



PROCUREMENT POLICY & PROCEDURES

October 2024

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Procurements Under \$1,000

Purchases less than or equal to \$1,000 can be procured without price competition.

Procurements \$1,000 - \$17,500: Phone, Internet, and/or Email Quotes

Board approval is not required for procurements anticipated to cost \$1,000-17,500.

Step 1: Check NJSTART

Check NJSTART to see if there are any vendors providing the product or service contracted with the State. No bid is needed if the vendor is already contracted with the State and has an active contract in place.

Note: Being listed in NJSTART does not guarantee that a vendor is contracted with the State.

Step 2: Acquire Quotes

If there are no vendors contracted with the State, acquire three (3) phone, internet, or email quotes. Whenever possible, use a pricing comparison engine that lists costs by vendor in ascending order. Record the quotes using form [PB-119 \(See Appendix A\)](#), or an equivalent document.

Step 3: Ensure Fair Competition

To ensure fair competition, provide all vendors with the same information about the proposed service or supply needed when requesting quotes.

Step 4: Submit for Legal Review

Once the vendor is selected, submit any agreement, order form, or document requiring signature to Legal and Government Affairs (Legal) for review and approval.

Step 5: Obtain Signatures

Once Legal approves the agreement, request signature from an individual with contract signing authority pursuant to HESAA's Contract Signing Policy.

Procurements \$17,500 - \$44,000: Mini Request for Proposal or Quotations

Board approval is not required for procurements anticipated to cost \$17,500 - \$44,000.

Step 1: Check NJSTART

Check NJSTART for any vendors providing the product or service contracted with the State. No bid is needed if the vendor is already contracted with the State and has an active contract in place.

Note: Being listed in NJSTART does not guarantee that a vendor is contracted with the State.

Step 2: Draft RFP/RFQ

If there are no vendors contracted with the State, HESAA drafts a mini request for proposal (RFP) or request for quotations (RFQ).

Step 3: Posting the RFP/RFQ

Post on HESAA's website under the Public Notice → Procurements section. Email the link to the RFP/RFQ to a minimum of three potential vendors, as well as info@veteranschamber.com.

Step 4: Proposal Submission

Vendors will send proposals to Procurements@HESAA.org.

Step 5: Proposal Evaluation

The vendor with the lowest price and quote that fully conforms to the terms and conditions of HESAA's specifications, the Standard Terms and Conditions, and meets the award standard will be awarded the contract. Should the lowest quote fail to fully conform, the quote shall be deemed "non-responsive" and ineligible for award. Awards can only be made to "responsive" vendors, whose quotes fully comply with the terms and the conditions of the Authority's specifications and the Standard Terms and Conditions. However, HESAA may award to a higher cost responsive bidder, if it determines that the vendor's quote better serves HESAA's interests. If a vendor with a higher quote is selected, the Senior Staff member requesting the procurement must document, with substantive justification, the reason for selecting the higher cost vendor, which the CFO must then review and approve.

Step 6: Notification of Award

HESAA will send a Letter of Intent to Award to all bidders, advising them of the name and address of the chosen vendor and providing a 10 -day period for protesting the award.

Step 7: Final Engagement

After the 10-day protest period, HESAA will send a Letter of Engagement to the selected vendor.

Procurements \$44,000 or more: Request for Proposal

Board approval is required for procurements anticipated to cost more than \$44,000 unless the procurement is through a State contract and was previously approved by the Board as part of the HESAA's capital or operating budget.

Step 1: Check NJSTART

Check NJSTART for any vendors providing the product or service contracted with the State. No bid is needed if the vendor is already contracted with the State and has an active contract in place.

Note: Being listed in NJSTART does not guarantee that a vendor is contracted with the State.

Step 2: Draft the RFP

If there are no vendors contracted with the State, HESAA drafts the RFP and determine members to participate in an evaluation committee to review the proposals. All RFPs for procurements over \$44,000 must be approved by HESAA Executive Director, the Office of the New Jersey Attorney General, and the Office of the Governor prior to issuance.

Step 3: Step 4: RFP Distribution

Post the RFP on the HESAA website under the Public Notice → Procurements section. Email the link to the RFP to a minimum of three potential vendors, info@veteranschamber.com, and publish the link in NJ Advance Media and Gannett newspapers.

Step 4: Question and Answer Process

If vendors submit questions by the deadline, HESAA will post a Questions & Answers document on the HESAA website with the RFP. Once posted, HESAA will send the link to the Questions & Answers document to all vendors that received the RFP and any additional vendors that submitted questions.

Step 5: Proposal Submission

Vendors will submit proposals to Procurements@HESAA.org and, if requested by HESAA, they will also submit hardcopies to HESAA's offices.

Step 6: Proposal Evaluation

The Evaluation Committee will score the proposals and provide comments explaining the scores. HESAA may deem proposals that do not fully conform with the requirements of the RFP as "non-responsive" and ineligible for award. The Evaluation Committee only scores "responsive" proposals.

Step 7: Best and Final Offer

After selecting a vendor, HESAA may request a best and final offer from the selected vendor.

Step 8: Board Approval

The Board will vote to approve the procurement and selected vendor. The Governor has 10 days to veto the Board's actions.

Step 9: Intent to Award Notification

After the 10-day veto period, HESAA will send a Letter of Intent to Award to all bidders, informing them of the name and address of the selected vendor and allowing 10 days for protests.

Step 10: Letter of Engagement

After the 10-day protest period, HESAA will send a Letter of Engagement to the selected vendor.

General Policies and Procedures for all Procurements Over \$1,000**I. Vendor Registration**

All awarded vendors must be registered in NJSTART.

II. Brand Name References

Any reference to a brand name must include the phrase "or functional equivalent." The Authority must provide relevant and appropriate specifications to all vendors to permit the submission of competitive proposals. It is essential that all vendors receive the same information to maintain an equitable competition.

III. State Required Forms

Before finalizing a procurement, the vendor must complete and submit all State-required forms. The current forms are listed below. Links to all required forms will be provided on the RFQ or RFP. Alternatively, vendors may submit proof of completion and acceptance of these forms by the State within six months of the purchase date.

- 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"

- Affirmative Action/Equal Employment Certification
- 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 (if applicable)
- Proof of Insurance (ACORD form) as indicated by the Standard Terms and Conditions
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
- New Jersey Business Registration

IV. Single Response Consideration

Receiving a single response to a HESAA solicitation for a purchase over \$1,000 does not preclude selection of that respondent. A purchase order or contract may be issued to the respondent provided HESAA solicited responses and documented the solicitation with at least three bona fide vendors. The response received from the respondent must be responsive, i.e., fully complies with the Authority'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).

V. Sole Source Justification

If only one source can provide the good or service, a memorandum of sole source justification must be prepared by a Senior Staff member from the requesting unit and approved by Finance, explaining why the HESAA need can be satisfied by only one vendor. A vendor that is "best qualified" is not, on its own, sufficient rationale to justify that the vendor is the only vendor who can provide the good or service. An accompanying letter from the vendor must also be submitted indicating why this is the only vendor that can provide the goods or services.

VI. Identical Pricing Resolution

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 HESAA, the Authority 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:

- a. Tie-breaking provision(s) set forth in the request for quote;
- b. A usable cash or volume-based discount that renders one quote more favorably priced;
- c. Delivery advantage, specifically shorter proposed timeframes for delivery and/or closer proximity to the point of delivery;
- d. 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;
- e. In-State location.

VII. Protests and Disputes

In the event of a protest or dispute between HESAA and a vendor regarding vendor selection, the protesting vendor shall be provided due process via review by the agency's CFO and Director of Legal.

Delegated Authority

The HESAA Board delegates to the Executive Director the authority to approve purchases over \$44,000 without additional Board approval in the event the purchases were approved as part of the capital or operating budget, are procured through an RFP/RFQ, and are not for professional services. All purchases made pursuant to the Executive Director's delegated authority shall follow the Mini-RFP/RFQ process.

Appendix A – Form PB-119

STATE OF NEW JERSEY SUMMARY OF TELEPHONE QUOTATIONS

INSTRUCTIONS: Where telephone quotations are authorized by the Procurement Bureau in lieu of sealed bids and pursuant to the current Direct Purchase Authorization circular, State agencies shall use this form to obtain and record quotations from at least three (3) vendors prior to issuing a purchase order. After quotations have been recorded, this form must be signed and attached to the agency copy of the purchase order for the permanent file.			VENDOR INFORMATION									
			VENDOR NAME		VENDOR NAME		VENDOR NAME		VENDOR NAME			
			ADDRESS		ADDRESS		ADDRESS		ADDRESS			
			FED. IDENTIFICATION NO.		FED. IDENTIFICATION NO.		FED. IDENTIFICATION NO.		FED. IDENTIFICATION NO.			
COMMODITY CODE	FISCAL YEAR	SAV1 CODE S/M/W	TELEPHONE NO.		TELEPHONE NO.		TELEPHONE NO.		TELEPHONE NO.			
ACCOUNT NUMBER	DATE OF QUOTATION		TELEPHONE NO.		TELEPHONE NO.		TELEPHONE NO.		TELEPHONE NO.			
DESCRIPTION OF ITEM(S)		QUANTITY	ORDERING UNIT	UNIT COST	TOTAL PRICE	UNIT COST	TOTAL PRICE	UNIT COST	TOTAL PRICE	UNIT COST	TOTAL PRICE	
REMARKS:		VENDOR'S TOTAL PRICE										
		BILLING TERMS										
		DELIVERY DATE										
		COMMENTS										
I certify that competition has been solicited and quotations obtained in accordance with the current Procurement Bureau regulations governing Direct Purchase Authorization.				TITLE				DATE				
(Signature of person obtaining quotations)												