



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

Quick Reference Guide:

How to Search for State Contracts

Sellers

Revised as of: 10/21/22





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1.0 How to Search for State Contracts Using NJSTART

1.1. To Begin the Search

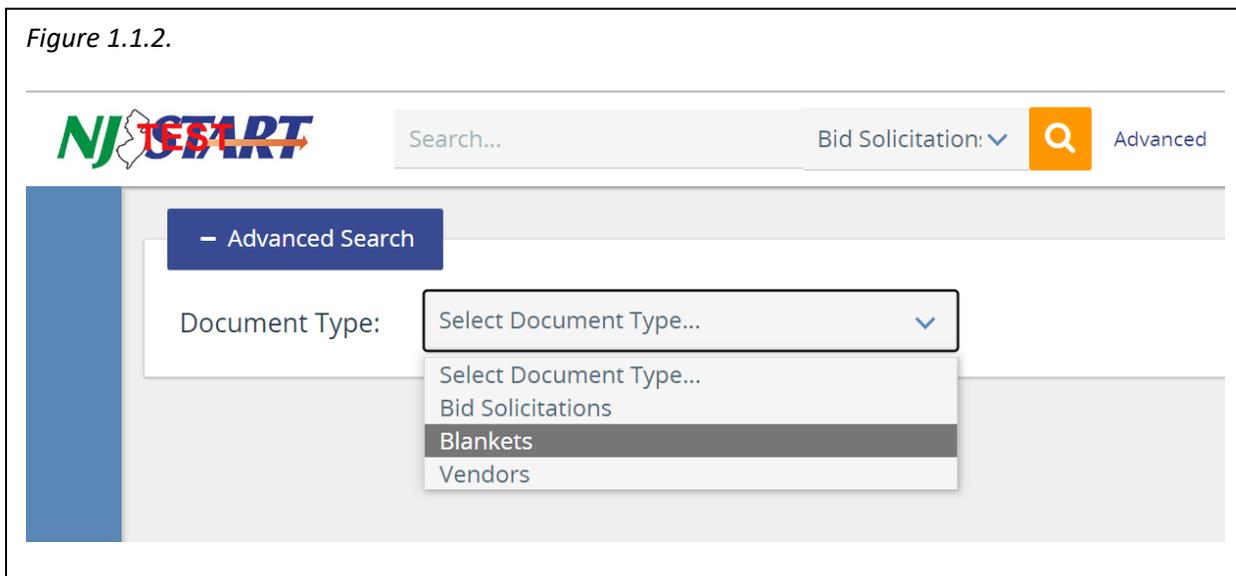
- Navigate to www.njstart.gov
- For a quick search, click on “Advanced” at the top of the NJSTART homepage as shown in *Figure 1.1.1*.

Figure 1.1.1.



- Then select a ‘Document Type’ (Bid Solicitations, Blankets, or Vendors) from the dropdown list as shown in *Figure 1.1.2*.

Figure 1.1.2.



- Select and enter your search criteria (e.g., food), then hit ‘Search’ as shown in *Figure 1.1.3*.

Figure 1.1.3.

The screenshot shows the NJSTART Advanced Search interface. At the top, there is a search bar with the text "Search..." and a magnifying glass icon. To the right of the search bar are buttons for "Bid Solicitation:", "Advanced", "Register", and "Sign In". Below the search bar is a section titled "Advanced Search" with a minus sign icon. The search criteria are organized into several rows and columns. The "Description" field is highlighted with a red arrow pointing to the "Search" button, which is also highlighted with a red box. The "Search" button is located at the bottom center of the search criteria section. The "Clear" button is located to the right of the "Search" button. The "Description" field contains the text "food". The "Match Criteria" section is set to "All".



- Your results will appear as shown in *Figure 1.1.4.*

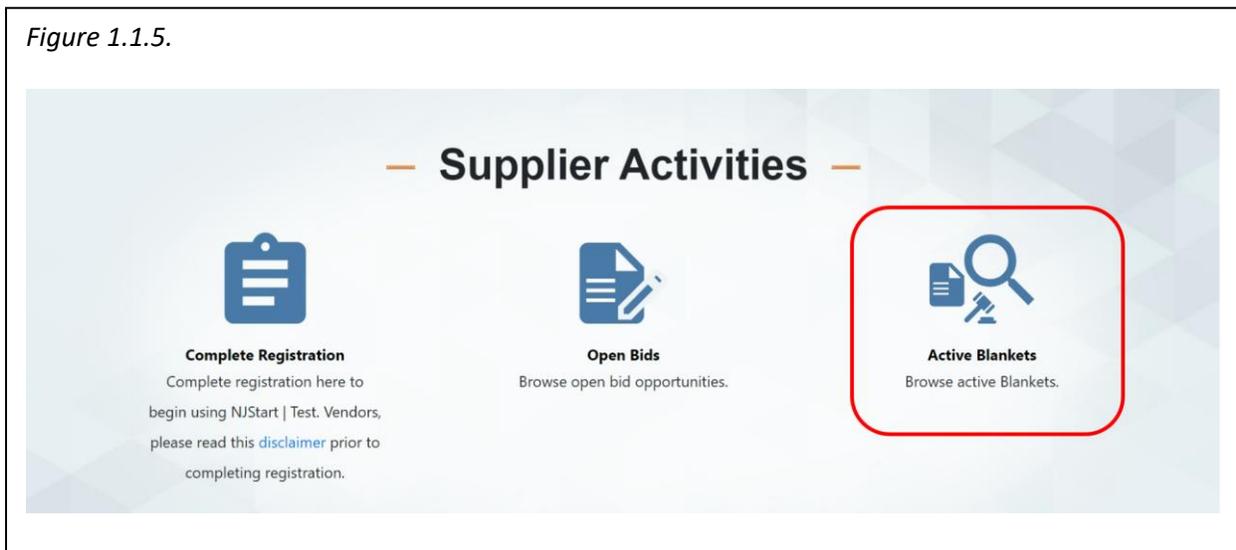
Figure 1.1.4.

The screenshot shows the NJSTART search results interface. At the top, there is a search bar with the text "Search...", a dropdown menu for "Bid Solicitation", and a search icon. To the right are "Register" and "Sign In" buttons. Below the search bar is a "+ Advanced Search" button. The main content area is titled "Results" and displays a table of search results. The table has 10 columns: Contract / Blanket #, Bid #, Description, Vendor, Type Code, Dollars Spent to Date, Organization, Status, Begin Date, and End Date. The table shows 5 results, with the first row highlighted. The table is paginated, showing "1-21 of 21" results on page "1".

Contract / Blanket #	Bid #	Description	Vendor	Type Code	Dollars Spent to Date	Organization	Status	Begin Date	End Date
89695		T0717 - FOODS: PORTION CONTROLLED FOOD ITEMS - DSS	Elwood International Inc.	01	\$1,520,515.25	Division of Purchase and Property	3PS - Sent	08/03/2015	02/02/2023
86435		T2499 - FOODS: VARIOUS FOOD ITEMS, STATEWIDE	TIMBERLANE FOOD SALES LLS	04	\$2,030,297.63	Division of Purchase and Property	3PS - Sent	06/01/2014	08/01/2023
21-FOOD-01447	21DPP00595	T1090 Foods: Tuna, Chunk Light, Canned, for Distribution and Support Services	JNS FOODS LLC	01	\$513.94	Division of Purchase and Property	3PS - Sent	04/15/2021	04/14/2024
20-FOOD-01357	18DPP00261	T0717 Portion Controlled Food Items for Distribution and Support Services	ATLANTIC BEVERAGE COMPANY	01	\$122,579.68	Division of Purchase and Property	3PS - Sent	01/15/2021	01/14/2024
19-FOOD-00941	19DPP00361	T0717 Foods: Perishable, Eggs, Fresh, Medium, White, USDA Grade A, for DSS	Derstines inc	01	\$774,034.66	Division of Purchase and Property	3PS - Sent	08/16/2019	08/15/2022

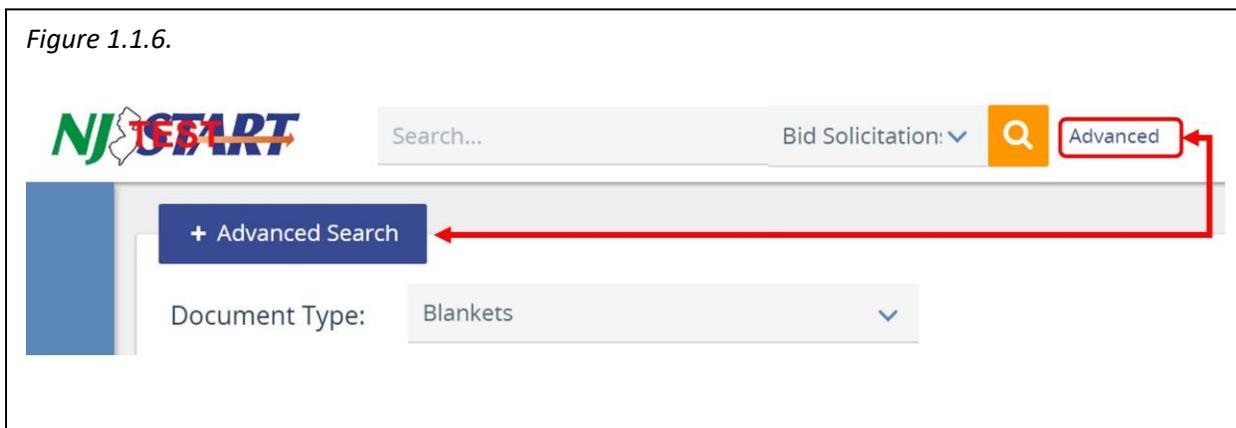
- You can also click on the “Active Blankets” link at the bottom of the homepage as shown in *Figure 1.1.5*.

Figure 1.1.5.



- Click on “Advanced Search” as shown in *Figure 1.1.6*.

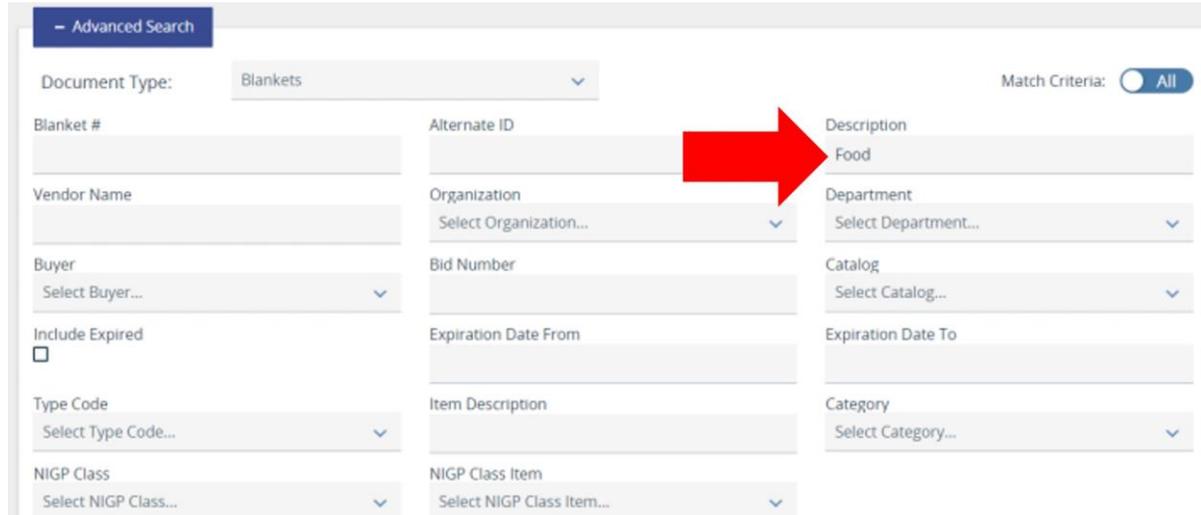
Figure 1.1.6.



1.2. To Find Specific Contracts

- Select a “Document Type” e.g., “Blankets” (contracts), then enter your search criteria into the appropriate box(es) and select “Search.”
- *Figure 1.2.1.* illustrates a search for the keyword “Food.”

Figure 1.2.1.



The screenshot shows the 'Advanced Search' interface. At the top left, there is a blue button labeled '- Advanced Search'. Below it, the 'Document Type' is set to 'Blankets' in a dropdown menu. To the right, 'Match Criteria' is set to 'All' with a radio button. The search criteria are organized into three columns:

Blanket #	Alternate ID	Description
<input type="text"/>	<input type="text"/>	<input type="text" value="Food"/>
Vendor Name	Organization	Department
<input type="text"/>	<input type="text" value="Select Organization..."/>	<input type="text" value="Select Department..."/>
Buyer	Bid Number	Catalog
<input type="text" value="Select Buyer..."/>	<input type="text"/>	<input type="text" value="Select Catalog..."/>
Include Expired	Expiration Date From	Expiration Date To
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Type Code	Item Description	Category
<input type="text" value="Select Type Code..."/>	<input type="text"/>	<input type="text" value="Select Category..."/>
NIGP Class	NIGP Class Item	
<input type="text" value="Select NIGP Class..."/>	<input type="text" value="Select NIGP Class Item..."/>	

A red arrow points from the 'Organization' field to the 'Description' field.

NOTE: If you are trying to search for a contract by T-Number (Term Contract Number), enter the T # (i.e., T0021) in the “Description” box as shown below and hit “Search” as shown in *Figure 1.2.2.*



Figure 1.2.2.

Document Type: Blankets

Match Criteria: All

Blanket #

Alternate ID

Description

T0021

Vendor Name

Organization

Select Organization...

Department

Select Department...

Buyer

Select Buyer...

Bid Number

Catalog

Select Catalog...

Include Expired

Expiration Date From

Expiration Date To

Type Code

Select Type Code...

Item Description

Category

Select Category...

NIGP Class

Select NIGP Class...

NIGP Class Item

Select NIGP Class Item...

Search Clear

1.3. To View More Information On a Specific Contract

- Scroll down to view the results.
- Select one of the Contract/Blanket #s.
 - For example, we selected the contract/blanket as shown in *Figure 1.3.1.*, which has “Elwood International, Inc.” listed as the vendor. (The example vendor cited is for informational purposes only and does not represent an endorsement of that company by the State of New Jersey.)

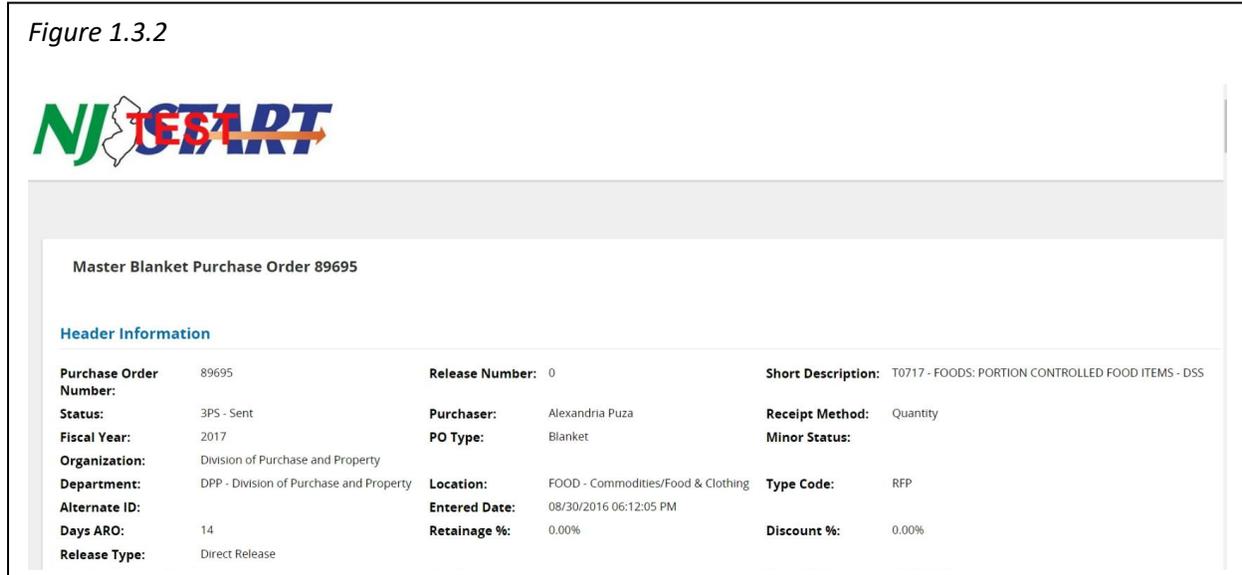
Figure 1.3.1.

The screenshot shows the NJSTART website interface. At the top, there is a search bar with the text "Search...", a dropdown menu for "Bid Solicitation", and a search icon. To the right are "Register" and "Sign In" buttons. Below the search bar is a "+ Advanced Search" button. The main content area is titled "Results" and shows a table with 10 columns: Contract / Blanket #, Bid #, Description, Vendor, Type Code, Dollars Spent to Date, Organization, Status, Begin Date, and End Date. The table contains one row of data for contract 89695.

Contract / Blanket #	Bid #	Description	Vendor	Type Code	Dollars Spent to Date	Organization	Status	Begin Date	End Date
89695		T0717 - FOODS: PORTION CONTROLLED FOOD ITEMS - DSS	Elwood International Inc.	01	\$1,520,515.25	Division of Purchase and Property	3PS - Sent	08/03/2015	02/02/2023

- To see additional details and attachments for the selected blanket (contract), click on the Contract/Blanket number (89695) as shown in *Figure 1.3.2*

Figure 1.3.2



The screenshot displays the NJ START interface for a Master Blanket Purchase Order. At the top left is the NJ START logo with a red 'TEST' watermark. Below the logo, the title 'Master Blanket Purchase Order 89695' is centered. Underneath is a 'Header Information' section containing a grid of key-value pairs for various fields.

Header Information			
Purchase Order Number:	89695	Release Number:	0
Status:	3P5 - Sent	Purchaser:	Alexandria Puza
Fiscal Year:	2017	PO Type:	Blanket
Organization:	Division of Purchase and Property	Location:	FOOD - Commodities/Food & Clothing
Department:	DPP - Division of Purchase and Property	Entered Date:	08/30/2016 06:12:05 PM
Alternate ID:		Retainage %:	0.00%
Days ARO:	14	Short Description:	T0717 - FOODS: PORTION CONTROLLED FOOD ITEMS - DSS
Release Type:	Direct Release	Receipt Method:	Quantity
		Minor Status:	
		Type Code:	RFP
		Discount %:	0.00%

2.0 How to Search for Contract Spend by Agency and Vendor Using the New Jersey Transparency Center

2.1. To Begin the Search

- Navigate to YourMoney.NJ.Gov - [NJ Transparency Center](#) as shown in *Figure 2.1.1*.
- Click on the “Purchasing” tab, then click on “Agency Purchasing Data.”



Figure 2.1.1.

The screenshot shows the State of New Jersey Transparency Center website. At the top right, it lists Governor Phil Murphy and Lt. Governor Sheila Oliver, along with navigation links for NJ Home, Services A to Z, Departments/Agencies, and FAQs. A search bar is present. On the left is a navigation menu with categories like Home, Revenue, Expenditures, Purchasing (highlighted), Public Payroll, Pension, Governor's Performance Center, Property Tax, Debt, Annual/Other Reports, Executive Orders, State Budget Documents, and Terms. A 'FEEDBACK & ALERTS' section includes links for 'Email Us Feedback' and 'Sign Up for Email Alerts'. The main content area is titled 'Purchasing' and includes a breadcrumb 'Home > Purchasing'. The text explains that purchasing represents procurement from vendors and that summary data may fluctuate until transactions are finalized. Below this is a section for 'Agency Purchasing' which states that data is available from FY2004 forward and is updated quarterly. A list of links is provided: 'Agency Purchasing Data (FY2004 to present)', 'Agency Purchasing Multi-Year Summary (Complete years, FY2004 to present)', 'All Available Purchasing Files (A list of all datasets, views, reports and other documents related to Purchasing)', and 'Search for State Term Contracts (Link to DPP Term Contract Search Page)'.

- Click on “View Data” as shown in *Figure 2.1.2.*

Figure 2.1.2.

The screenshot shows the NJOIT Open Data Center website. The header includes the State of New Jersey logo and 'NJOIT Open Data Center Data.NJ.gov'. Navigation links for Home Page, Browse, Developers, and Help are visible, along with a search icon and a 'Sign In' button. The main content area is titled 'YourMoney Agency Purchasing' under the 'Government & Finance' category. A 'View Data' button is highlighted, along with options for 'Visualize', 'Export', 'API', and a menu icon. The text below explains that purchasing represents procurement from vendors and that summary data may fluctuate until transactions are finalized. On the right side, it indicates the data was 'Updated July 7, 2022' and is 'Data Provided by Division of Purchase and Property'.

- A list of contracts will appear as shown in *Figure 2.1.3.*



Figure 2.1.3.

The screenshot shows the NJOIT Open Data Center interface. At the top left is the State of New Jersey logo and the text 'State of New Jersey NJOIT Open Data Center Data.NJ.gov'. On the right, there are navigation links: 'Home Page', 'Browse', 'Developers', 'Help', a search icon, and a 'Sign In' button. Below the header, the dataset title 'YourMoney Agency Purchasing' is displayed, along with a description: 'Purchasing represents the procurement from vendors of goods and services that are'. To the right of the title are social media icons and a search box labeled 'Find in this Dataset'. Below the search box are buttons for 'More Views', 'Filter', 'Visualize', 'Export', 'Discuss', 'Embed', and 'About'. The main content is a table with the following columns: FISCAL_YEAR, FY_THROUGH_DA, DEPARTMENT_AGENCY_DESC, COMMODITY_SECTOR_DESC, and VENDOR_NAME. The table contains several rows of data, including entries for 'Voice Response Systems' and 'Trucks, Including, Diesel, Gasoline, Electric, Hybrid, And Alternat...'. At the bottom of the table, there are navigation arrows for '< Previous' and 'Next >' and a status indicator 'Showing Rows 1 to 100 out of 631,820'.

FISCAL_YEAR	FY_THROUGH_DA	DEPARTMENT_AGENCY_DESC	COMMODITY_SECTOR_DESC	VENDOR_NAME
2022	June 30, 2022	TREASURY	Voice Response Systems	NEWCASTLE COMMUNICATIONS
2022	June 30, 2022	TREASURY	Voice Response Systems	AVAYA INC
2022	June 30, 2022	TREASURY	Trucks, Including, Diesel, Gasoline, Electric, Hybrid, And Alternat...	HERTRICH FLEET SERVICES INC.
2022	June 30, 2022	TREASURY	Trucks, Including, Diesel, Gasoline, Electric, Hybrid, And Alternat...	GABRIELLI KENWORTH OF NJ LLC
2022	June 30, 2022	TREASURY	Trucks, Including, Diesel, Gasoline, Electric, Hybrid, And Alternat...	BEYER FORD LLC
2022	June 30, 2022	TREASURY	Tires And Tubes, Including Recapped And Retreaded Tires	RW TIRE
2022	June 30, 2022	TREASURY	Tires And Tubes, Including Recapped And Retreaded Tires	CUSTOM BANDAG INC.
2022	June 30, 2022	TREASURY	Tires And Tubes, Including Recapped And Retreaded Tires	CUMMINS AND TIRE CENTER

2.2. To Narrow Your Search:

- Type in an agency or vendor name into the search box (Find in this Dataset) and press the “Enter” key on your keyboard.
- For this example, we have searched for contracts involving an agency (Treasury) as shown in *Figure 2.2.1*.



Figure 2.2.1.

State of New Jersey
NJOIT Open Data Center
Data.NJ.gov

Home Page Browse Developers Help Sign In

YourMoney Agency Purchasing
Based on [YourMoney Agency Purchasing](#)

Purchasing represents the procurement from vendors of goods and services that are

More Views Filter Visualize Export Discuss Embed About

FISCAL_YEAR	FY_THROUGH_DATE	DEPARTMENT_AGENCY_DES	COMMODITY_SECTOR_DESC	VENDOR_NAME
2004	June 30, 2004	TREASURY	Water And Sewer Treatment Equipment, Supplies, And Services	TECHNICAL AIRFLOW INC
2004	June 30, 2004	TREASURY	Water And Sewer Treatment Equipment, Supplies, And Services	PVI INDUSTRIES
2004	June 30, 2004	TREASURY	Water And Sewer Treatment Equipment, Supplies, And Services	PUMPING SERVICES INC.
2004	June 30, 2004	TREASURY	Water And Sewer Treatment Equipment, Supplies, And Services	PRO LINE FILTER SYS. INC.
2004	June 30, 2004	TREASURY	Water And Sewer Treatment Equipment, Supplies, And Services	PLASTIC & STEEL SUPPLY CO DBA PEPCO
2004	June 30, 2004	TREASURY	Water And Sewer Treatment Equipment, Supplies, And Services	NATIONAL INDUSTRIAL SUPPLY
2004	June 30, 2004	TREASURY	Water And Sewer Treatment Equipment, Supplies, And Services	LINCOLN SUPPLY LLC

< Previous Next > Showing Rows 1 to 100 out of 48,745

2.3. To Sort the Data:

- You will see a list of all contracts involving the agency (Treasury).
- You can sort this data by selecting the different headers at the top in gray, such as “DEPARTMENT_AGENCY” or “VENDOR_NAME” as shown in *Figure 2.3.1*.

Figure 2.3.1

State of New Jersey
NJOIT Open Data Center
Data.NJ.gov

Home Page Browse Developers Help Sign In

YourMoney Agency Purchasing
Based on [YourMoney Agency Purchasing](#)

Purchasing represents the procurement from vendors of goods and services that are

More Views Filter Visualize Export Discuss Embed About

FISCAL_YEAR	FY_THROUGH_DATE	DEPARTMENT_AGENCY_DES	COMMODITY_SECTOR_DESC	VENDOR_NAME
2004	June 30, 2004	TREASURY	Water And Sewer Treatment Equipment, Supplies, And Services	TECHNICAL AIRFLOW INC
2004	June 30, 2004	TREASURY	Water And Sewer Treatment Equipment, Supplies, And Services	PVI INDUSTRIES
2004	June 30, 2004	TREASURY	Water And Sewer Treatment Equipment, Supplies, And Services	PUMPING SERVICES INC.
2004	June 30, 2004	TREASURY	Water And Sewer Treatment Equipment, Supplies, And Services	PRO LINE FILTER SYS. INC.
2004	June 30, 2004	TREASURY	Water And Sewer Treatment Equipment, Supplies, And Services	PLASTIC & STEEL SUPPLY CO DBA PEPCO
2004	June 30, 2004	TREASURY	Water And Sewer Treatment Equipment, Supplies, And Services	NATIONAL INDUSTRIAL SUPPLY
2004	June 30, 2004	TREASURY	Water And Sewer Treatment Equipment, Supplies, And Services	LINCOLN SUPPLY LLC

< Previous Next > Showing Rows 1 to 100 out of 48,745



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 2.3.2*.

Figure 2.3.2.

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 [Register](#) [Sign In](#)

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](#)

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](#)

MARKETPLACE VENDOR RESOURCES
[NJSTART Marketplace Program](#)
[NJSTART Marketplace Vendor Information](#)
[Cooperative Purchasing in New Jersey](#)
Marketplace Vendor Assistance
e-mail: coop-njstart@mdfcommerce.com
suppliers-
njstart@mdfcommerce.com

LOCAL GOVERNMENT ASSISTANCE