

## How to Use the Reference Laboratory Services Statewide Contract

<b>Contract #:</b> MED44	<b>Contract Duration:</b> 10/1/12 to 10/31/16
<b>MMARS #:</b> MED44*	<b>Options to Renew:</b> None
<b>Contract Manager:</b>	Peter Etzel 617-720-3397 <a href="mailto:peter.etzel@state.ma.us">peter.etzel@state.ma.us</a>
<b>This contract contains:</b> Prompt Payment Discounts (PPD), Supplier Diversity Program (SDP)	
<b>UNSPSC:</b> 85-12-17, 85-12-18	
<b>Last change date:</b>	<b>May 13, 2016</b>

### Contract Summary

This contract covers Reference Laboratory Testing of most medical human lab tests, such as lab tests ordered in a hospital that a Purchasing Entity references to an outside commercial laboratory for processing. This contract does **not cover** cadaver samples, chain of custody samples, or drug use screening samples. The products and services available include:

- medical human sample supplies, transport, testing, & result reporting including computer interfacing
- where feasible, vendor retains samples for a min. of seven (7) days for possible retest needs
- phlebotomy services to obtain human samples, 2 hour min. additional cost – normal \$25/hr., emergency \$50/hr.
- repeat determinations - no charge retest when results do not, in ordering site's opinion, correlate with the clinical picture
- confirmatory determinations - mutually agreed lab no charge retest if ordering site has reasonable cause to question results
- Critical Value callbacks (reflex testing) – ordering site will be called immediately if a value falls out of norm (critical values)
- the Critical Values List is defined by each ordering site and each ordering site approves reflex test rules
- single source for all billing, monthly summary usage reports provided to requesting facilities
- service available 24 hours a day, 365 days a year – including emergency backup for in-house lab
- specimen pickup normally Monday to Friday - Vendor will accommodate reasonable requests



- STAT specimen pickups available 24 hours a day, 365 days a year, no additional charge for lab test - fixed STAT per pickup fee, turnaround time will vary by facility - contact Vendor to discuss if their lab or by arrangement with a local hospital
- technical phone consultation available 24 hours a day, 365 days a year within 30 minutes of request, also on-site laboratory consultation when requested
- test panel and critical values customization
- third party billing - ordering facilities must establish in advance and provide billing information – Mass Health, Medicaid, Medicare are billed @ own rates
- no additional charge for support to a facility's quality assurance program, training/in-servicing including lab manuals and directions: detailing appropriate specimen requirements, describing tests, and sample handling requirements

### **Benefits and Cost Savings**

- Facility can use third party billing of tests and when needed phlebotomy services on a per test basis.
- There are no costs for lab manuals, training, in-service, consults, and industry standard testing supplies.
- Test panels and critical values can be customized at no additional cost.
- Facility Quality Assurance Vendor support at no additional cost.
- Vendor has local, regional, and national experience and exposure.

### **Who Can Use This Contract?**

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

### **Eligible Entities:**

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.



## Pricing and Purchase Options (All Categories)

### Purchase Options:

Services purchased through this contract will be direct outright purchases.

*All orders placed under this contract must include the following statement: "This order is placed under Statewide Contract MED44" Otherwise, the order will not be considered "use of a Statewide Contract" for procurement purposes. In addition it is recommended that the following language be included: "All of the terms and conditions of the Statewide Contract MED44 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void."*

### Pricing and buying details:

For purchaser job aids, click here: [COMMBUYS Purchasing Job Aids](#).

General Hint - One way to find this SWC is with "Advanced Search" entering the contract number (three letters two digits) in the "Description" field.

Vendor catalogs can be searched in their Master Blanket Purchase Order (MBPO) **ONLY** if you are logged in to [COMMBUYS](#), and were assigned a "Basic Purchasing" role by your Organization Administrator. When you log in and are working under the Basic Purchasing Tab (many users will see only this tab), you can search the items in a vendors catalog under the items tab. You can use the results of your review of prices or your RFQ to create your Purchase Requisition, which will become your Purchase Order when approvals are complete.

**Massachusetts State Net Price List** The net cost of about 3,000 lab tests are on the sole vendor Quest COMMBUYS MBPO. Tests not included in the Massachusetts State Net Price List, such as a new test performed in house by the Vendor, will be billed at the same discount as similar tests on the MA State Net Price. The cost of a test not on the MA State Net Price List that is sent by the Vendor to an outside lab will depend on the amount the outside lab charges. Note: If your facility is being impacted by a high volume of such outside tests, ask the vendor to negotiate a volume price with the outside lab. New tests can be ordered using the last line item "Other items quoted by the vendor per the RFR".

**Delivery/STAT Pickup:** There are no shipping costs, but there is a fixed STAT per pickup transport fee list for each pickup location on the COMMBUYS MBPO catalog.

**Phlebotomist Services:** There are regular and a STAT phlebotomy services hourly rate line items on the COMMBUYS MBPO catalog. Please note the minimum for each is two hours.

### RPA Release including Meditech (Care360) users

Use a COMMBUYS Request for Payment Authorization (RPA) to document a purchase after the fact based on authorization to order outside of COMMBUYS. This contract is RPA Release enabled to allow contract users to capture spend after-the-fact associated with this contract. Contract Managers have carefully selected the contracts that would qualify for RPA Release transactions. Typically this is due to system or process impracticality and/or emergency situations preventing the standard COMMBUYS purchase order processes from being followed to process paper invoices. For more details please consult the COMMBUYS Policy Document.

Once the invoice for the goods or services not ordered through COMMBUYS is received, follow the directions in the RPA Release Job Aid at [COMMBUYS Purchasing Job Aids](#). Meditech



(Care360) users may enter an RPA Release order as soon as they have the previous Month's total \$ paid to Quest. A few hints to supplement that guide follow:

1. When you reach the "Items" tab Search enter the Item Description "RPA Release", Vendor Name "Quest" and click the Find It button.
2. Select line "ONLY FOR an RPA Release Requisition, a Request for Payment Authorization to document a purchase after the fact including Meditech (Care360) orders - DO NOT USE THIS LINE FOR REGULAR ORDERS - Enter total cost of order(s) at least monthly."
3. For the zero dollar line item, fill in the total dollars.
4. Enter the Invoice Number for each Item
5. Attach scans of all records of placing the order (could be an unofficial email quote), receipt of goods or services and final invoice in the "Attachments section."
6. The final invoice amount should match the Release Requisition total.
7. When selecting the vendor, please select the "print option"
8. Only enter one invoice per Release Requisition.
9. The final invoice amount should match the Release Requisition total.

### **Additional Information**

**Geographic service and delivery areas** - Contractors will be able to provide the requested service(s) throughout the Commonwealth.

### **Where to Find Contract Information on COMMBUYS**

To find in depth Master Blanket Purchase Order (MBPO) information: on the [COMMBUYS](#), login page click on the "Contract & Bid Search" link, click the Contracts/Blankets button, enter the contract number (three letters two digits) in the Contract/Blanket Description, (if you have logged in and searching, some users will see a box labelled "Header Major Status" – if so, use the dropdown menu to select "3PS-Sent), then all users click the "Find It" button, to see all MBPO's. If you see a "vCurrent" MBPO, it is historical information from the prior COMM-PASS system. Click the link you want to see. The Contract User Guide and RFR are posted with the MBPO's.



## Strategic Sourcing Team Members

Name	Organization
Denise Arsenault	Department of Mental Health
Kevin Buckley	Fernald Developmental Center
John Cronin	State Police Forensic Technology Center
Marylou Lynch	Chief Medical Examiner's Office
Thomas Nash	Lemuel Shattuck Hospital
Eric Pilsmaker	Department of Mental Health

## Vendor List and Contract information

The sole available Contractor is listed below.

Vendor	Contact Name	Phone Numbers	Email	PPD
<b>Quest Diagnostics VC6000180626 COMMBUYS PO-16- 1080-OSD03-SRC3- 00000006085</b>	Susan M. Kilcoyne	617-520-8133	<a href="mailto:susan.m.kilcoyne@QuestDiagnostics.com">susan.m.kilcoyne@QuestDiagnostics.com</a>	3% 10 2%/15 1%/20

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