

GORDON BALL
DIVISION OF LOCAL GOVERNMENT SERVICES

NEW DIRECTOR TRAINING

FEBRUARY 24, 2016

9:30 TO 10:30 AM

GORDON BALL
609-633-6152
Gordon.ball@dca.state.nj.us

AGENDA

Welcome

Bid/Quote Thresholds

DLGS web site

Local Public Contracts Law

NJ Administrative Code

Cooperative Purchasing

Other Purchasing Laws to Understand

Is there an appointed QPA w/Bid Threshold increased by governing body? Y N

If yes, bid threshold COULD be up to \$40,000.

Quote threshold is 15% of bid threshold, so up to \$6,000.

If no, bid threshold could be up to \$17,500.

Quote threshold is 15% of bid threshold or up to \$2,625.

For schools w/o a QPA the bid threshold is \$26,000.

Quote threshold is 15% of bid threshold, or \$3,900.

For sale of surplus goods they must be publically offered above the quote threshold.

Can be sold by live auction, sealed bid or a bidding service.

The Pay-to-Play Threshold in either case is \$17,500.

If there is a QPA w/increased bid threshold, decision Fair and Open or Non-fair.

If non-fair and open vendor MUST complete a certification as to donations. (\$300)

If Fair and Open, must be minimally advertised on the website and awarded in an impartial manner. Also, must be awarded by governing body.

Prevailing wage threshold for non-municipal entities is \$2,000.

Prevailing wage threshold for municipal entities is \$15,444.

Prevailing wage changes along with union contracts and differs throughout state.

Prevailing wage is only for various construction jobs. Confusing!

Prevailing wage statement is required in your bid specifications.

“Business Registration Certificate” threshold is your quote threshold.

Requires businesses in NJ to register so the state knows who is doing business in in this state so they can collect sales taxes.

DO NOT award a contract w/o a BRC in your file! Do not require w/the bid either.

The Affirmative Action threshold is your bid threshold.

You Must place required language in your advertisement, bid and contracts.

Depending on the type of contract vendors need to complete a questionnaire before awarding the contract but AFTER the bid is received.

First public meeting of the year, governing body must name a PACO & send in.

Construction contracts form must be completed monthly.

Goods and services forms are completed once a year.

There is a fee paid for by the contractor for these.

This INCLUDES contracts for professional services!

Iran Business Disclosure the form threshold is unclear but as a minimum quote Threshold should be used.

Contractors Registration Certificate threshold is your Bid Threshold.

Other Information

Schools can only use contractors listed as classified by DPMC for construction.

OPRA requires bids to be provided to all at no more than the approved amount.

Contracts between \$2 million and \$10 million must be reported to OCS 30/days
Contracts over \$10million must be reported to OCS 30 days BEFORE advertising.

Professional Services can also be an exemption to bidding but NOT to P-2-P.
An introduced bill would require Competitive Contracting for this if passed.

EUS (Extraordinary Unspecifiable Services) is an exemption to the bid law.
If it is "Extraordinary" it will only happen once!
If it is "Unspecifiable" how will you authorize payment?
This can only be used for Services, not material items.
Should use Competitive Contracting for an EUS.
Insurance, by state law, is currently an EUS. (P-to-P applies)

Soon all bids will be required to be advertised on a central state run website.
NJ START will post all bids once it is up and running. (State Contract)
Every local unit of government will need a person to post and remove them.

Emergency Purchases can be made w/o bids if it affects the health, safety or welfare
of the public. Also P-2-P and BRC are not required.
If no governor declared emergency, you must complete a report and mail to us.
The form is on our website.
You must have a plan in place to follow in an emergency and follow it!

Websites of Interest

DCA/DLGS	www.nj.gov/dca/divisions/dlgs
NJ State Contracts	www.state.nj.us/treasury/purchase
DPMC	www.state.nj.us/treasury/dpmc
Legislative Bills	www.njleg.state.nj.us
NJ Office of State Comptroller	www.state.nj.us/comptroller/resources
BRC	www.nj.gov/njbusiness/registration
ELEC	www.elec.state.nj.us
Comptroller	www.state.nj.us/comptroller/resources
Southern NJ NIGP	www.sjnigp.org
Northern NJ NIGP	www.nnjnigp.org
GPANJ	www.gpanj.org
OPRA	www.state.state.nj.us/grc

Home

Home > Divisions > Local Government Services

About DCA

Divisions

Codes & Standards

Fire Safety

Housing & Community Resources

Local Government Services

About DLGS

Hot Topics

Information Resources

Programs

Keeping Up to Date

I want to...

Contact or Find Us

Women

Affiliates

News Room

Announcements

Contact Us

Grants and Resources

Publications

Services



Hot Topics

April 3, 2012 - Important New Process for Filing Financial Disclosure Statements

Transitional Aid Annual Report

Senior Management Team Recruitment - City of Trenton

Levy Cap Emergency Rule Proposal

[More](#)

Information Resources

• Attorney General Opinions • Fiscal Reports • Financial Administration • [Local Finance Notices](#) • Miscellaneous Publications • Political Contribution Disclosure Compliance • Municipal State Aid • Property Tax Information • [Rules and Regulations](#) • [www Useful Links](#)

[Details](#)

Keeping Connected

• [Subscribe to DLGS E-Mail News](#) • [GovConnect Login](#) • [GovConnect News](#) • [E-Government for Government \(EGG\)](#)

[Details](#)

About the Division

To provide technical and financial assistance in budgeting, financial reporting, joint services, purchasing, and management issues.

DLGS Activities

[DLGS Leadership](#)

[Functional Area Contacts](#)

Programs

• Authority Budgets • Best Practices • Deferred Compensation Programs • [Ethics Law and Complaints](#) • Local Finance Board • [Local Public Contracts Law](#) • LOSAP • Municipal and County Budgets • Planning and Zoning Board Member Education • Professional Certification • [Public School Contracts Law](#) • Shared Services • Tax Collector Information • Tenant Rebate Program • Volunteer Tuition Credit Program

[Details](#)

I want to...

• Find Courses for My Certification Renewal • File an Ethics Complaint • File a Financial Disclosure Form • Get Budget Certifications • Get Budget Forms • Learn about Local Finance Board Meetings

[Details](#)

[Home](#)[About DCA](#)[Divisions](#)[Codes & Standards](#)[Fire Safety](#)[Housing & Community Resources](#)[Local Government Services](#)[About DLGS](#)[Hot Topics](#)[Information Resources](#)[Programs](#)[Keeping Up to Date](#)[I want to...](#)[Contact or Find Us](#)[Women](#)[Affiliates](#)[News Room](#)[Announcements](#)[Contact Us](#)[Grants and Resources](#)[Publications](#)[Services](#)[Home > Divisions > Local Government Services > Programs > NJ Local Agency Procurement Laws](#)

NJ Local Agency Procurement Laws

Welcome to Procurement Laws

The Division provides assistance to local units of government by providing procurement process required under the Local Public Contracts Law. The implementation of cooperative purchasing systems, as these systems are of the Division.

Link to a wide range of public procurement information at the New Jersey available here.

1. Business Registration
2. Contact Us
3. Contracting Unit Power Supply Procurement Practices
4. Contracts Law Information/Bid Thresholds/Index Rate
5. Cooperative Purchasing
6. Energy & Renewable Energy Efficiency Programs
7. Energy Savings Improvement Programs (ESIP)
8. Emergency Responder
9. E-Procurement
10. GovConnect for Purchasing Agents
11. Model Procurement Forms
12. Pay-to-Play
13. Prevailing Wages/Public Works Contractor
14. Rules and Regulations
15. Standard Bid Forms (Yellow Book)
16. State Purchasing Web Links
17. Statutory References

Business Registration

- [Frequently Asked Questions Update \(10/05\)](#)
- [Local Finance Notices](#)