



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



QUICK REFERENCE GUIDE:

Submit a Quote

Sellers



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1. Purpose

The Purpose of this Quick Reference Guide (QRG) entitled *Submit a Quote - Sellers*, is to provide Vendors {Bidders} with step-by-step instructions on how to submit a Quote in response to an advertised Bid Solicitation in **NJSTART**.

NOTE: the terms “Bid” and “Bid Solicitation” are used interchangeably throughout this QRG.

This QRG uses terminology employed by the State of New Jersey’s **NJSTART** eProcurement system. For ease of reference, the following is a table that references the **NJSTART** term and the statutory, regulatory and/or legacy term.

NJSTART Term	Equivalent Statutory, Regulatory and/or Legacy Term
Bid/Bid Solicitation	RFP/Solicitation
Bid Amendment	Addendum
Change Order	Contract Amendment
Master Blanket Purchase Order (Blanket P.O.)	Contract
Blanket	Contract
Offer and Acceptance Page	Signatory Page
Quote	Proposal
Vendor	Bidder/Contractor

The following topics are specifically addressed in this QRG:

- How to acknowledge a Bid Solicitation in **NJSTART** so you can receive email notifications about the status or changes to the Bid Solicitation;
- How to submit questions about a Bid Solicitation online during the Question and Answer (Q&A) period;
- How to see and download Bid Amendments containing written answers to questions submitted by potential Vendors {Bidders} during the Q&A period and updated Bid Solicitation information;
- How to attach required files or forms to your Quote using the features of **NJSTART**;
- Submit your Quote online, along with any required files or forms, prior to the Quote opening date;

This QRG is advisory in nature and is intended to provide guidance to the bidding community. In the event that there is a discrepancy between this QRG and the Bid Solicitation, the language of the Bid Solicitation will supersede this QRG.

2. Summary Instructions

2.1 Login to NJSTART

- Vendors {Bidders} must be registered with **NJSTART** and logged in before performing any functions described in this QRG.
- QRGs for registration, login, and other topics can be found at:
<https://www.state.nj.us/treasury/purchase/vendor.shtml>
- This QRG assumes that you have already found a Bid Solicitation and are considering submitting a Quote. To learn more about how to find a Bid Solicitation in **NJSTART**, see the QRG entitled:
<https://www.state.nj.us/treasury/purchase/njstart/pdf/Find-a-Bid.pdf>

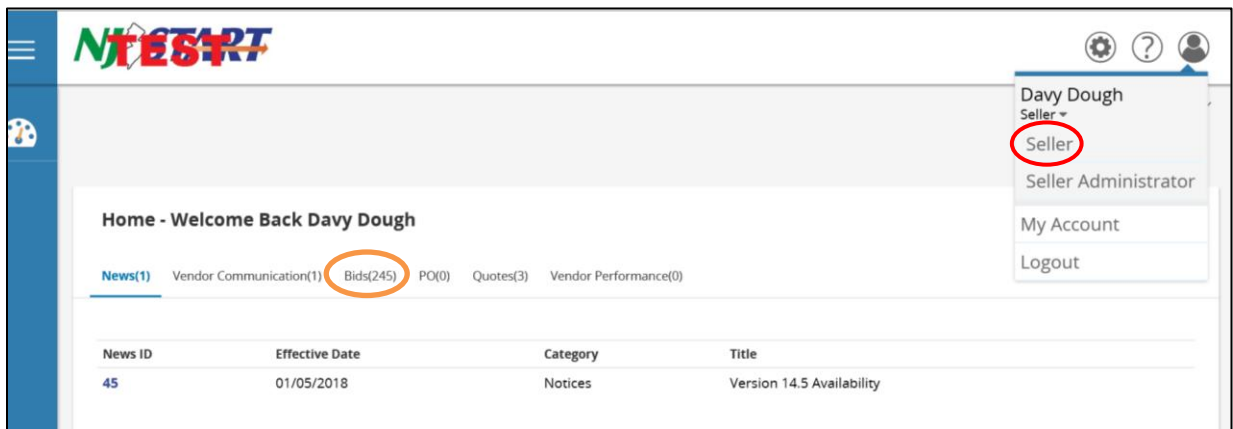


3. Detailed Instructions

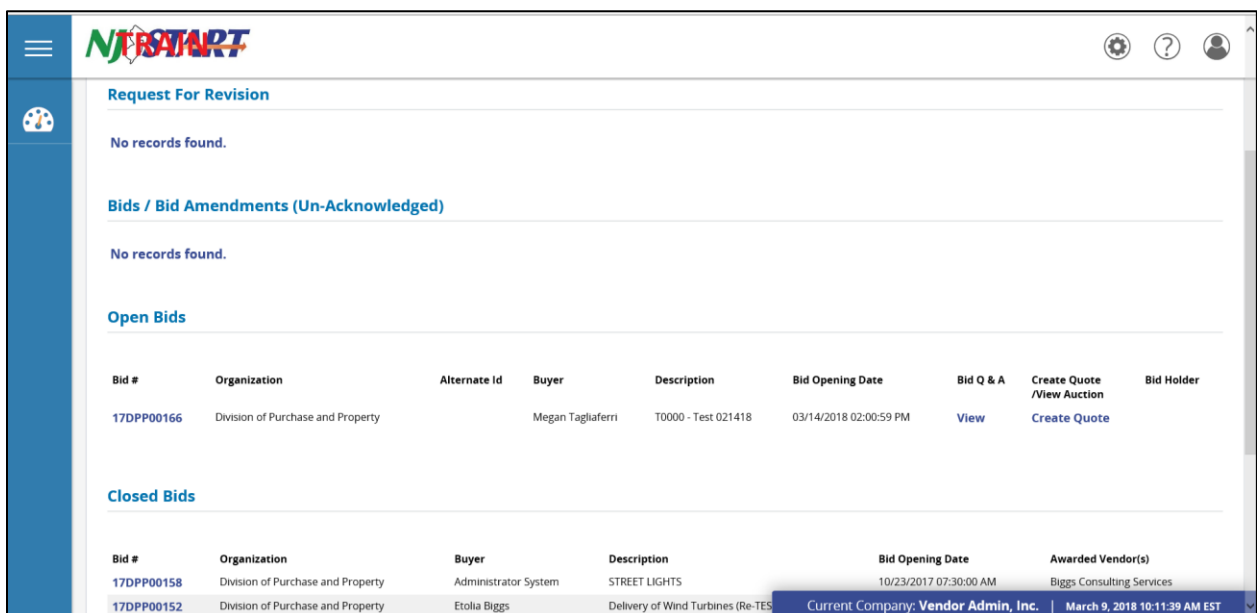
3.1 Find a Bid

This section describes how to find a Bid Solicitation in **NJSTART**, review its details and begin creating a Quote.

- Login to **NJSTART** in the Seller Role.
 - After you login to **NJSTART**, your home page, shown below, will be displayed.
 - If you have more than one role in **NJSTART**, make sure the **Seller** role is selected by clicking on the icon circled in red below.
- The area below the “Welcome Back” message contains Tabs with document selection options. The number in parentheses on each Tab indicates how many documents of each type are waiting for you. For best results, you can see the bids by clicking on the **Bids (#)** Tab (circled in orange below).



- Click on the **Bids (#)** Tab to See Your Opportunities. When the **Bids (#)** Tab is selected the following screen appears:





- The Group Headings displayed on this page are:
 - **Request for Revision:** Not currently being used;
 - **Bids/Bid Amendments (Unacknowledged):** If you are on the bid holder list, new Bid Solicitations or Bid Amendments for review and acknowledgment will appear in this section until they are acknowledged;
 - **Open Bids:** these are available for Vendors {Bidders} to submit a Quote; and
 - **Closed Bids:** Bid Solicitation where the Quote opening date already has passed; therefore, Quotes can no longer be submitted for these bids.

- Click on a specific Bid # to Access that Bid Solicitation.

Bid Solicitations appear in the Open Bids section.

- After making your selection, you can access any Bid Solicitation by clicking its link **Bid (#)** column (circled in red below).

Bids / Bid Amendments (Un-Acknowledged)								
No records found.								
Open Bids								
Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
18DPP010000524	Division of Purchase and Property		Test BPUser	Nurse Consulting Services (tc2)	03/02/2018 12:00:00 PM	View	Create Quote	
18INTER00000523	Division of Purchase and Property		Etolia Biggs	Hot Air Balloon Rental (tc1)	03/02/2018 12:00:00 AM	View	Create Quote	
Closed Bids								
Bid #	Organization		Buyer	Description	Bid Opening Date	Awarded Vendor(s)		

3.2 Acknowledge the Bid

Before a Bid Solicitation can be viewed for the first time, the following dialog box will appear. The dialog box provides important information and user options. You can choose whether to automatically receive notices about the bid. You must respond before you can view the bid.

- If you click **Yes** you will receive future notifications regarding the Bid Solicitation via email.
- If you click **No**, you will still see the Bid Solicitation, but you will not receive future notifications regarding the Bid Solicitation.
- After you click **Yes** or **No**, the Bid Solicitation Summary page will appear, as shown in the screenshot in Section 3.3 on the next page.



3.3.1. Bid Solicitation Summary Page Contents Explained

Information displayed on the Bid Solicitation Summary Page includes:

- **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:** the year in which the procurement occurs;
- **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 delivery date, if applicable;
- **Available Date:** date bid was publically posted;
- **Bid Type:**
 - **Open:** any vendor can respond;
 - **Closed:** only selected Vendors {Bidders} can respond;
- **Informal Bid Flag:**
 - **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:**
 - **Open Market:** one time purchase;
 - **Blanket:** term contract;
- **Pre-bid Conference Details:** included in Bid Solicitation, if applicable;
- **Bulletin Description:** additional Bid Solicitation information, if applicable;
- **Ship-to and Bill-to Addresses:** refers to DPP or the purchasing agency;
- **File Attachments:** attachments to the Bid Solicitation (be sure to read all attachments and read, complete or submit files with your quote, as instructed);
- **Form Attachments:** Bid Solicitation-related forms to be completed by the vendor, if applicable;
- **T Number:** part of the Bid Solicitation name assigned by the purchaser;
- **NJ Cooperative Purchasing:** if applicable, requirements would be defined in the Bid Solicitation;
- **Green Solicitation:** if applicable, requirements would be defined in the Bid Solicitation;
- **Emergency Solicitation:** if applicable, requirements would be defined in the Bid Solicitation;
- **Small Business Category:** if applicable, requirements would be defined in the Bid Solicitation;
- **Bid Bond Required:** if applicable, requirements would be defined in the Bid Solicitation;
- **Performance Bond:** if applicable, requirements would be defined in the Bid Solicitation;
- **Retainage:** if applicable, requirements would be defined in the Bid Solicitation;
- **Item Information:** item description, NIGP commodity code, quantity, unit cost UOM (unit of measure), and any other criteria entered by the purchaser.

The Bid Solicitation Summary Page can be printed using your browser’s print feature or by clicking on the **Print Page** button.

3.4 The Bid Question & Answer (Bid Q&A) Process

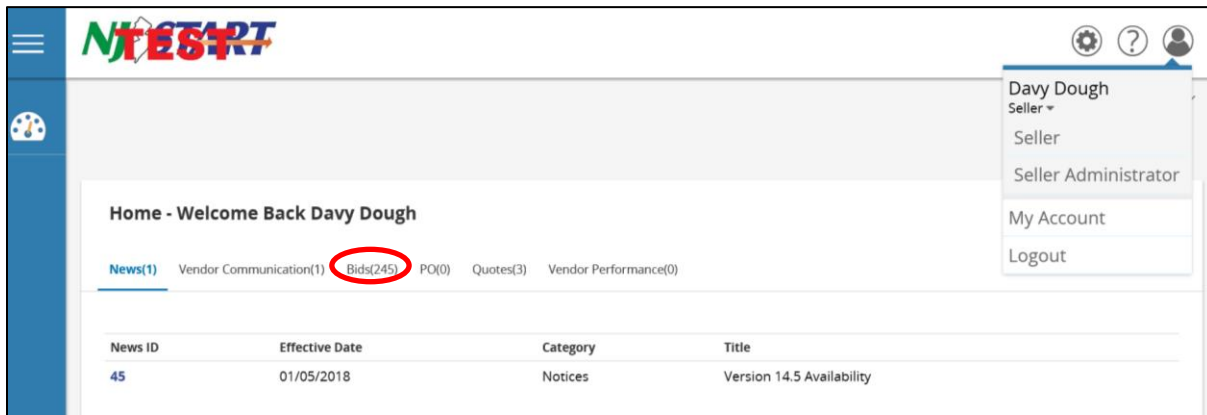
- Typically, the Bid Question & Answer Period (**Q&A**) begins immediately after a Bid Solicitation is advertised.
- The cut-off date for submitting electronic questions/inquiries is indicated on the Bid Solicitation cover sheet and on the **Summary** Tab of the Bid Solicitation in **NJSTART**.



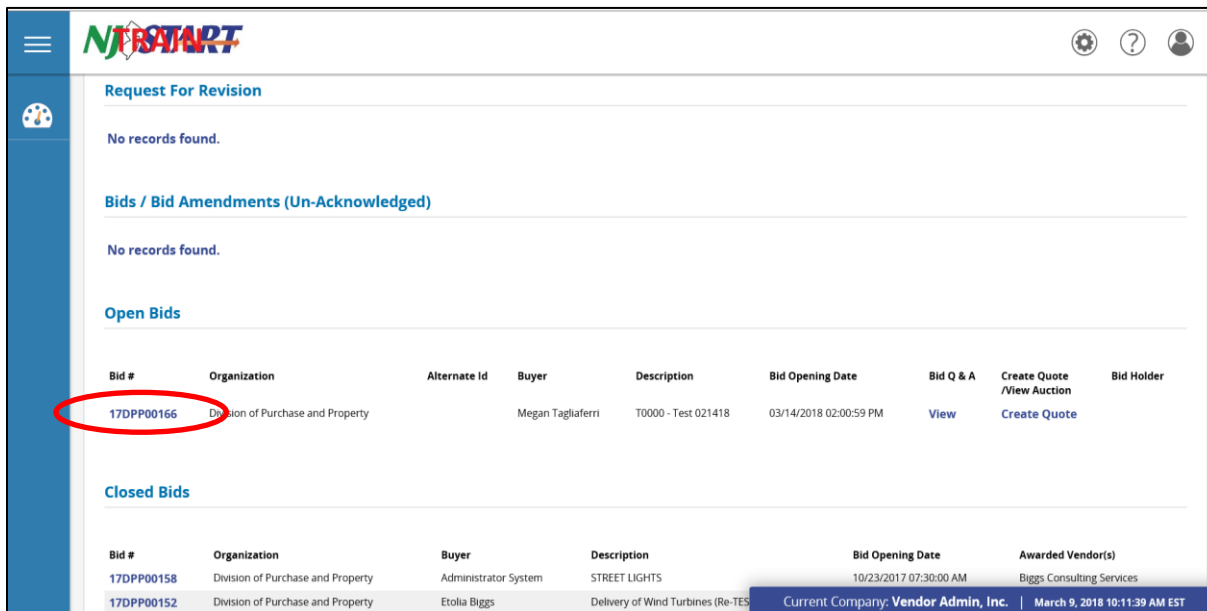
- The Bid Solicitation will contain any special instructions or restrictions concerning the Bid Solicitation Q&A.
- Vendors {Bidders} may submit questions about a Bid Solicitation only during the Bid Solicitation Q&A period specified in the bid. Once the Bid Solicitation Q&A period is closed, questions will no longer be accepted. It is important that you plan accordingly.
- Questions about a Bid Solicitation may be submitted at any time while the Bid Solicitation Q&A period is still open.

3.4.1. Submitting a Question about a Bid Solicitation

- Once logged into **NJSTART**, from the Home page, click on Bids.



- The following screen will appear. From this screen you can click on the **Bid #** for the Bid Solicitation for which you wish to submit a question for.



- The Bid Solicitation Summary page will appear. If Questions are permitted during the Bid Solicitation process, the purchaser will enable the **Bid Q&A** button, which will be visible at the bottom of the Bid Solicitation Summary page.
- Click on the **Bid Q&A** button.



Retainage: Refer to Bid Solicitation (RFP).

Item Information

Item # 1: (918 - 00) The Vendor (Bidder) must enter a Unit Cost of \$1.00 for each price line item on the Items Tab. The Vendor (Bidder) must submit its pricing as an attachment using the State-supplied price sheet/schedule(s) accompanying this Bid Solicitation (RFP) and located on the Attachments Tab. Please refer to Bid Solicitation (RFP) Section 4.4.5 for more information.

NIGP Code: 918-00
CONSULTING SERVICES

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer: _____ Brand: _____ Model: _____
Make: _____ Packaging: _____

Print Page Create Quote **Bid Q & A** Exit

- The top of the screen may display questions and answers provided by the Procurement Bureau regarding the Bid Solicitation or information on the Q&A process.
- From this screen, in the spaces shown below, you can enter questions that you may have regarding the Bid Solicitation.
 - Enter the Question Subject in the first field on the left of the screen.
 - Enter the specific question in the Question field on the right of the screen.
- You are permitted to submit three (3) questions at a time. If you have more than three (3) questions to submit, click **Save & Continue** and you will be permitted to submit additional questions.
- When you have finished entering all of your questions click **Save & Exit**.

Blanket Bid 18IT00000533

Current Q & A for this bid:

Question #	Created Date	User Created	Question Subject	Question	Answer
1	03/09/2018	Megan Tagliaferri	PDF Documents	When trying to open a Portable Document Format (PDF) document I am receiving an error message and are unable to access the PDF document. How should I proceed?	It is recommended that users utilize Internet Explorer to view PDF documents. Certain PDF forms cannot be opened in the Chrome or Firefox built in PDF viewers that are enabled by default. If using Chrome or Firefox it is recommended that the file is downloaded instead by clicking the download button in the upper right-hand corner of the browser after an error message is received. An alternative option is to disable the built in PDF viewers in Chrome or Firefox.

Add new questions:

Question Subject: _____

Question (max 2000 characters): _____

Save & Exit Save & Continue Reset Cancel & Exit



3.4.2. Where to Find the Answers to Your Questions

- Answers to your questions will not be provided using the **Q&A** Tab in NJSTART.
- All answers to questions submitted by all Vendors {Bidders} will be consolidated into a Bid Amendment to the Bid Solicitation and posted as a file attachment on the Bid Solicitation “Summary” page.
- Vendors {Bidders} that acknowledge receipt of the Bid Solicitation from the **Bids (#)** Tab in **NJSTART** will receive an email notification about Bid Amendments posted in **NJSTART** including the Bid Amendment providing answers to the questions posted by potential Vendors {Bidders}. The Bid Amendments will appear in the list under the heading **Bids/Bid Amendments (Un-Acknowledged)**. Click on the **Bid #** to see the Amendment.

3.5 Submit a Quote

3.5.1. The General Tab

- Click the **Create Quote** link to the far right of the Bid Solicitation Number for which you wish to create a Quote (shown in red below). *NOTE: You can also click on the **Create Quote** button at the bottom of the Bid Solicitation Summary page.*

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Holder
18INT00000523	Division of Purchase and Property		Etola Biggs	Hot Air Balloon Rental (t:c1)	03/04/2018 09:16:41 PM	

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
18IT00000533	Division of Purchase and Property		Megan Tagliaferri	T1234 Services Test 030918	03/16/2018 02:00:59 PM	View	Create Quote Create Quote	

Bid #	Organization	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
18DPP0100000531	Division of Purchase and Property	Etola Biggs	Testing -after SSO	03/07/2018 11:00:00 AM	

- The New Quote **General** Tab opens, as shown below:

New Quote

General | Items | Questions | Subcontractors | Notes | Terms & Conditions | Attachments | Summary | **Back to Bid**

Quote #: [] Bid #: **18IT00000533**

Organization: Division of Purchase and Property Description: T1234 Services Test 030918

Status: In progress Discount Percent: 0.0 %

Delivery Days: 0 Alternate Bid: []

Is "No Bid": [] Freight Terms: []

Shipping Terms: [] Payment Terms: []

Ship Via Terms: []

Promised Date: (MM/DD/YYYY) []

Info Contact: []

Comments: []

Date Last Updated: [] User Last Updated: []

Save & Continue

Current Company: Vendor Admin Inc. | March 9, 2018 12:34:13 PM EST

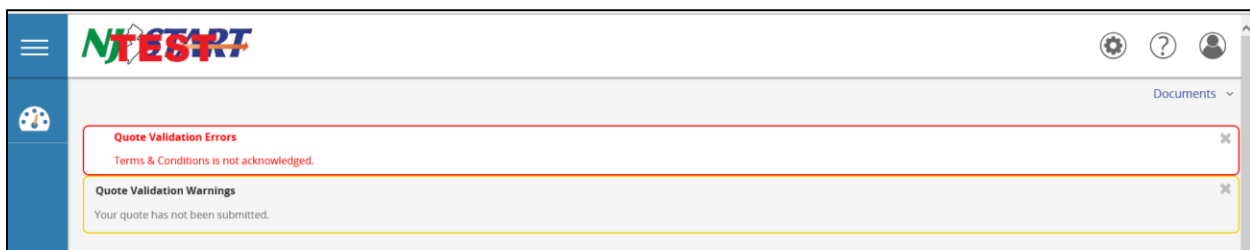


- The **General** Tab is populated with some information from the Bid Solicitation. Vendors {Bidders} may alter, select or input information in some of the fields only. Vendors {Bidders} should always refer to the specific requirements of the Bid Solicitation for directions and instructions about submitting a Quote.
- A summary of the fields shown on this page are:
 - **Description:** Do Not Alter;
 - **Delivery Days:** Vendor-specified number of days until delivery of goods and/or services from the award of the Master Blanket Purchase Order. **NOTE: Vendor should review the Bid Solicitation for any special delivery terms;**
 - **Discount Percent:** Use only to apply the same percentage discount to every item listed on the Items Tab. **NOTE: This field is not being used;**
 - **Is “No Bid”:** Select if you will not be submitting a Quote for this bid. **NOTE: If the Vendor [Bidder] checks “No Bid” the Quote will NOT be submitted or appear in the Bid Tab after opening;**
 - **Alternate Bid:** Used if this is the second Quote from the Vendor, if allowed;
 - **Shipping Terms:** Always leave as F.O.B, Destination (default);
 - **Freight Terms:** This field is not being used; Always leave blank;
 - **Ship Via Terms:** This field is not being used; Always leave blank;
 - **Payment Terms:** Always leave as Not Applicable; prompt payment terms are established by the State and incorporated in the State-Supplied Price Sheet;
 - **Promised Date:** This field is not being used; Always leave blank;
 - **Info Contact:** This field is not being used; Always leave blank;
 - **Comments:** This field is not being used; Always leave blank.
- **Click Save & Continue.**

NOTE: The first time you save your changes, the system will generate a unique number to identify your Quote. Be sure to click Save & Continue after changing entries on the screen or your edits will not be saved.

After saving, the page refreshes and messages may be displayed.

- Red messages, **Quote Validation Errors**, must be resolved before a Quote can be submitted.
- Yellow messages, **Quote Validation Warnings**, are information messages. No action is required to resolve a warning, and you are able to continue creating the Quote.





3.5.2. The Items Tab

- Click on the **Items Tab**. Then the Tab below will appear, showing information about the items (goods or services) included in the Bid Solicitation.
- **Carefully review the Item Description on the Items tab.** For example, if it says **“Please enter pricing on Price Sheet as directed in the RFP”** and the **“See Quote Attachment(s)”** check box is checked, click **Save and Continue** at the bottom of the page.

- However, if it says **“The Vendor {Bidder} must enter a Unit Cost of \$1.00 for each price line item on the Items Tab” (see example below)**, the Vendor {Bidder} must submit its pricing as an attachment using the State-supplied price sheet/schedule{s} accompanying this Bid Solicitation, and also refer to Bid Solicitation Section 4.4.5 for more information on entering \$1.00 in the Unit Cost field.



3.5.3. The Terms & Conditions Tab

- Once the **Items Tab** is completed, click the **Terms & Conditions Tab**; the page shown below opens:

Quote Validation Errors
Terms & Conditions is not acknowledged.

Quote Validation Warnings
Your quote has not been submitted.

Quote 00000519 - Jane Doe Consulting

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments(2) Summary Back to Bid

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
404 Error.PNG (view details)	TEST File	15,457 bytes

Do you accept the terms & conditions of the bid?

Yes Yes with exceptions No

Please be advised that the term "quote" in this context is equivalent to a proposal and represents a legally binding offer to provide goods and/or services to one or more State agencies and, if applicable, its cooperative purchasing partners. The "NJSTART glossary": <http://www.state.nj.us/treasury/purchase/njstart/vendor.shtml> can provide additional information to assist you.

By checking "No," you risk your quote being deemed non-responsive.

Vendors must accept the State of New Jersey Terms and Conditions attached herein. Any exceptions to these Terms and Conditions must be submitted prior to issuance of a Purchase Order. Please be advised that the term "purchase order" in this context is equivalent to a contract. Please note that the state makes no guarantee of acceptance of revised terms and conditions.

For quote submissions to the Division of Purchase and Property (DPP), any exceptions to the State of New Jersey Standard Terms and Conditions must have been posed during the Electronic Question and Answer Period pursuant to Section 1.3.1 of the RFP. If you do not fully accept the terms and conditions and submitted exceptions that were accepted during the Electronic Question and Answer Period, you may note those exceptions below. Section 4.1 of the RFP will govern the State's treatment of said exceptions.

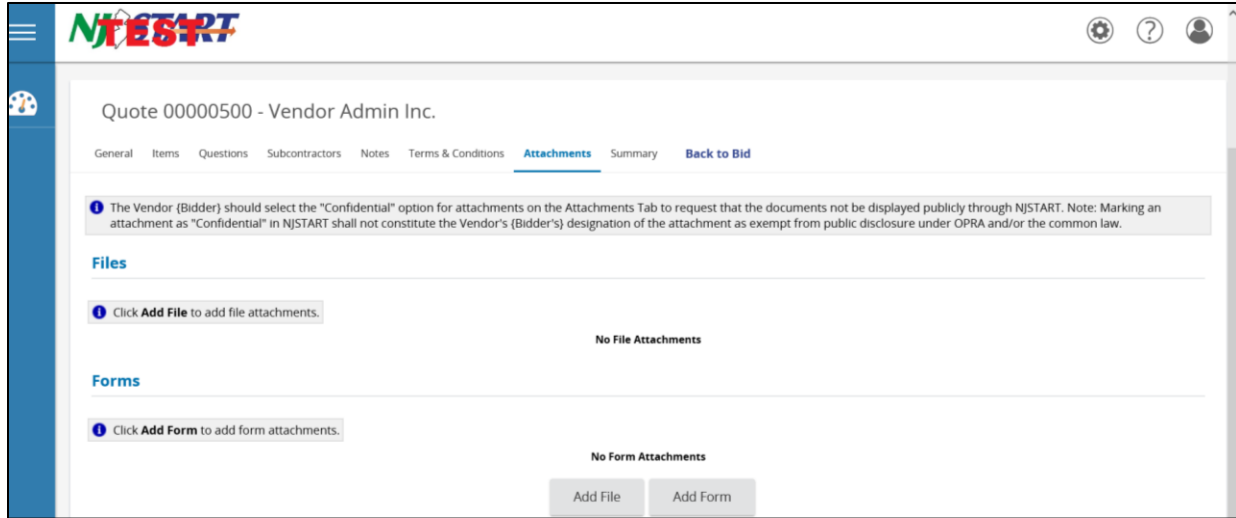
Please ensure that all required forms and certifications have been properly uploaded and are in good standing as of the proposal opening date and time. Failure to comply with these requirements, and the requirements contained in the foregoing solicitation, may result in your firm's proposal being deemed non-responsive.

Current Company: Jane Doe Consulting | March 18, 2018 11:43:32 AM EST

- Read the text of **Terms & Conditions Tab** screen very carefully.
- Indicate your acceptance of the **Terms & Conditions** by clicking **Yes**, then click **Save & Continue**.
- While you have the option to select **Yes with exceptions**, any new exception or additional term(s) submitted through **NJSTART**, and/or submitted as part of the Vendor's Quote, is subject to the provisions of Bid Solicitation Section 4.1 or may result in a submitted Quote being rejected as non-responsive. Vendors {Bidders} should not reiterate an exception that was addressed during the Electronic Question and Answer period, as the State's response to such exception is already incorporated via Bid Amendment and will not be changed.
- You also have the option to select **No**, indicating that you do not accept the terms and conditions. Taking this action may result in a submitted Quote being rejected as non-responsive.

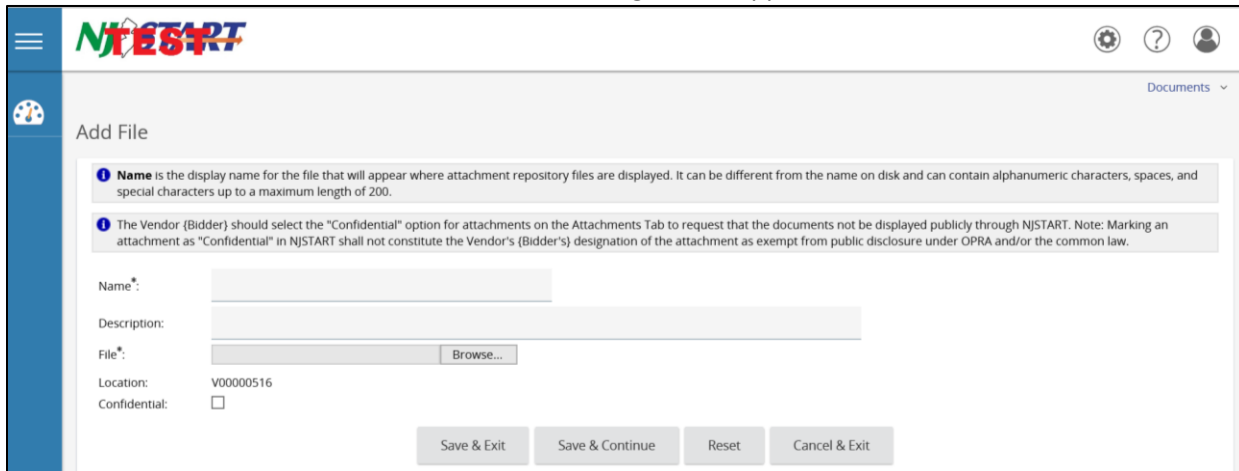
3.5.4. The Attachments Tab

- Click on the **Attachments Tab** and the screen opens as shown on the next page. This Tab allows you to upload files and forms, including your State-Supplied Price Sheet, required forms, documents and a written technical proposal, if required.
- You should carefully review the Bid Solicitation to ensure that all files, documents, and/or forms are properly completed and attached to your Quote, as required.

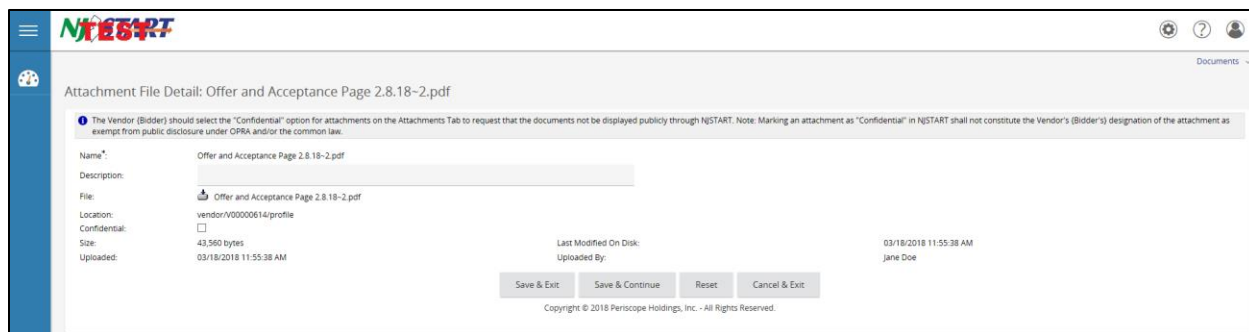


3.5.5. Attaching a File or Form to Your Quote

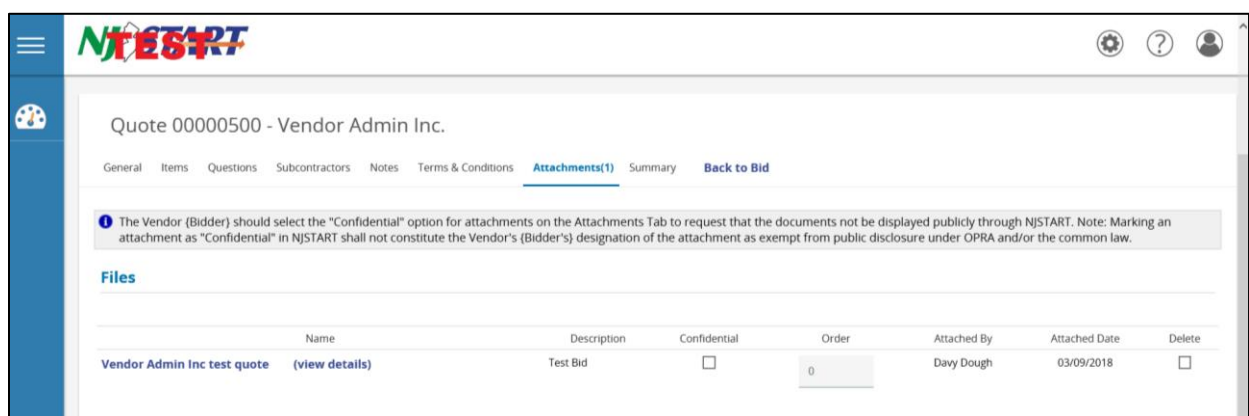
- Click on the **Add File** button and the following screen appears.



- **“Name”** is the display name for the file that will appear when it is attached. It can be different from its file location name and can contain alphanumeric characters and spaces up to a maximum length of 200 characters, but cannot contain special characters (<, >, &, ', ?, #, [,], or %).
- The **“Description”** field can be used to describe the nature of the attachment or content.
- The **“Confidential”** button should be checked. However, please note that marking an attachment as "Confidential" in **NJSTART** shall not constitute the Vendor's {Bidder's} designation of the attachment as exempt from public disclosure under the Open Public Records Act (OPRA) and/or the common law as outlined in Bid Solicitation Section 1.4.4.
- In the location entitled "File*:" click the Browse button to find and select the desired file or completed form, then click Open.
- Once you have browsed for and selected a file or completed form to attach, select **Save & Continue**. The file or form will then show as an attachment.



- You must then select **Save & Exit** to return to the main **Attachments** tab page, so that you can attach additional files or forms if necessary.



- The **Attachments (#)** Tab will now display all of the files and forms you have attached, as shown above. Click **Save & Continue**.

NOTES:

The Vendor {Bidder} should review the attached files and forms to make sure that they can be opened and are completed as required.

Marking an attachment as "Confidential" in NJSTART shall not constitute the Vendor's designation of the attachment as exempt from public disclosure under OPRA and/or the common law as outlined in Bid Solicitation Section 1.4.4.

The "Forms" functionality in NJSTART is currently disabled.



3.5.6. The Summary Tab

- Click on the **Summary** Tab to review your Quote in response to the Bid Solicitation. Make any necessary updates by following the procedures outline above.

Quote 00000501 - Vendor Admin Inc.

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

Overall Validation Warnings
Your quote has not been submitted.

Header Information

Quote #:	00000501	Bid #:	181T0000533	Status:	In progress
Organization:	Division of Purchase and Property				
Description:	T1234 Services Test 030918	Delivery Days:	30	Discount Percent:	10.0
Bid Flag:		Alternate Bid:	No	Shipping Terms:	
Freight Terms:	Freight on Board	Ship Via Terms:	Best Way	Payment Term:	Net 30
Promised Date	04/30/2018	Info Contact:	John Dough	Quote Total	\$0.90
Comment:	Vendor accepts the terms & conditions with no exceptions.				
Date Last Updated:	03/09/2018 02:28:24 PM	User Last Updated:	Davy Dough		

Attachments

Agency Files:
Agency Forms:
Vendor Files: [Test price list](#)
Vendor Forms: [Disclosure of Investment Activities in Iran](#)

Current Company: Vendor Admin Inc. | March 9, 2018 2:33:21 PM EST

3.5.7. Submit Your Quote

- When all of your reviews and edits are complete, click on the **Submit Quote** button, shown below:

Promised Date: 04/30/2018 | Info Contact: John Dough | Quote Total: \$0.90

Comment:
Date Last Updated: 03/09/2018 02:28:24 PM | User Last Updated: Davy Dough

Vendor accepts the terms & conditions with no exceptions.

Attachments

Agency Files:
Agency Forms:
Vendor Files: [Test price list](#)
Vendor Forms: [Disclosure of Investment Activities in Iran](#)

Item Information

Print Sequence # 1.0: (918 - 00) The Vendor (Bidder) must enter a Unit Cost of \$1.00 for each price line Item on the Items Tab. The Vendor (Bidder) must submit its pricing as an attachment using the State-supplied price sheet/schedule(s) accompanying this Bid Solicitation (RFP) and located on the Attachments Tab. Please refer to Bid Solicitation (RFP) Section 4.4.5 for more information.

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachments)
1.0	EA	\$1.00	10.0%	0.0%	\$0.00	\$0.90	No	No	No

Buttons: Print, **Submit Quote** (circled in red), Cancel Quote

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Current Company: Vendor Admin Inc. | March 9, 2018 2:33:53 PM EST

- After you click the **Submit Quote** button once, the following pop-up window will be displayed asking you to confirm whether or not you want to submit the Quote.
- Click **OK** to submit the Quote.



The screenshot shows the NJSTART interface with a modal dialog box titled "Message from webpage" in the center. The dialog box contains the question "Are you sure you want to submit this quote?" and two buttons: "OK" and "Cancel". In the background, the quote details are visible:

- Promised Date:** 04/30/2018
- Info Contact:** John Dough
- Quote Total:** (value not fully visible)
- Comment:** (empty)
- Date Last Updated:** 03/09/2018 02:45:04 PM
- User Last Updated:** Davy Dough
- Vendor accepts the terms & conditions with no exceptions.**

Below the dialog box, the "Attachments" section is partially visible, listing "Agency Files", "Agency Forms", "Vendor Files", and "Vendor Forms".



- After you click OK, the following screen will then appear showing that your Quote has been submitted. An auto-generated email will also be sent to the main email address in your NJSTART profile confirming that your Quote has been submitted.

The screenshot shows the NJSTART interface displaying a quote confirmation page for "Quote 00000502 - Jane Doe Consulting". The page includes a navigation menu (General, Items, Questions, Subcontractors, Notes, Terms & Conditions, Attachments, Summary, Back to Bid) and a "Header Information" section with the following details:

Quote #: 00000502	Bid #: 18170000833	Status: Submitted
Organization: Division of Purchase and Property	Delivery Days: 0	Discount Percent: 0.0
Description: 11234 Services Test 030918	Alternate Bid: No	Shipping Terms:
Bid Flag:	Ship Via Terms:	Payment Term:
Promised Date:	Info Contact:	Quote Total: \$1.00
Comment:	User Last Updated: Jane Doe	
Date Last Updated: 03/12/2018 02:19:03 PM		

Below the header information, the "Attachments" section lists "Agency Files", "Agency Forms", "Vendor Files", and "Vendor Forms". The "Vendor Forms" list includes "O&A", "Disclosure of Investigations", and "MacBride Principles".

At the bottom of the page, a footer note reads: "Print Sequence # 1.0 : (915 - 00) The Vendor (Bidder) must enter a Unit Cost of \$1.00 for each price line item on the Items Tab. The Vendor (Bidder) must submit its pricing as an attachment using the State-supplied price sheet/schedule(s) accompanying this Bid Solicitation (RFP) and located on the Attachments Tab. Please refer to Bid Solicitation (RFP) Section 4.4.5 for more information." The current company is identified as "Jane Doe Consulting" and the date is "March 12, 2018 2:20:55 PM EST".

- Keep in mind the following requirements when submitting your Quotes online using **NJSTART**:
 - Your Quote must be submitted prior to bid opening date and time;
 - You should not consider your Quote submitted until you receive email confirmation; and
 - After submitting your Quote, you should always verify that its status code has changed to "Submitted" as shown in the screen shot above.
 - If you are not ready to submit your Quote, you may hit Cancel Quote, Back to Bid, or go back to your home screen by clicking on the clock icon  to the left of your screen. If you select one of these options, please NOTE that your Quote has not been submitted.
 - All saved Quotes in progress, can be found by clicking on the "Working" tab. Go back to your home screen by clicking on the clock icon , then click on "Quotes." Then click on "Working."
 - When you are ready to resume working on the Quote, click on the Quote # (see below).

NOTE: If you log out while working on a Quote and want to find it, also check the "Revision" tab.



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News(1) Vendor Communication(1) Bids(246) PO(0) **Quotes(5)** Vendor Performance(0)

Informal(0) Working(2) **Submitted(3)** Revision(0) Withdrawn(0)

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
00000500	Division of Purchase and Property	18IT00000533	03/16/2018 02:00:59 PM	03/09/2018 12:36:30 PM
00000504	Division of Purchase and Property	18IT00000533	03/16/2018 02:00:59 PM	03/13/2018 10:38:19 AM

- Submitted quotes appear in the "Submitted" Tab.

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News(1) Vendor Communication(1) Bids(246) PO(0) **Quotes(5)** Vendor Performance(0)

Informal(0) Working(2) **Submitted(3)** Revision(0) Withdrawn(0)

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
00000498	Division of Purchase and Property	18INTER00000523	03/04/2018 09:16:41 PM	03/01/2018 04:18:18 PM
00000423	Division of Purchase and Property	17TEST00000455	03/15/2017 04:37:00 PM	03/16/2017 04:39:42 PM
00000423-R1	Division of Purchase and Property	17TEST00000455	03/15/2017 04:37:00 PM	05/26/2017 09:41:46 AM

- It is the Vendor's {Bidder's} responsibility to read and understand the Bid Solicitation, any attachments and Bid Amendments in their entirety prior to submitting a Quote;
- Follow file upload instructions specified in the Bid Solicitation, e.g., naming convention or file size;
- If you have questions about the Bid Solicitation itself, you may submit them using the Q&A process described in Section 3.2.3 of this QRG;
- If you have questions about how to use **NJSTART** you may contact the **NJSTART** Help Desk by email at: njstart@treas.nj.gov or by phoning (609) 341-3500. Phones are staffed from Monday to Friday 8:30 a.m. to 4:30 p.m. Eastern Time. Specific questions about Bid Solicitations will not be answered by the **NJSTART** Help Desk; and
- When the State is ready to award, there may be additional forms or signatures required from you to execute the Master Blanket Purchase Order.

3.5.8. Verify that Your Quote Has Been Submitted

- Once you click on a submitted Quote, the Summary tab shows the Status as "Submitted" for the Quote (circled in red below).

Quote 00000501 - Vendor Admin Inc.

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) Summary **Back to Bid**

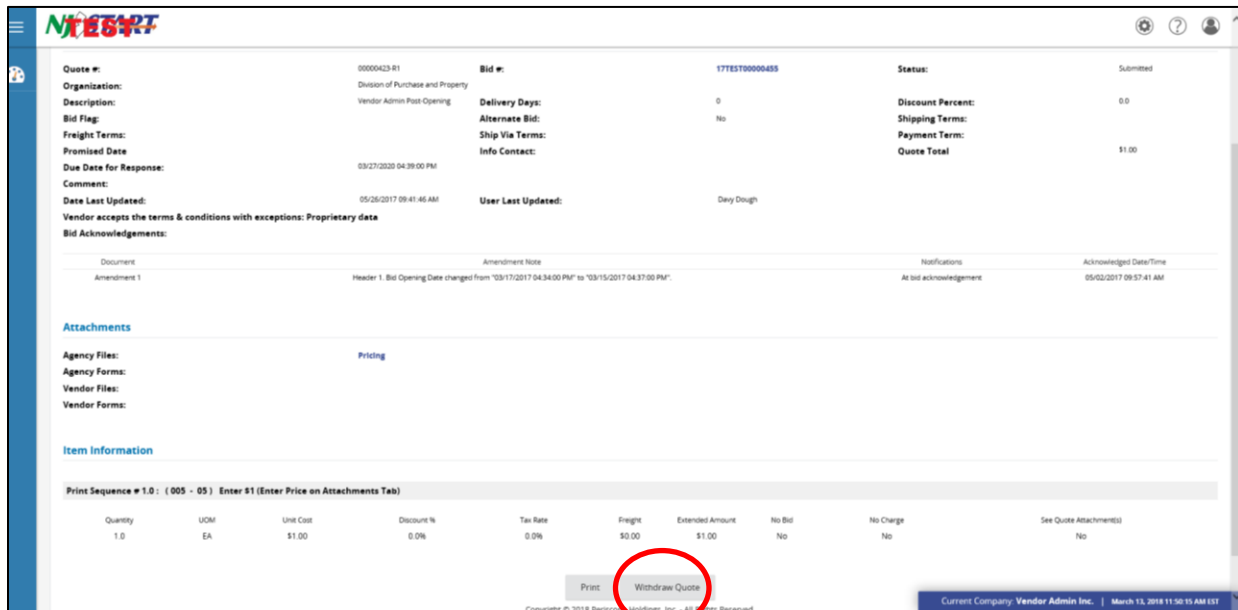
Quote #:	00000501	Bid #:	18IT00000533
Organization:	Division of Purchase and Property	Description:	T1234 Services Test 030918
Status:	Submitted	Discount Percent:	10.0%
Delivery Days:		Alternate Bid:	
Is "No Bid":	<input type="checkbox"/>	Freight Terms:	Freight on Board
Shipping Terms:		Payment Terms:	Net 30
Ship Via Terms:	Best Way		
Promised Date:	04/30/2018		
(MM/DD/YYYY)			
Info Contact:	John Dough		
Comments:			
Date Last Updated:	03/09/2018 02:50:50 PM	User Last Updated:	Davy Dough




- Only when your Quote status indicates **Submitted** can you be confident that you have successfully submitted your Quote for consideration by the State.

3.6 Withdrawing and Resubmitting Your Quote

- You can withdraw a Quote any time up until the bid opening deadline date has been passed. To withdraw a Quote, return to your home screen by clicking on the clock icon, click on “Quotes,” and then click on “**Submitted**.”
- Find the Quote you want to withdraw. Click on the Quote #.
- Click on the Quote and return to the Summary tab. Scroll to the bottom of the page and click on “**Withdraw Quote**” (see below). Once a Quote has been withdrawn, it is no longer viewable by the State.



- After your Quote has been withdrawn, you will not be able to make any additions or edits to the Quote until the Quote is reopened from the Summary Tab of the bid.
- To reopen a Quote, return to your home screen by clicking on the clock icon . Click on “Quotes,” and then click on “**Withdrawn**.”
- Find the Quote you want to withdraw, click on the Quote #.
- Click on the Quote and return to the Summary tab. Scroll to the bottom of the page and click on “**Reopen Quote**” (see below). Once a Quote has been reopened, you can make any additions or edits to the Quote as necessary and can submit the Quote again just as before, as long as the bid opening date and time are still in the future. A resubmitted Quote replaces all previously withdrawn Quotes.



The screenshot shows the NJSTART web application interface. At the top, there is a navigation menu and the NJSTART logo. The main content area displays bid details for Quote # 0000423-R1 and Bid # 17TEST0000455. The status is 'Withdrawn'. Key details include: Organization: Division of Purchase and Property; Description: Vendor Admin Post-Opening; Delivery Days: 0; Discount Percent: 0.0; Bid Flag: No; Alternate Bid: No; Shipping Terms: Payment Term; Freight Terms: Ship Via Terms; Payment Term: Quote Total: \$1.00; Promised Date: 03/27/2020 04:39:00 PM; Info Contact: User Last Updated: Dey Dough; Date Last Updated: 03/19/2018 11:52:16 AM; Vendor accepts the terms & conditions with exceptions: Proprietary data; Bid Acknowledgements: Amendment 1, Header 1, Bid Opening Date changed from '03/17/2017 04:34:00 PM' to '03/15/2017 04:37:00 PM'. Below this, there are sections for Attachments (Agency Files, Agency Forms, Vendor Files, Vendor Forms) and Item Information. The Item Information table shows a single item with Quantity 1.0, UOM EA, Unit Cost \$1.00, Discount % 0.0%, Tax Rate 0.0%, Freight \$0.00, Extended Amount \$1.00, No Bid No, No Charge No, and See Quote Attachment(s) No. At the bottom, there are buttons for 'Print' and 'Reopen Quote', with the 'Reopen Quote' button circled in red. The footer includes copyright information and the current company name: Vendor Admin Inc. | March 13, 2018 11:56:42 AM EST.

3.7 After you have Submitted Your Quote and The Bid Opening Date has Passed

- While the evaluation of the Quotes received is being conducted, no updates will be provided by the **NJSTART** staff, the Procurement Bureau or the Procurement Specialist. If additional information is needed by the Procurement Bureau, the Vendor {Bidder} will be contacted.
- The Notice of Intent will be forwarded to all bidders that submit quotes.
- If your company is awarded the Blanket P.O., you can find step-by-step instructions on how to manage purchase orders and invoices using the **NJSTART** QRG titled *Accessing Purchase Orders*.

All Quick Reference Guides are available at:
<https://www.state.nj.us/treasury/purchase/vendor.shtml>
 If you have any other questions, you may contact a State Vendor Administrator at:
NJSTART email support: nistart@treas.nj.gov
NJSTART Phone Support – (609) 341-3500; Monday to Friday 8:30 a.m. to 4:30 p.m.