

Join Our Team and help make a difference!

The Division of Purchase and Property (DPP) is a part of the Department of Treasury and we serve as the State's central procurement agency. We procure goods and services contracts on behalf of state agencies. Our mission is to professionally and ethically procure the best valued products and services in a timely and cost effective manner in accordance with State laws and regulations.



From: njstart@treas.nj.gov <njstart@treas.nj.gov>
Subject: PURCHASE ORDER NOTIFICATION – T6789 – GIZMO DESIGN AND DEVELOPMENT

This is a notification of a contract award to you by Division of Purchase and Property for Purchase Order 12345, T6789 – GIZMO DESIGN AND DEVELOPMENT.

To view the contract online, you need your company's user name and login ID. Go to the Division of Purchase and Property site at <https://www.njstart.gov/bso/view/login/login.xhtml>. Enter your login and password information to sign into the system. Once



NJSTART- eProcurement System



Contract Processing & Management



Federally Based Contracts



Green Purchasing



Vehicle & Surplus Auctions



Small Business Set-Aside Program

DPP Contract Highlights

General Services

Water treatment and maintenance services

Armed and unarmed security guards services

Emergency food

Information Technology

Computer Equipment, Peripherals

Self-Funded E-Government Application

Telecommunications

Professional & Environmental

Land Debris Removal for Disasters

State/School Employees Health Benefits Program

Advertising/Marketing Services

Commodities

Light Duty Sedans, Sport Utility Vehicles, Police Vehicles and Trucks

Law Enforcement Equipment and Supplies

Scientific Equipment and Supplies

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TITLE: Analyst Trainee	OPEN TO: General Public
DIVISION: Purchase and Property	TITLE CODE: 55300 RANGE: P95
UNIT: Various	WORKWEEK: 35 Hours
LOCATION: 33 West State Street, Trenton, NJ	SALARY RANGE: \$48,056.98 - \$50,229.66

JOB DESCRIPTION

As an Analyst Trainee under the direction of the Unit's Procurement Supervisor and Lead receives on-the-job training in all phases of the procurement process, including but not limited to Maintaining term contracts for the Procurement Bureau and current knowledge of industry information for assigned services and contracts. This includes scheduling, reviewing, evaluating, and awarding contracts. Compiling all documents without errors including accurate and precise content as specified in relevant operating procedures, checklists, and/or templates. Completing documents with proper formatting, spelling, and grammar checked, and free of conflicting or inaccurate information. Maintaining a professional and courteous customer service orientation by using agencies, vendors, and DPP staff. The Trainee will be responsive to client needs by responding to all client emails and phone calls; investigating client claims and resolving issues, and attending meetings with clients and vendors when practical. Checking the quality and accuracy of each Bid Solicitation document, Notice of Award, amendment, price list, etc. before and after posting to the web. Updating documents as required. Providing accurate updates and reports as required by the Lead, Supervisor, or Assistant Director by keeping workload spreadsheets up to date for each assigned contract and submitting monthly reports and Treasurer's Office approval requests as needed.

As a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports. Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

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JOB DUTIES OVERVIEW

- Review and develop bid solicitations for public advertisement.
- Prepare reports to ensure compliance with prescribed agency contract policies and procedures and federal and state regulations; recommend changes when required.
- Review, develop and advise State using agencies on contract bid specifications for required goods and/or services.
- Evaluate bid proposals for a wide variety of materials, supplies, professional, and other services.
- Prepare reports to ensure compliance with prescribed agency contract policies and procedures and federal and state regulations; recommend changes when required.
- Maintain knowledge of all Division of Purchase and Properties policies and operating procedures, Circular Letters, Executive Orders, Administrative Code, and NJ Statutes.

CONTACT

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