference Guide:

**Find a Bid – Using Public Information Only
(No Log In Required)**

Sellers

Revised as of: 03/06/23





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1.0 Purpose

- NJSTART is the State of New Jersey’s vendor procurement portal. This NJSTART Quick Reference Guide, “Find a Bid,” provides step-by-step instructions to find NJSTART bids

2.0 Summary Instructions

- All website and NJSTART features described in these pages are open to the general public. You do not have to register or log in to do anything described in this guide.

2.1. What You Will Be Able to Do

- Using the steps presented in this guide you will be able to:
 - See lists of current bids in NJSTART and related summary information;
 - Select individual bids and see their complete details;
 - Download and save any bid-related files (e.g., RFPs, bid amendments, terms & conditions, etc.);
 - Download and save any bid-related forms (e.g., vendor certifications, etc.).
- After seeing what is available, you may choose to submit a quote that offers your company’s goods or services in response to a bid. When you do, instructions for how to submit a quote are provided in a separate NJSTART Quick Reference Guide entitled “Submit a Quote.”

3.0 Find Bids in NJSTART

- All open bids for goods and services administered by the Division of Purchase & Property can be found by going directly to NJSTART at www.njstart.gov. All of the State’s new bidding opportunities are now posted and processed using NJSTART.
- The NJSTART login page opens, as shown in *Figure 3.0.1*.



Figure 3.0.1.

The screenshot shows the NJSTART website homepage. At the top, there is a navigation bar with the NJSTART logo, a search bar, a dropdown menu for 'Bid Solicitation', and buttons for 'Register' and 'Sign In'. Below the navigation is a large banner with the text 'NJSTART' and a welcome message: 'Welcome to NJSTART! Our easy-to-use eProcurement system puts the power to do business with the State of New Jersey in your hands by automating the procurement process.' A 'MORE INFORMATION' button is located below the banner.

The main content area is divided into three columns of resources:

- STATE AGENCY RESOURCES:** Division of Purchase and Property, State Agency Assistance email: njstartagency.support@treas.nj.gov
- VENDOR RESOURCES:** Contract with the State, MWBE, SBE, VOB & Other Certifications, State Business Resources
- VENDOR ASSISTANCE:** NJSTART Vendor Support, email: njstart@treas.nj.gov, phone: 609-341-3500
- MARKETPLACE LOCAL GOVERNMENT RESOURCES:** NJSTART Marketplace Buyer Information, Local Government Services, eProcurement Regulations
- LOCAL GOVERNMENT ASSISTANCE:** (Section header)
- MARKETPLACE VENDOR RESOURCES:** NJSTART Marketplace Program, NJSTART Marketplace Vendor Information, Cooperative Purchasing in New Jersey, Marketplace Vendor Assistance, e-mail: suppliers-njstart@mdfcommerce.com

Below the resources is a section titled 'Supplier Activities' with three icons and descriptions:

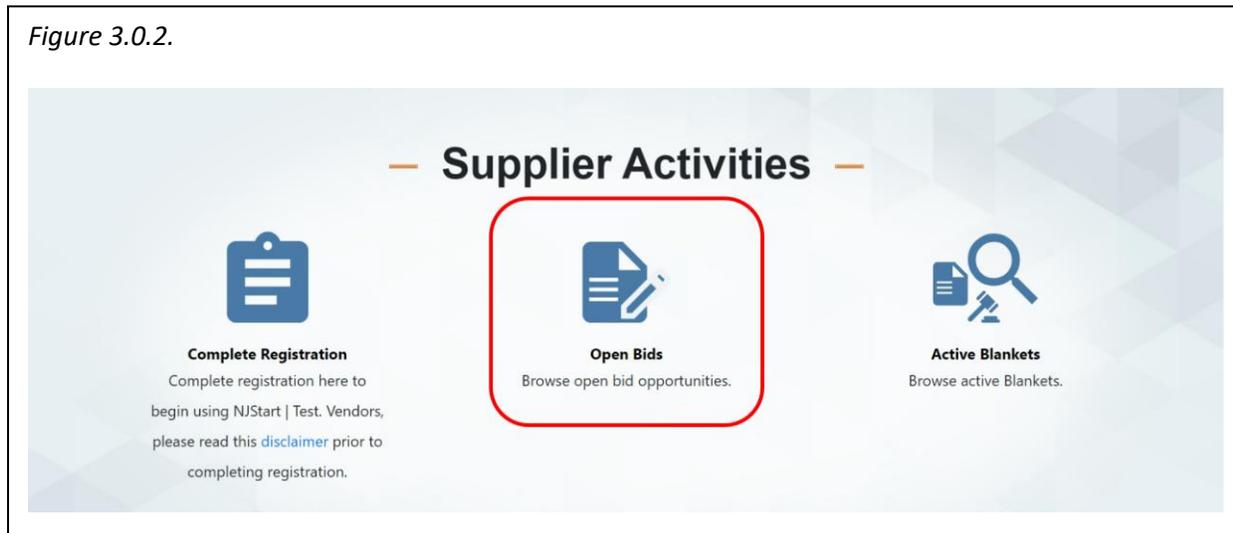
- Complete Registration:** Complete registration here to begin using NJStart | Test. Vendors, please read this disclaimer prior to completing registration.
- Open Bids:** Browse open bid opportunities.
- Active Blankets:** Browse active Blankets.

At the bottom, there is a 'Public Bulletins' section with a background image of a beach path. The bulletins include:

- NJSTART Marketplace Program:** For NJSTART Marketplace Program information including benefits, participation and additional resources, please go to (<https://www.perscopeholdings.com/njstart>)
- Business Registration Certificates:** Business Registration Certificates are issued by the NJ Division of Revenue. Please contact 609-292-9292 or visit <https://www.state.nj.us/treasury/revenue/>
- New Rules for MBE & WBE:** Text: ~~request your own administrative rules for Minority and Women Owned~~

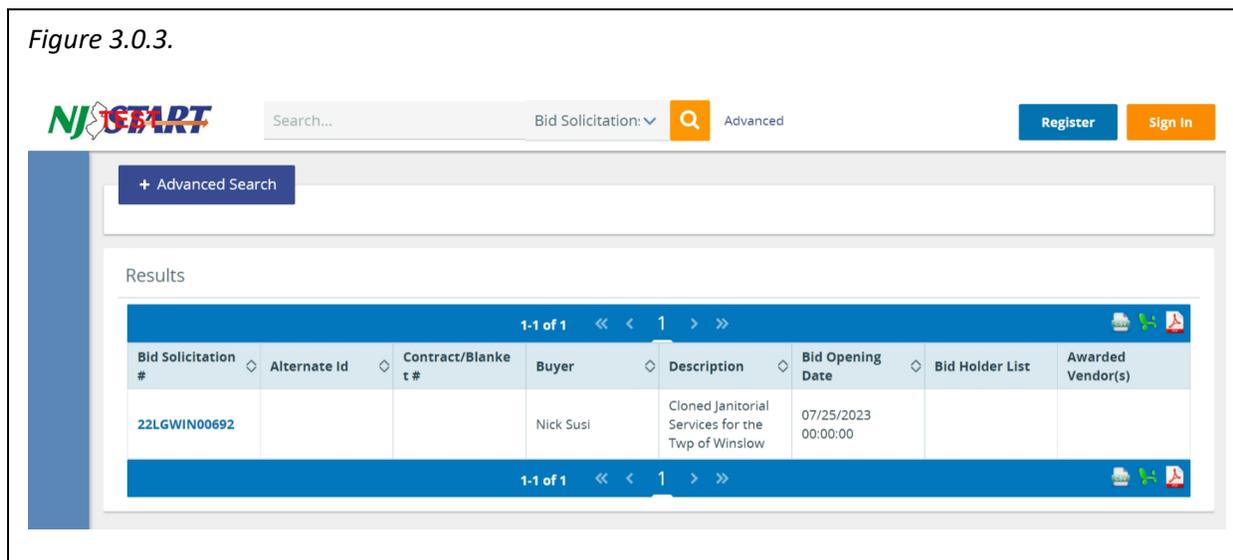
- Click on the Open Bids link at the bottom of the home page, as shown in *Figure 3.0.2.* to see a list of open bid opportunities in NJSTART. Login is not necessary to see the bids.

Figure 3.0.2.



- Open Bids in NJSTART are listed as shown in *Figure 3.0.3.*

Figure 3.0.3.



3.1. NJSTART Open Bids Details

- The Open Bids list contains all bids whose Bid Opening Date is still in the future.
- The Open Bid list contains the following fields as described in *Table 3.1.1.*



Table 3.1.1.

Field Name	Description
Bid Solicitation #	The bid number is generated by NJSTART when the bid is created.
Alternate ID	This field is for use by State purchasers only and is left blank intentionally.
Contract/Blanket #	Completed after award
Buyer	The name of the State employee who created the bid. The individual listed here may or may not have any continuing responsibilities concerning the bid and should not be contacted during the procurement process.
Description	A short phrase used to identify the bid and its purpose.
Bid Opening Date	Bids may be submitted at any time up to 2:00 PM EST on the assigned Bid Opening Date. After that date and time, no bids will be accepted.
Bid Holder List	This field is for use by State purchasers only and is left blank intentionally.
Awarded Vendor(s)	Completed after award.

3.2. Seeing a Bid

- Click on the Bid Solicitation # you want to see, and a screen with bid details appears as shown in *Figure 3.2.1.* and described in *Table 3.2.1.*
- Attached files or forms appear as blue text links (see below adjacent to File Attachments).
- Click on the links to download, open and save these attachments.

Figure 3.2.1.

Bid Solicitation: 22LGWIN00692

Responses Due in 361 Days, 10 Hours, 3 Minutes

Header Information

Bid Number:	22LGWIN00692	Description:	Closed 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:	LGWNSPUR01 - 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:

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

Address: 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: 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:

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

1-10 of 25
1 2 3

Item # 1: (910 - 39) Basic Janitorial Services for Winslow Twp Municipal Bidg 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	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
12.0		MO - Month				

Manufacturer:
Make:

Brand:
Packaging:

Model:

1-10 of 25
1 2 3

Exit

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Table 3.2.1.

Field Name	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	Self-explanatory.
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 date, if applicable.
Available Date	Date bid was publically posted.
Bid Type	<ul style="list-style-type: none"> • Open: any vendor can respond. • Closed: only selected vendors can respond.
<ul style="list-style-type: none"> • 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 the RFP attachment to a bid, if applicable.
Bulletin Description	Additional RFP information, if applicable.
Ship-to and Bill-to Addresses	Refers to purchasing agency.
File Attachments	Attachments to the bid (be sure to read all attachments and read, complete or submit files with your quote, as instructed).
Form Attachments	Bid-specific forms to be completed by the vendor, if applicable.
T Number	Contract number from legacy system.
NJ Cooperative Purchasing	If applicable.
Green Solicitation	If applicable.
Emergency Solicitation	If applicable.
Small Business Category	If applicable
Bid Bond Required	If applicable.
Performance Bond	If applicable.
Retainage	If applicable.
Item Information	item description, NIGP commodity code (chosen by the purchaser), quantity, unit cost UOM (unit of measure), and any other criteria entered by the purchaser.

- The bid can be printed using your browser's print feature.
- Since you are not logged in, the only remaining action you can take is to exit by clicking on the Exit button at the bottom of the page as shown in *Figure 3.2.2*.

Figure 3.2.2.



4.0 After You Find a Bid

- Print the bid using your web browser and take note of specific identifying information, such as: Bid Number; Description; Commodity Code; etc.
- Use these to quickly return to the bid after login.
- Instructions on how to respond to a bid are provided in the Quick Reference Guide entitled "Submit a Quote."
- All quick reference guides can be found at the following link:

[NJ Division of Purchase and Property \(state.nj.us\)](https://state.nj.us)

If you have questions or need assistance, contact a New Jersey State Vendor Administrator at (609) 341-3500 or email njstart@treas.nj.gov as shown in *Figure 4.0.1*.



Figure 4.0.1.

NJSTART

Welcome to NJSTART! Our easy-to-use eProcurement system puts the power to do business with the State of New Jersey in your hands by automating the procurement process.

[MORE INFORMATION](#)

NJSTART Search... Bid Solicitation: Advanced

STATE AGENCY RESOURCES
 Division of Purchase and Property
State Agency Assistance email: njstartagencysupport@treas.nj.gov

VENDOR RESOURCES
 Contract with the State
 MWBE, SBE, VOB & Other Certifications
 State Business Resources

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MARKETPLACE LOCAL GOVERNMENT RESOURCES
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MARKETPLACE VENDOR RESOURCES
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 NJSTART Marketplace Vendor Information
 Cooperative Purchasing in New Jersey
Marketplace Vendor Assistance
 e-mail: suppliers-njstart@mdfcommerce.com

LOCAL GOVERNMENT ASSISTANCE

e-mail: coop-njstart@mdfcommerce.com