



# The Procurement Efficiency Program

*Your Guide to Getting Started*



# What is the Procurement Efficiency Program (PEP)?

In accordance with [NJAC 17:12-1.5](#), and in partnership with Periscope, an mdf commerce company, the State of New Jersey has implemented the Procurement Efficiency Program (PEP) and PEP Fee.

You are receiving this PEP Benefits Packet to ensure you are aware of the PEP and related benefits and requirements.

Fees such as those collected through the PEP to fund and optimize procurement operations, support suppliers, and cooperative programs are very common across the U.S. Suppliers paying the 1% fee will be provided support to remain compliant with reporting and remittance requirements.

Additionally, eligible suppliers will have the opportunity to work with Periscope to represent their contracted products and services in the NJSTART Marketplace. Many of those suppliers can also benefit from promotional campaigns to public sector buyers.

*A new regulation effective as of September 6, 2022, extends the mandatory fee to contracted suppliers for applicable State contracts.*



Welcome!

## Let's Get Started!

NJSTART was developed in partnership with Periscope, an mdf commerce\* company, to streamline the process of selling to New Jersey governments. The State of New Jersey is trusting Periscope to manage the PEP and Marketplace for both New Jersey agencies as well as suppliers such as yourself.

We strive to work with each supplier participating in NJSTART to maximize their New Jersey contract sales, meet their business goals within the scope of their awarded SONJ contract, and stay in compliance with your PEP reporting and remittance requirements.

*\*Periscope, an mdf commerce company, is the developer and implementer of the eprocurement system (currently branded as NJSTART in New Jersey). Periscope manages the NJSTART PEP with a dedicated account management team in conjunction with the State of New Jersey. mdf commerce, Periscope's parent company, is a leader in North American eprocurement.*

# Steps to Success

These 6 simple steps will ensure your participation in NJSTART is as successful as possible. Throughout this document, we cover a few of these steps in more detail to help you get the most of your state contract.



## Step 1 Onboarding

With personalized training, handy guides, and short step-by-step tutorial videos we make it easy to get started.



## Step 2 Marketplace Implementation

Your dedicated NJSTART Implementation Specialist will work with you to build a presence for your contracts in the NJSTART Marketplace.



## Step 3 Market Your Contract

We provide resources for you to promote your contract, and the NJSTART Team helps get your contract in front of the right buyers.



## Step 4 Receive Orders

Orders from State agencies are sent to you immediately, directly through the site



## Step 5 Quarterly Reporting

Using RECONCILER, report sales for each quarter.



## Step 6 Ongoing Support

We are here to support you throughout the lifecycle of your contract.

# Marketplace Implementation

3 steps to build your Marketplace Presence.



# PEP Fee & Quarterly Reporting



A 1% PEP fee is applied to all purchases from your State Contracts.

A new regulation effective as of September 6, 2022, extends the mandatory fee to contracted suppliers for applicable State contracts.

Participating State contract suppliers are required to report their net sales on a quarterly basis and pay their PEP fee directly through NJSTART via our Reconciler tool, the easy-to-use online reporting tool.

# Marketing Your Contract

We take the responsibility of marketing your contract seriously. If your contract is eligible for marketing opportunities, we consistently communicate with New Jersey Government Buyers to generate awareness of the types of contracts they have access to and educate them on how to navigate and use NJSTART and the NJSTART Marketplace.

## Our Marketing Campaigns Include:



### Connections

We connect buyers with suppliers! Our team provides buyer support to all state and local purchasing organizations that leverage your State contract.



### Email Blasts to NJ Government Buyers

These occur on at least a monthly basis. We promote NJSTART contracts through "themes", for example "Fire Safety" or "Back to School".



### Webinars

We regularly provide webinars to NJ Government Buyers to promote NJSTART Marketplace. We invite suppliers to participate based on our promotional "themes".



### Tradeshows

NJSTART Banner for your Booth  
Logo & Promo Flyer in our Booth

# Additional Resources

- [General NJSTART Information](#)
- [NJSTART News & Events](#)
- [Reporting Guidelines](#)
- [Reconciler User Guide \(PDF\)](#)
- [Cooperative Purchasing in New Jersey](#)
- [NJ Division of Purchase and Property](#)
- [Vendor Resources](#)



## Contact Us

Please don't hesitate to contact your Account Manager if you require help during any stage of this process.

## Supplier Support

Contact us by phone or email, toll free at:

**855-800-5046**

[suppliers-njstart@mdfcommerce.com](mailto:suppliers-njstart@mdfcommerce.com)

[www.NJSTART.gov](http://www.NJSTART.gov)