

Resources/Websites

State of New Jersey Department of Community Affairs
state.nj.us/dca/divisions/dlgs/programs/lpcl.html

State of New Jersey Department of the Treasury
state.nj.us/treasury/revenue/

State of New Jersey Department of the Treasury
Division of Revenue & Enterprise Services
state.nj.us/treasury/revenue/njbgs/services.shtml

State of New Jersey Department of the Treasury
Division of Purchase & Property
nj.gov/treasury/purchase/

State of New Jersey Department of the Treasury
Division of Purchase & Property
PUBLIC INFORMATION HOME PAGE
nj.gov/treasury/purchase/publicinfo.shtml

State of New Jersey Department of the Treasury
Division of Purchase & Property
CURRENT BIDDING OPPORTUNITIES
nj.gov/treasury/purchase/bid/summary/bid.shtml

State of New Jersey Business Portal
One-Stop Shop for Business
nj.gov/njbusiness/

Rowan University Office of Contracting & Procurement
rowan.edu/purchasing

Notes:



Office of Contracting & Procurement

Linden Hall

Rowan University
201 Mullica Hill Road
Glassboro, NJ 08028-1701
856-256-4171

Vendor Guide

Doing Business with Rowan University



Welcome to the Office of Contracting & Procurement

As a leading New Jersey State institution, Rowan University Office of Contracting & Procurement is committed to professionally and ethically procuring the best valued products and services in a timely manner and in accordance with applicable laws and University policies and procedures.

What Rowan Looks for in Vendors & Suppliers

Quality

The service or project taken on by the vendor should meet or exceed the requirements stated by the University. The vendor should display acceptable results, as well as have an understanding of the overall vision of the University and how it relates to the current project.

Flexibility

The quality of service is, in large part, dependent on the flexibility of the vendor. Unseen circumstances should be met with professionalism and expertise.

Innovation

Emerging technologies and ideas are encouraged. Producing new and creative methods that prove beneficial to the University are sought after.

Customer Service

Responses from vendors should not only be timely, but productive. The vendor should have an understanding of what is to be accomplished and be able to provide solutions not just in the present, but also proactive for future obstacles.

Cost Value

As a state University, the Office of Contracting & Procurement must take cost into consideration in order to maximize taxpayer funds. This is not to say that the lowest bid will necessarily win, but is one of many fields taken into consideration.

Getting Started

In order to establish a business relationship with Rowan University, you will need to provide our office with:

A vendor-completed IRS form W-9

This form can be downloaded from the IRS website: irs.gov/pub/irs-pdf/fw9.pdf. This form is necessary for tax reporting and proper billing.

A NJ Business Registration Certificate (BRC)

This form is required for all vendors, regardless of the state in which they are domiciled. In most cases, you may submit Form NJ-REG online. Representatives of the Division's Client Registration activity are available to assist in the registration process by calling **609-292-9292**. Exceptions and additional requirements may apply. Please visit state.nj.us/treasury/revenue/busregcert.shtml for complete information and instructions.

Political Contributions Compliance

For business exceeding \$17,500 within a single fiscal year, vendors must comply with requirements of Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13-20.25, *superseding Executive Order 134 (2004) and comply with Executive Order 117(2008)*).

A New Jersey (BRC) is required for the processing of Ch.51/EO117 Vendor Certification and Disclosure of Political Contributions forms.

All vendor Ch.51/EO117 certifications are approved for a two-year period effective the date of approval. The vendor's certification approval is valid statewide for any State Agency contract. New documents are only required to be submitted if, during the two year timeframe, the vendor makes reportable political contributions or has a change in ownership structure.

Bidding Opportunities

Rowan University bids are available to all vendors. It is the goal of The Office of Contracting & Procurement to create fair and equal opportunities to ensure quality and competitiveness among vendors.

Rowan also makes an effort to promote small, minority, and/or woman owned businesses and recognizes the importance of diversity when establishing relationships. The University looks to establish efficient and convenient service and processes for its internal users and vendors.

Bids are advertised in the Courier Post newspaper, on the **BIDS** page of our website and on the NJ Department of the Treasury, Division of Purchase & Property website. If you are interested in bid opportunities, please check these resources often, as closing times vary.

Questions regarding bids at Rowan can be sent to bids@rowan.edu.

Vendor Forms

Depending upon the type of product or service a company provides, other forms may be necessary. Many of them can be downloaded from the **VENDORS** page of our website at rowan.edu/purchasing. If you require further information or have questions about becoming a vendor, please call our office at **856-256-4171**.

For more detailed information regarding becoming a vendor, please visit our website at rowan.edu/purchasing and choose the **VENDORS** page from the navigation tab on the left side of the screen.

** Please note that providing the above forms and receiving a Rowan Vendor ID does not guarantee business. It is the responsibility of the vendor to contact appropriate University departments for business opportunities.*

pro·cure·ment

/ *proh-kyoo r-muh nt* / noun

The act of obtaining or buying goods and services. The process includes preparation and processing of a demand as well as the end receipt and approval of payment.