



# CIRCULAR

## STATE OF NEW JERSEY

### DEPARTMENT OF THE TREASURY

NO.: 26-02-DPP	ORIGINATING AGENCY: DEPARTMENT OF PURCHASE AND PROPERTY	PAGE 1 OF 9
EFFECTIVE DATE: IMMEDIATELY	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 24-16-DPP
SUBJECT: DELEGATED PURCHASE AUTHORITY FOR GOODS AND SERVICES		
ATTENTION: DIRECTORS OF ADMINISTRATION AND EXECUTIVE BRANCH PROCUREMENT OFFICERS		
FOR INFORMATION CONTACT: <a href="mailto:CCAU.Mailbox@treas.nj.gov">CCAU.Mailbox@treas.nj.gov</a>		

#### I. PURPOSE

Pursuant to N.J.S.A. 52:25-23, the Director, Division of Purchase and Property (“DPP”) may delegate certain purchases to State agencies. The purpose of this Circular is to make that delegation for contracts below the threshold (see Section II, below) and establish the policies and procedures for agencies to follow in utilizing their Delegated Purchasing Authority (“DPA”) for Goods and Services.

This Circular is to be used in conjunction with the other Treasury Circulars and policy directives referenced herein.

#### II. POLICY

A. **THRESHOLD:** Effective July 1, 2025, the DPA threshold was increased from \$250,000 to \$304,000 for goods and services. In the event the Governor declares an emergency through Executive Order, the Director of DPP may increase the DPA threshold to \$1,000,000 for necessary goods and services related to the declared emergency, and purchased during the declared emergency period. Notice that the declared emergency threshold is in effect will be issued and that declaration and the connection between the DPA purchase and the emergency should be documented in the Agency File.

B. **DPA REQUIREMENTS:** DPA can only be used if a transaction has not already been procured through a current State contract, including contracts acquired through RFP, Waivers of Advertising or federal supply schedules (GSA); or cannot be obtained through:

1. the State Distribution and Support Services Center (“DSS”);
2. the Bureau of State Use Industries (“DEPTCOR”); or
3. the Central Non-profit Agency CNA/ACCSES NJ (“CNA”).

AND is within an agency’s current DPA threshold per fiscal year.

C. Pursuant to N.J.S.A. 52:25-23(a), purchases or contracts exceeding the DPA threshold during one fiscal year, **shall not** be divided by the agency, vendor, dollar amount, goods or services, to circumvent the dollar limit imposed. Similar goods and services, as defined by the three-digit commodity class code (<https://www.nj.gov/treasury/purchase/commcode.shtml>), should be

combined, where possible, as one quote to increase purchasing volume, leading the way to potentially lower prices.

- D. **NO CIRCUMVENTING THE REQUIREMENTS OF SECTION B:** Agencies may not circumvent the requirements of Section B, above. If a similar good or service is available under a State contract or available from DSS, DEPTCOR or CNA, AND the similar good or service addresses the primary performance and/or functionality requirements, then DPA shall not be utilized. **Minor differences in functionality and/or performance between the desired good, or service, and a similar good or service under State contract, or available from DSS, DEPTCOR or CNA are not valid reasons for purchasing such good or service via DPA.**
- E. **SET-ASIDE AND RELATED REQUIREMENTS:** Agencies must also adhere to the State's set-aside requirements concerning small business (N.J.S.A. 52:32-17 et seq., establishing a goal that contracting entities award at least 25% of their contracts to small businesses) and disabled veteran owned business (N.J.S.A. 52:32-31.1 et seq., establishing a goal that that contracting entities award at least 3% of their contracts to disabled veteran owned businesses) vendors or other goals set for procurements. Agencies are also encouraged to do business with minority, women and veteran owned business vendors. Agencies should utilize the [NJSAVI](#) database which includes the commodity codes the business offers to identify certified vendors under the relevant commodity codes. Agencies are required to make a good faith effort to attain these goals as established in N.J.S.A. 52:32-21 and should document progress toward the goal for all contracts awarded under DPA.
- F. Pursuant to N.J.S.A. 52:32-18.1, the Chief Diversity Officer for the Department of Treasury monitors the State's public contracting process for the purpose of compiling information on the awarding of contracts to diverse businesses for all contract levels. As such, it is important to collect information for all contracts, regardless of dollar levels. This information will allow the Chief Diversity Officer to better monitor the extent to which State contract awards are being made to diverse businesses. Agencies are encouraged when soliciting quotes for DPA contracts to solicit from one or more diverse businesses that offer the goods or services for which the agency is seeking quotes.

As such, use the form available at the [Office of Diversity and Inclusion's](#) (ODI) website to report all DPA solicitation and spend activity to the State's Chief Diversity Officer and submit it to ODI for each DPA transaction the agency enters. Please complete one form for each contract awarded and submit the form thereafter, or by no later than the first of January, April, July, and October, whichever is soonest.

- G. **ESTIMATING CONTRACT VALUE:** to estimate value for purposes of section B above, an agency should review its requirements for goods or services against its anticipated fiscal year needs by reviewing its purchase history, or by an estimate of anticipated need for the subject fiscal year when the goods or services are being procured for the first time and include that estimate in the Agency File. If the anticipated fiscal year volume for a good or service exceeds the DPA threshold, the agency must develop a scope of work for the Procurement Bureau to conduct an advertised procurement or a GSA procurement or conduct a waived procurement in accordance. If an agency requests DPP procure a good or service on its behalf through a formal public advertisement, the agency must submit a timely request to DPP's Central Intake Unit and include all required approvals and detailed Scope of Work 12-18 months in advance. However, if the anticipated fiscal year need for a good or service does not exceed the DPA threshold, the agency should utilize its DPA for the purchase of that service. An agency may also enter into a multi-year agreement or contract if the fiscal year spend will not exceed the DPA threshold in any fiscal year.
- H. **AVAILABILITY OF FUNDING:** Prior to issuing purchase orders, it will be the agency's responsibility to verify the availability of funding for the purchase and to verify that the good or service is not available under a State contract, or from DSS, DEPTCOR, CNA, or Waiver of Advertising.

## III. PROCEDURES

- A. \$1,000 or LESS per fiscal year: A limited dollar order can be issued without price competition for a purchase less than or equal to \$1,000, i.e., no competitive quotes or vendor forms other than the Affirmative Action Form in section IV - J below are required.

Note: Agencies are encouraged to use the State's Purchasing Card ("P-Card") to process transactions for \$1,000 or less. When a P-Card is not accepted by a vendor, the agency should use the Open Market requisition type in NJSTART for such purchases.

- B. OVER \$1,000 to \$17,500 per fiscal year: Three quotations (using Form CC-119, or equivalent) are required for all transactions over \$1,000 and up to \$17,500. All vendor forms in section IV – J are required, as indicated, to be obtained.

1. Record quotations on Form CC-119, or on an equivalent document, and include the completed CC-119 Form in the agency DPA file, along with a copy of the DPA-agency purchase order.
2. For all such purchases, it is the responsibility of the agency to ensure that competition is conducted in a manner that allows all potential vendors the same opportunity to submit a competitive bid. All vendors shall be provided with the same State of New Jersey Standard Terms and Conditions and Waiver Contracts/Delegated Purchasing Authority Supplement to the State of New Jersey Standard Terms and Conditions (Standard Terms and Conditions) see Section IV (J), below, including the same information on the proposed service, or good needed, to submit quotes.
3. For internet pricing or quotations, the agency must retain in its file, the quote, or pricing obtained from each vendor site solicited. The agency procurement officer shall also ensure that the time and date such pricing was obtained is reflected on the price quote and shall sign off on the printed quote to verify the date and time.
4. For services, including consulting services, the agency must secure written verification from the selected vendor, prior to the start of the contract, as to total cost, the deliverable(s) and timeframe(s) for the delivery of the deliverable(s). Such verification must be included in the agency's DPA file.

- C. OVER \$17,500 to \$304,000 per fiscal year: Solicit a minimum of three written quotes for purchases over \$17,500 and up to \$304,000 using Form CC-120, or an equivalent form, "Agency Request for Quotes." Telephone quotes shall not be accepted for such purchases. Each agency is encouraged to place agency Request for Quotes on its website to increase competition for the needed good or service. Agencies should not post the actual RFQ to the State's NJSTART website, but can utilize the website to obtain vendor contact information through a commodity code search to increase the number of potential vendors to provide written quotes, or to post notice of the agency's post on its website. All vendor forms in Section IV – J are required to be obtained. The agency must obtain, process, and file quotes as follows:

1. Forward "Agency Request for Quotes" simultaneously to a minimum of three vendors. Allow sufficient time from the forwarding date of the Agency Request for Quotes to the vendors for the review, completion and return of proposals by the vendors. The return date and hour should be clearly shown in the Agency Request for Quotes. No quotes can be accepted if received by the agency after the return date and hour noted on the Agency Request for Quotes or RFQ.
2. It is the responsibility of the agency to establish internal control procedures for the acceptance,

security review and evaluation of quotes for competitive purchases conducted pursuant to this Circular. Such procedures must include time stamping of quotes; maintaining quotes in a secure location; no review of quotes until the time specified for submittal has passed; and no acceptance of quotes after the time specified for submittal has passed. For emailed quotes, the agency shall immediately print a copy of the received emailed quote, which will include the date and time of receipt.

3. All quotes should be opened and reviewed at the time specified in the Agency Request for Quotes for submission of sealed quotes.
4. In the event a signature is required, unsigned quotes shall be rejected.
5. Agencies shall not alter any quotes.

#### IV. GENERAL POLICIES AND PROCEDURES

- A. ONE RESPONSE TO A SOLICITATION: A single response to a DPA solicitation for a purchase over \$1,000 and up to \$304,000 does not preclude the issuance of a purchase order to the single respondent. A DPA agency purchase order may be issued to the respondent provided the agency has contacted and documented that contact with the appropriate number of bona fide vendors as previously outlined and the quote received from the respondent is responsive, i.e., fully complies with the agency's specifications and the State of New Jersey Terms and Conditions and Waivered Contracts/Delegated Purchasing Authority Supplement to the State of New Jersey Standard Terms and Conditions (Standard Terms and Conditions). The Agency Approval Officer must prepare a memorandum to the Agency File to this effect.
- B. QUOTE EVALUATION: The award standard is most advantageous to the State, price and other factors considered. Given the DPA contracts are necessarily low dollar contracts, generally, the vendor with the lowest price, and submitting the quote that fully conforms to the terms and conditions of the agency's specifications and the Standard Terms and Conditions, meets the award standard and should be awarded the contract. Should the lowest quote fail to fully conform, the quote shall be deemed "non-responsive" and shall be ineligible for award. Award can be made only to a "responsive" vendor, i.e., a vendor whose quote fully complies with the terms and the conditions of the agency's specifications and the Standard Terms and Conditions. However, an agency may award to a higher cost responsive bidder, if the agency determines that the vendor's quote better serves the State's interest. If the agency makes an award to a vendor other than the lowest cost responsive vendor, the agency must document, with substantive justification, the selection of the higher cost vendor. In the event of either a finding that a vendor's quote is non-responsive, or a bypass, the Agency Approval Officer must notify the non-responsive vendor and/or any lower cost vendor who did not receive the award in writing of the reason for the non-responsive determination, or the determination to select a higher cost vendor.
- C. AGENCY DEBARMENT, SUSPENSION AND DISQUALIFICATION ACTIONS: Pursuant to [Executive Orders #34](#) (1976) and [#189](#) (1988), debarment, suspension and disqualification are measures which shall be invoked by the State to exclude, or render ineligible, certain persons from participation in contracts and subcontracts with the State. Prior to award, it is the agency's responsibility to review the [State of New Jersey Consolidated Debarment Report](#) and not award any contract to a debarred vendor. The agency must also review the Federal debarment list, when federal funds are utilized in the purchase, and not award a contract to any federally debarred vendor. Separate from, or in addition to, reviewing any debarment lists, agencies are also responsible for reviewing the [Workplace Accountability in Labor List](#) ("WALL"), published on the New Jersey Department of Labor and Workforce Development's website, pursuant to N.J.S.A. 34:1A-1.16. Persons posted on the WALL are prohibited from contracting with any public bodies until they have

paid their outstanding liabilities to the State or workers in full and have had their names removed from the list.

- D. TIE QUOTES: Should identical pricing be offered by more than one responsive vendor, and the quality of the goods or services offered is identical or of equal advantage to the State, the agency shall, with full documentation of its actions, apply the following factors, listed in order of priority, in determining the vendor to which the award will be made:
1. Tie-breaking provision(s) set forth in the request for quote;
  2. A usable cash or volume-based discount that renders one quote more favorably priced;
  3. Delivery advantage, specifically shorter proposed timeframes for delivery and/or closer proximity to the point of delivery;
  4. Active registration as a small business at the time of quote opening as an approved small business with the Department of the Treasury unit responsible for administering the State's small business registration program, or Veteran-owned business as defined in N.J.S.A. 52:32- 49, and;
  5. In-State location.
- E. SOLE SOURCE: If only one source can provide the good or service, a memorandum of sole source justification must be written and signed by the Agency Approval Officer. The determination is relatively simple: a demonstrable need that can be satisfied by only one vendor. **A vendor that is "best qualified" is not the only vendor who can provide the good or service.** An accompanying letter from the vendor must also be placed in the DPA file indicating why this is the only vendor that can provide the goods or services.
- F. BRAND NAMES: Any reference to a brand name must be followed by the language "or functional equivalent". The agency must provide relevant and appropriate specifications to all vendors to permit the submission of competitive proposals. It is essential that all vendors be given the same information to maintain an equal competitive footing among vendors.
- G. EMERGENCY DPA PURCHASES: In cases of life, safety and health emergencies, when the public exigency requires the immediate delivery of the good, or service, and time does not permit competitive prices to be obtained from the required number of vendors, a single quotation is permitted. Telephone quotations are also acceptable for emergency purchases. A memorandum of the particular public exigency that precluded the solicitation of quotations from the required number of vendors must be prepared and signed by the Agency Approval Officer and made part of the DPA file. All forms required in Section IV (J) should be received (and if required approved) before any payment is made.
- H. AGENCY FILE/RECORD RETENTION/AUDIT: Pursuant to N.J.S.A. 52:25-23(c), records of each DPA purchase made shall be maintained in an Agency File by the agency. The agency file may be electronic or hard copy and shall include all documents required by this Circular including proper documentation that the purchase was awarded in accordance with all of the requirements in this circular, including the documents showing that price competition was solicited from the required number of vendors for all DPAs exceeding \$1,000, except those verified and documented as either emergencies or sole source by the agency. The agency shall make available to the Director, DPP, upon request, the Agency File of all documents relating to the solicitation and award of the purchase, including but not limited to, all quotations and purchase orders. Agency Files must be made available for public inspection upon lawful request (under the supervision of a responsible agency employee) or pursuant to OPRA or the common law right to know. If you have questions about what documents should be provided, contact your Division of Law contact for legal advice. All Agency Files must be

retained for a period of seven years or five years after the last vendor payment is made, whichever is longer. Agency Files are also subject to audit by Treasury's Office of Management and Budget ("OMB"), the Office of Legislative Services ("OLS"), the State Comptroller (OSC) and DPP's Contract Compliance and Audit Unit ("CCAU").

- I. AGENCY/VENDOR DISPUTE: In the event of a protest or dispute between an agency and a vendor regarding a DPA vendor selection, the vendor shall be provided due process via review by the agency's Director of Administration, or Fiscal Officer. All documents related to the dispute shall be retained in the Agency File. If the matter cannot be resolved by the agency, the Assistant Director of CCAU will conduct a review and make a determination in accordance with N.J.A.C. 17:12-3.

The State Contract Manager, or Fiscal Officer for the DPA contract is also responsible for formally reporting, to the Assistant Director of CCAU, using the CC-36 Formal Complaint form, all instances when deliverables, i.e. goods and/or services do not comply with the contract specifications, or scope of work contained in the quote request. Variances from contract pricing shall be reported in this same manner to ensure that the State and other using agencies receive the goods and/or services at the pricing established at the time of contract award.

- J. FORMS: All forms, except Business Registration Certificates, are available on the DPP website, including the Information Sheet and Checklist for Waivers and Delegated Purchasing Authority (DPA) Transactions located at <http://www.state.nj.us/treasury/purchase/forms.shtml>. The agency must review all forms for completeness and acceptability. Questions relating to the acceptability of completed forms can be directed to the DPA contact identified within this Circular. All original forms or screen prints from NJSTART, including the approval of the vendor's Certificate of Employee Information Report, or Federal Letter of Approval verifying it is operating under a federally approved or sanctioned Affirmative Action Program, or a screen print of the vendor's profile in NJSTART indicating the vendor has a valid Certificate of Employee Information Report shall be made part of the agency's DPA file for the particular purchase.

Prior to finalization of a DPA purchase from a vendor, the vendor must complete and provide the following:

- Ownership Disclosure Form
- Disclosure of Investigations and Other Actions Involving Bidder Form
- Disclosure of Investment Activities in Iran Form
- Source Disclosure Certification Form, required only if a contract is primarily for services
- MacBride Principles Certification Form
- Two Year Chapter 51/Executive Order 333 Vendor Certification and Disclosure of Political Contributions for Non-Fair and Open Contracts, required only if a contract value exceeds \$17,500.00 and the procurement is not "fair and open." See section N, below for a discussion of "fair and open".
- Affirmative Action Form or acceptable substitute. See Section O, below for additional information.
- Chapter 271 Vendor Certification and Political Disclosure Form.
- State of New Jersey Standard Terms and Conditions and Waivered Contracts/Delegated Purchasing Authority Supplement to the State of New Jersey Standard Terms and Conditions.
- Proof of NJ Business Registration ([https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)) with the Division of Revenue and Enterprise Services (DORES) (<http://www.state.nj.us/treasury/revenue/>), required only if the contract value exceeds 15% of the bid threshold.
- Proof of Insurance (ACORD form) as indicated by the Standard Terms and Conditions
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus.

In the alternate, the vendor may provide proof that such forms have been completed by the vendor and accepted by the State within six months of the purchase date.

- K. PAYMENT: It is the agency's responsibility to ensure that all goods and services received from the contractor conform to the requirements of the DPA. The agency must not pay for goods and services that are not delivered by the contractor, or that fail to conform to the requirements of the DPA.
- L. VETERAN-OWNED BUSINESS CONSIDERATION – Per N.J.S.A. 52:32-52, agencies should give due consideration to veteran-owned businesses in awarding contracts. Agencies should utilize DORES' [NJSAVI](#) database to identify certified businesses under the relevant commodity codes.
- M. RAISING DPA LIMIT: Requests to raise the limit under N.J.S.A. 52:25-23(d) to permit a Department to advertise for proposals, fairly evaluate and award a contract up to \$1 million may be granted in exceptional circumstances. Such requests must be made and submitted by the Department's Chief Purchasing Officer to the Director of DPP through CCAU to [DPP.DPA.AUDIT@treas.nj.gov](mailto:DPP.DPA.AUDIT@treas.nj.gov).
- N. FAIR AND OPEN EXCEPTION TO CHAPTER 51: Effective January 1, 2023, P.L.2023, c.30, the Elections Transparency Act created a new exception to Chapter 51 for Executive Branch contracts awarded through a "fair and open process". The new law defines "fair and open process" as follows:

"fair and open process" means, at a minimum, that the contract shall be: publicly advertised in newspapers or on the Internet website maintained by the public entity in sufficient time to give notice in advance of the contract; awarded under a process that provides for public solicitation of proposals or qualifications and awarded and disclosed under criteria established in writing by the public entity prior to the solicitation of proposals or qualifications; and publicly opened and announced when awarded. A contract awarded under a process that includes public bidding or competitive contracting pursuant to the "Local Public Contracts Law," P.L.1971, c.198 (C.40A:11-1 et seq.) shall constitute a fair and open process. The decision of a public entity as to what constitutes a fair and open process shall be final.

As such, for contracts awarded through a "fair and open process" the "Two Year Vendor Certification and Disclosure of Political Contributions" Chapter 51 Form need not be submitted to the Division of Purchase and Property's Chapter 51 Review Unit for review and approval.

If you are otherwise uncertain if your entity's contracting process meets the "fair and open process" definition, you should seek guidance from your assigned contact in the Division of Law or if you are not advised by the Division of Law, your legal counsel.

- O. AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT: The Employee Information Report (Form AA-302) and the required \$150.00 processing fee may be electronically submitted by the vendor at [https://www.state.nj.us/treasury/contract\\_compliance/index.shtml](https://www.state.nj.us/treasury/contract_compliance/index.shtml) or mailed to the Department of the Treasury, Division of Purchase and Property, CCAU, P.O. Box 206, 33 W. State Street, Trenton, New Jersey, 08625-0206. If the vendor's report is approved, it will receive a Certificate of Employee Information Report. Instead of providing the report and receiving the certificate, a vendor may submit a Federal Letter of Approval verifying it is operating under a federally approved or sanctioned Affirmative Action Program, or a screen print of the vendor's profile in NJSTART indicating the vendor has a valid Certificate of Employee Information Report.

#### V. ADDITIONAL AGENCY-SPECIFIC LIMITATIONS

The following list of goods and services that utilize the DPA procedure are not administered by DPP. Questions regarding these limitations should be directed to the agency indicated below.

## VI. DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION (“DPMC”) LIMITATIONS:

- A. **MOVING SERVICES:** (1) For moving services available under an existing State contract and totaling \$100,000 or less, the using agency must notify the Leasing Support Unit within the Division of Property Management and Construction (“DPMC”) and DPMC will coordinate the purchase. (2) Specialized moving services not available under an existing State contract may be purchased via DPA. (3) Moving services exceeding the DPA threshold and not available under an existing State contract must be submitted to DPP as a requisition (PB-6), with prior written approval from DPMC for advertisement. (4) Moving services available through the State contract, but for more than \$100,000, must be submitted to DPP as a requisition (PB-6) with prior written approval from DPMC for advertisement as a public purchase.
- B. **PARKING SPACE RENTALS:** All parking space rentals must receive prior written approval from DPMC’s State Parking Coordinator, regardless of the monetary amount. If there is any increase in the number of parking spaces from the previous request, the agency must submit its request as a Statewide Parking waiver. If the number of requested parking spaces has not increased from the previous year, an agency may purchase the spaces via DPA.
- C. **RENTAL OF SPACE:** Office space rentals, with the approval of DPMC, may be purchased for a period of up to 12 consecutive months. However, the total fiscal year purchase shall not exceed the DPA threshold.
- D. **SEASONAL RENTALS:** Seasonal rentals may be acquired with approval by DPMC if the total fiscal year cost does not exceed \$10,000. Examples are boat slip rentals, race track rentals for the Sire Stakes, and temporary warehouse/storage space needs. Requests for approval for seasonal rentals exceeding the \$10,000 limit must be submitted to and approved in writing by DPMC before the DPA purchase is executed.
- E. **RENTALS OF EQUIPMENT:** Equipment rentals via DPA are permissible, with the exception of photocopiers and vehicles.
- F. **FURNITURE/CARPET:** All furniture and carpet purchases of \$1,000 or above, must be approved by DPMC. The agency must refer to the Circular entitled “Procedures for the Acquisition of Furniture and Carpeting”.

## VII. OFFICE OF INFORMATION TECHNOLOGY (“OIT”) LIMITATIONS:

- A. **OIT REVIEW AND APPROVAL REQUIRED:** OIT review and approval of IT-related procurements is required. The agency must refer to the Circular entitled “Procurements of Information Technology (IT) Hardware, Software, Subscription-Based Solutions and Related Services and Non-IT Equipment” for guidance and dollar value thresholds.
- B. **CELLULAR PHONES:** Cellular phone purchases must be made from existing State contracts. All cellular phone purchases are also governed by the provisions of the Circular entitled "Assignment and Use of Cellular Wireless Devices".
- C. **HARDWARE, INFRASTRUCTURE, AND CLOUD RELATED PROCUREMENTS:** As per Executive Order 225, all infrastructure related procurements must be made by OIT, or with the express written approval of OIT. See the Circular entitled “Procurements of Information Technology (IT) Hardware, Software, Subscription-Based Solutions and Related Services and Non-IT Equipment” for more information.



- D. SOFTWARE, SUBSCRIPTION-BASED SOLUTIONS AND RELATED SERVICES, TELE COMMUNICATIONS EQUIPMENT, AND NON-IT EQUIPMENT: Must be made from existing State contracts. Many contracts allow the onboarding of additional software publishers and service providers. Accordingly, if a software publisher, or service provider, is not available under an existing State contract, contact the State Contract Manager for guidance before pursuing a DPA procurement. Questions regarding purchases and/or use of these contracts should be directed to the appropriate State Contract Manager.

#### VIII. TREASURY ADMINISTRATION LIMITATIONS


- A. VEHICLE PURCHASES: Unauthorized vehicle purchases are excluded from the provisions of this Circular. Please refer to the Procurement of State Motor Vehicles Treasury Circular for guidance on procuring vehicles.
- B. PRINTING: Agencies are permitted to develop specifications and purchase printing services not currently available under State contract via DPA, with the following caveat. For such printing purchases up to the DPA threshold, the agency should first contact the Treasury Print Shop for pricing. Please refer to the Standards of Printed Stationery, Use of State Seal Treasury Circular for guidance prior to purchasing any printed material.

#### IX. VIOLATIONS

Should violations of this Circular be verified, pursuant to the authority of N.J.S.A. 52:25-23(c), the Director of DPP, may, by written order, rescind or reduce the level of purchasing authority delegated to the agency by this Circular. In such an event, the department's Executive Officer will be notified.

#### X. TRAINING

CCAU conducts annual informational sessions on how to use DPA. To receive training notices, please send your request to [CCAU.Mailbox@treas.nj.gov](mailto:CCAU.Mailbox@treas.nj.gov). In addition, DPP is pleased to announce the launch of a new training course titled "Developing the Scope of Work" which is now available in the NJ Learning Management System (LMS). This course has been developed to support State agency staff involved in procuring goods and/or services, as well as those who oversee such staff, by enhancing their understanding and development of effective scopes of work. A well-crafted scope of work is essential to a successful procurement. This training provides practical tools, best practices, and real-world examples to help ensure scopes of work are clear, accurate, and aligned with procurement requirements.

  
\_\_\_\_\_  
Amy F. Davis Acting Director