



# NJSTART Update and Training Session

52<sup>nd</sup> Annual Rutgers University Public Purchasing Education Forum

Wednesday April 27<sup>th</sup>, 2022

Golden Nugget, Atlantic City

# NJSTART Update & Use Training Session

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## Agenda

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Welcome & Introductions

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NJSTART Login by Org & Landing Page Overview

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NJSTART Contract Search & Review

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NJSTART Vendor Search & Vendor Compliance

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Using NIGP Codes for Sourcing

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What's new – NJSTART Marketplace & E-Procurement Functions

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Q&A

# Meet the team at the State Division of Purchase and Property

The Division of Purchase and Property (DPP), within the Department of the Treasury, was created under N.J.S.A. 52:18A-3 and serves as the State's central procurement agency. Our Mission: professionally and ethically procure the best valued products and services, in a timely and cost-effective manner in accordance with State laws and regulations, to enable client agencies to meet their objectives.

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Africa Nelson, NJSTART Internal Administrator

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Maurice Griffin, Director of the Division of Purchase and Property

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Gregg Olivera, Deputy Director, Procurement Bureau Chief

# Meet Periscope, powered by mdfcommerce

The State of New Jersey and Periscope (formerly Periscope Holdings) have been working together since 2005. Periscope is a technology and solutions provider focused exclusively on transforming public sector procurement. For the State of New Jersey, Periscope is the technology provider and implementer for NJSTART, including the new NJSTART Marketplace, an enhanced State of New Jersey Cooperative Contracting and eprocurement shared resource for New Jersey local governments, counties, and schools.

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Nick Susi, General Manager, NJSTART

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Bill Hnatiuk, Local Government Manager

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Cheri Ray, Operations Manager

# Buyers, NJSTART is evolving!

## NJSTART IS:

- The State of New Jersey's statewide purchasing cooperative program designed to provide local NJ governments easy access to strategically sourced state cooperative contracts.
- An online marketplace for shopping and purchasing through state cooperative contracts.
- An easy-to-use web-based tool for all locals to post bid and RFP opportunities to the State's supplier network.
- **Free** to all local governments in New Jersey.



# Key Features of NJSTART

## Online Shopping of State Contracts

- Easily shop from over 1,000 state contracts in a single online Marketplace
- Conveniently buy from approved suppliers
- Avoid the cost and time of managing your own bids/RFPs

## Sourcing and Solicitations

- Solicitations reach 50,000 vendors in NJSTART
- More competition equals better terms
- Online postings are easily modified
- Directly respond to vendor questions
- Easily compare responses from multiple vendors



About NJSTART | [Local Governments](#) | [State Agencies](#) | [News and Events](#) | [Vendors](#)

# NJSTART for Public Purchasing Entities

One of the key features of NJSTART for Local Governments is the consumer-like shopping experience for purchasing through Statewide contracts. Free to all Local Governments, NJSTART Marketplace is easy-to-use: features include searching for items, comparing specs, and determining pricing for your organization, while saving time and money.

[SCHEDULE NJSTART MARKETPLACE DEMO](#)

[NJSTART LOCAL GOVERNMENT TRAINING](#)



em puts the power to do business with the State of process.

## MARKETPLACE PROGRAM & COOPERATIVE PURCHASING

- [Marketplace Program](#)
- [Request Vendor Information](#)
- [Request Buyer Information](#)
- [Cooperative Purchasing in New Jersey](#)

### RESOURCES

[Resources](#)

NJS  
ASS  
supp

LOC  
coop



## What's New and Coming

The NJSTART Marketplace and online sourcing and solicitations for New Jersey local governments and schools



What  
enables the  
Program?

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Cooperative  
Purchasing

“NJ State Cooperative Purchasing (N.J.A.C. 5:34-7.29) Local contracting units may, without advertising for bids, purchase any goods or services from designated cooperative contracts through the New Jersey Division of Purchase and Property.”  
(NJLM.org)

#### **Who May Use State Cooperative Purchasing Contracts?**

The Public Purchasing Entities listed below are eligible to use State Cooperative Purchasing Contracts.

- Municipalities
- Counties
- School Districts
- Volunteer Fire Departments
- Volunteer First Aid and Rescue Squads
- County and State Colleges
- Independent Authorities
- Quasi-State Agencies
- Independent Institutions of Higher Education

# What enables the Program? E-Procurement

- LFN 2021-18 announced the “Final Adopted e-Procurement Regulations: Goods, Services, and Public Works Contracts
- NJSTART software meets the requirements of these regulations and is available to New Jersey counties, municipalities, and schools at no cost to those entities

**LFN 2021-18**

**September 29, 2021**

## Contact Information

### Director's Office

V. 609.292.6613

F. 609.633.6243

# Local Finance Notice

Philip D. Murphy  
*Governor*

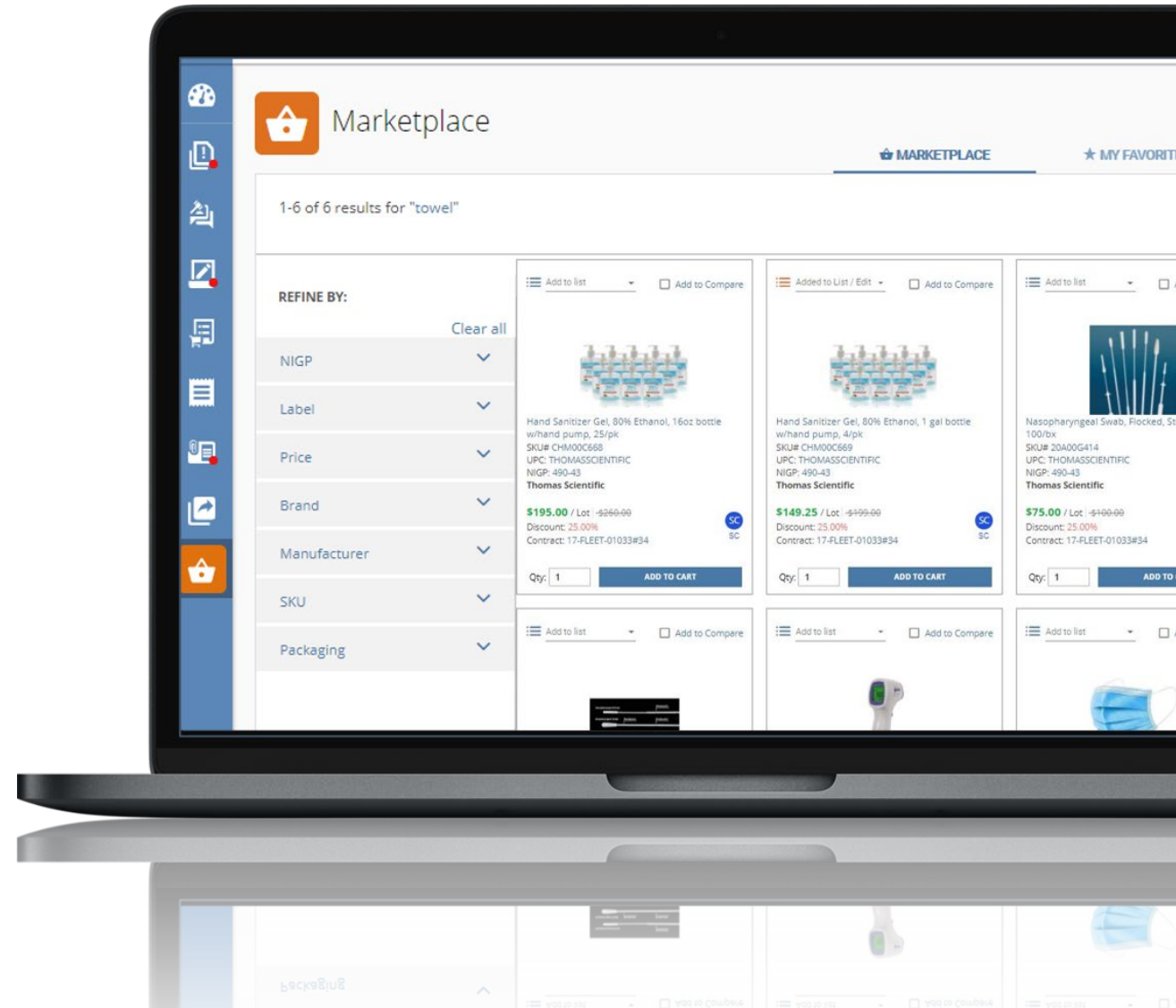
Lt. Governor Sheila Y. Oliver  
*Commissioner*

Jacquelyn A. Suárez  
*Director*

## Final Adopted E-Procurement Regulations: Goods, Services, and Public Works Contracts

# NJSTART Marketplace

- Easily shop searchable catalogs for State cooperative contract suppliers
- Flexibility to search and order from external system
- No cost to New Jersey local governments.



# COMPLETE COMMODITY & SERVICE COVERAGE

100+ COMMODITY CATEGORIES  
60+ SERVICE CATEGORIES



Integrated Turf Management Systems



JOHN DEERE



# Bids and RFP Management



Online  
vendor  
responses



Broader  
distribution  
of  
Solicitations



Improved  
audit trail



Able to  
clone past  
Solicitations



Electronic  
management  
of  
Solicitations



Online  
access  
available  
24/7

**Automates manual processes**

# What to expect in 2022!

## RESOURCES AND ASSISTANCE TO MAXIMIZE THE VALUE OF STATE CONTRACTS FOR YOU:

- Ongoing improvements to data and access to what you need in NJSTART!
- Additional guides and resources on our NJSTART Marketplace Resource Page: <https://www.periscopeholdings.com/njstart>
- The ability for municipalities, school districts, and counties to post solicitations online using NJSTART at no cost to them
- Webinars and in- person events when appropriate



# HOW DO I SIGN UP MY ORGANIZATION?

## 1. Fill out our online interest form

- Once submitted, you will receive a follow-up email from our team with additional program information
- We will work with you to confirm that only authorized individuals are creating your organization's account in NJSTART

## 2. Register!

## 3. Complete the online training

### Maximize your use of NJSTART!

- View and buy off State contracts
- Post online solicitations
- Find vendors and their compliance with State requirements
- Contact the Periscope team for organization- focused assistance



Next Steps!

**Contact Nick Susi and Bill Hnatiuk**

[coop-NJSTART@periscopeholdings.com](mailto:coop-NJSTART@periscopeholdings.com)

**Go to our online resource page to express  
interest and sign up!**

[periscopeholdings.com/njstart](http://periscopeholdings.com/njstart)



QUESTIONS?





## REFERENCE SLIDES

Options for Purchasing from State Contracts in NJSTART

## 1 – Simple Search

- Search and locate items based on keywords.
- Enter into internal systems for order processing.



## 2 – Create Shopping Cart & Printable Requisition

- Select the items and quantities.
- Add to a shopping cart.
- Auto-generate NJSTART requisition form.
- Print and enter into internal system for order processing.
- Run a report and retrieve an excel file for batch entry and reporting.



### 3 – Send Order Electronically to Vendor

- Route requisition for approvals in NJSTART.
- Upon approval, PO auto-generated and sent to supplier.
- PCards can be used to pay for order.\*
- Print the PO for records.
- Run a report and retrieve an excel file for batch entry and reporting.

\*Integration requests require an SOW.



4 – send order electronically to vendor & transmit order to ERP/financial system\*

- Select the items and quantities.
- Add to a shopping cart.
- Auto-generate NJSTART requisition form.
- Print and enter into internal system for order processing.
- Run a report and retrieve an excel file for batch entry and reporting.

\*Integration requests require an SOW.

