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**Masser, Michelle**

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**From:** Lashway, Lisa  
**Sent:** Thursday, February 28, 2013 10:49 AM  
**To:** Canning, Sean  
**Cc:** Masser, Michelle  
**Subject:** FW: Expiration of \$26,000 Bid Threshold

Lisa Lashway  
Mt. Olive Twp. Clerk  
973-691-0900 Ext. 7291  
FAX 973-691-2080  
PO Box 450  
Budd Lake, NJ 07828

-----Original Message-----

**From:** egg@dca.state.nj.us [mailto:egg@dca.state.nj.us]  
**Sent:** Thursday, February 28, 2013 9:10 AM  
**To:** Lashway, Lisa  
**Subject:** Expiration of \$26,000 Bid Threshold

Dear Municipal Clerk:

THIS NOTICE DOES NOT APPLY TO BOARDS OF EDUCATION

Pursuant to N.J.A.C. 5:34-5.4, a local contracting unit was permitted to increase its bid threshold to \$26,000 if it had an individual serving as a purchasing agent who did not possess a Qualified Purchasing Agent (QPA) certification, but who otherwise met the qualifications to participate in the QPA examination administered by the Division of Local Government Services. Such contracting units were to notify the Division of meeting this requirement for purposes of utilizing the \$26,000 bid threshold by filing a resolution and affidavit regarding same. Local contracting units were notified of this provision in Local Finance Notice 2011-27 ([www.state.nj.us/dca/divisions/dlgs/lfns/11/2011-27.doc](http://www.state.nj.us/dca/divisions/dlgs/lfns/11/2011-27.doc)), issued September 9, 2011, and a reminder was included in Local Finance Notice 2012-9 ([www.state.nj.us/dca/divisions/dlgs/lfns/12/2012-9.pdf](http://www.state.nj.us/dca/divisions/dlgs/lfns/12/2012-9.pdf)), issued April 23, 2012.

The above rule also required that if such individuals did not pass either the first or second QPA examination, upon receiving notice of this from the Division, the contracting unit, within one month of receiving such notice, would have to revert to the statutory bid threshold of \$17,500 without a QPA, or appoint a person who does possess a QPA certification in order to utilize the maximum bid threshold allowed by current law (\$36,000).

Please be advised that the Division has now administered the QPA examination twice, on June 25, 2012, and December 12, 2012. If your contracting unit utilized the above rule for a \$26,000 bid threshold, but never filed the required documentation to do so with the Division, please consider this as general notice from the Division that if the person who is serving as the purchasing agent has not passed the QPA examination, your contracting unit is now required to revert to a maximum bid threshold of \$17,500, or appoint a person who does possess a QPA certification to utilize a higher bid threshold.

Thank you for your attention to this matter. If you have any questions, please contact Daniel Kaminski at the Division at (609) 292-9757, or at [Daniel.Kaminski@dca.state.nj.us](mailto:Daniel.Kaminski@dca.state.nj.us).

THIS E-MAIL HAS BEEN SENT TO THE FOLLOWING OFFICIALS: Local Procurement Officials / Municipal Clerks