

# Contract User Guide HSP44: Medical Commodities

## Contract Overview

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| --- | --- |
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| Contract Term | **Current Contract Term:**  July 1, 2022 – June 30, 2027  **Maximum End Date:** June 30, 2027 |
| Massachusetts Management Accounting and Reporting System (MMARS) Master Agreement (MA) Number | **HSP44000000000000000**  **Note:** \*The asterisk is required when referencing the contract in the MMARS system. |
| Quote Requirements | Quotes are required for purchasing. Refer to the [Quote Response and Requirements](#_Quote_Response_and) section for guidelines. |
| Vendor List | Refer to [Vendor List and Information](#_Appendix_A:_Vendor) for eligible vendors on this contract. |
| Updates | 07/01/2025: Update was made to adopt a new template and streamline language and content  9/23/2025: Update was made to Category Manager contact information and vendor contact information 10/16/2025: Update was made to Category Manager contact information |

**Note:** Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

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## Contract Summary

This Statewide Contract (SWC) is for medical commodities for medical, surgical, urological, or wound care that are used for the provision of healthcare in any setting, with a **unit cost of $5,000 or less**. For items over $5,000 per unit, please refer to the [HSP43 GPO Medical Commodities & Equipment Statewide Contract](https://www.mass.gov/doc/hsp43/download).

HSP44 complements [HSP43 Statewide Contract](https://www.mass.gov/doc/hsp43/download) while also serving as the primary standalone Statewide Contract for Executive Agencies of the Commonwealth to purchase medical commodities. This SWC consists of a broad range of medical supplies used across various healthcare settings. Listed below are examples of the products available under HSP44:

* Disposable equipment
* Exam supplies and instruments: blood pressure cuffs, stethoscopes, thermometers
* First aid products
* Germicides, gloves, protective wear
* IV sets, solutions, supplies and related products
* Medical training aids such as manikins
* Needles and syringes
* Nursing charting supplies
* Nutritional products including enteral feeding products and supplies
* Medical linen, medical hosiery
* Patient items and hygiene products: condoms, incontinence products (diapers, briefs, under pads), medicated soap, mouth care products, sick room utensils, ostomy care products

HSP44 contract is available to all States, U.S. territories and all associates cities, towns, counties, districts, other political subdivisions, public institutions, institutions of higher education, and all eligible entities which may use statewide contracts.

For more information, please see the HSP44 Request for Response (RFR) that is available on the [Master Blanket Purchasae Order (MBPO) PO-23-1080-OSD03-SRC02-25879](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC02-25879&releaseNbr=0&external=true&parentUrl=close).

**Note:** This contract may be used to procure the goods or services described herein **at any dollar amount**. Any limitations, including for procurements involving **construction**, are outlined in this Contract User Guide.

### Benefits and Cost Savings

The HSP44 Statewide Contract provides key advantages for buyers procuring medical commodities:

* Vendors may offer volume discounts, government pricing, and market share discounts to buyers
* **Market Share Discounts** may be negotiated by the Eligible Entity with the vendor when the buyer agrees to purchase at least (n) % of their medical commodities from the Vendor or has a monthly dollar sales volume of at least (n) $ with the Vendor.
* Vendors provide Medicare Part B pricing on products when the Medicare Part B price is lower than the State Net Price List.
* Free product samples for evaluation may be provided upon request.
* **Additional Cost Savings** byleveraging the Commonwealth’s buying power to obtain competitive pricing, including potential for additional savings through a range of Prompt Pay and Volume Discounts.
* **Prompt Pay Discount (PPD)**, a discount given to the eligible entity if invoice is paid within a certain time period. These discounts may be found in the Vendor List and Information section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by the Vendor and in accordance with the Commonwealth’s Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment “issue” is the date a payment is considered “paid” not the date a payment is “received” by a Contractor.
* **Volume Discount**, this discount is negotiated by Eligible Entity if a certain volume of product or service is purchased.
* **Free Delivery** within seven (7) calendar days for orders of $50.00 or more
* **Time and Efficiency** by eliminating the time-consuming process of developing solicitations, issuing bids, and evaluation responses. OSD has vetted Vendors and established terms, which streamlines procurement. OSD also provides proactive management and oversight of vendors.
* **Compliance Assurance,** through the utilization ofHSP44, eligible entities will be compliant with their respective State procurement laws and Chapter 30B.
* **Wide Eligibility**, HSP44 is available to a broad range of entities, including Executive Agencies, Municipalities, Public Schools, Institutions of Higher Education, and non-profit organizations.
* Improving the availability of environmentally preferable products

## Contract Exclusions and Related Statewide Contracts

HSP44 is for Medical Commodities including Medical, Surgical, Urological, and Wound Care Supplies and Equipment that **costs $5,000 and less per unit.** For Medical Supplies and Equipment that costs more than $5,000 per unit, please utilize the [HSP43 Statewide Contract](https://www.mass.gov/doc/hsp43/download).

Related products that are not covered under HSP44 are listed below along with the Statewide Contract under which they can be procured:

* Laboratory Supplies and Equipment – [HSP45](https://www.mass.gov/doc/hsp45/download)
* Prescription Drugs, Over-The-Counter Drugs, and Vaccines – [MED56](https://www.mass.gov/doc/med56/download)
* Pharmaceutical Group Purchasing Organization – [MED57](https://www.mass.gov/doc/med57/download)

## Who May Use the Contract

The following is a complete list of the types of organizations generally allowed to use the Operational Service Division’s (OSD's) Statewide Contracts (SWCs).

* **Executive Agencies and Departments**: All branches and departments within the Commonwealth of Massachusetts including Executive, Legislative, and Judicial Branches, and all departments and elected Offices therein.
* **Municipalities and Political Subdivisions**: Cities, towns, districts, counties, and other political subdivisions
* **Public Educational Institutions**: Public Schools, Charter Schools, Public Higher Educations Institutions
* **Public Libraries and Hospitals**: State-funded libraries and hospitals
* **Independent Public Authorities and Commissions**: Quasi-public agencies established by statute
* **Non-Profit Organizations**: UFR-certified, [non-profit](https://www.mass.gov/info-details/non-profit-purchasing-programs) organizations engaged in business with participating Commonwealth
* **Public Purchasing Cooperatives**: Organizations that aggregate demand for better pricing and efficiency
* **Other States and Territories**: Entities affiliated with participating States and territories, including their various local government structures (cities, towns, districts, counties, other political subdivisions), and public higher education institutions, can join without prior approval from the Massachusetts State Purchasing Agent
* **Other entities**: Other entities might be eligible, when designated in writing by the Massachusetts State Purchasing Agent

Please see the standard list of Eligible Entities on our [Eligible Entities Which May Use Statewide Contracts](https://www.mass.gov/info-details/statewide-contract-benefits-and-eligible-entities#eligible-entities-which-may-use-statewide-contracts) webpage.

The following is a complete list of the types of organizations generally allowed to use the Operational Service Division’s (OSD's) Statewide Contracts (SWCs). Some SWCs may be open to additional organizations, and some are more restricted in usage.

* Cities, towns, districts, counties, and other political subdivisions
* Executive, Legislative, and Judicial Branches, including all departments and elected offices therein
* Independent public authorities, commissions, and quasi-public agencies
* Local public libraries, public school districts, and charter schools
* Public hospitals owned by the Commonwealth of Massachusetts
* Public institutions of higher education
* Public purchasing cooperatives
* [Non-profit](https://www.mass.gov/info-details/non-profit-purchasing-programs), UFR-certified organizations that are doing business with the Commonwealth
* Other states and territories and their cities, towns, districts, counties, other political subdivisions, and public institutions of higher education without prior approval from the State Purchasing Agent
* Other entities when designated in writing by the State Purchasing Agent

## Pricing Options

Each vendor’s price files are accessible through the public view in COMMBUYS. Buyers can access the price files without a COMMBUYS account and without logging into COMMBUYS.

* **Vendor Price File:** All vendors provided a Microsoft Excel file outlining their net pricing. If a Vendor does not have a manufacturer listed in their price file, the vendor must contact the [Category Manager](#_top) to get the manufacturer added before they can sell their products on **HSP44**. If a vendor is not honoring their discount pricing from the price file, then the buyer should contact the [Category Manager](#_top).
* Pricing will be based on the Vendor Price File or Punch Out catalog supplied by the Vendor and accepted by OSD. Net Price for most products will be Vendor’s Acquisition Cost plus the Vendor’s Percentage Markup. Buyers can negotiate Market Share Discounts with the vendor which may further reduce the Net Price.
* **Add a Product:** Contact a Vendor or Vendors on the Contract for a Quote when a product is not on the Price List. The quoted and accepted net price remains in effect until the next update of the price list. These additionally quoted products can be ordered from the vendor’s catalog using the line item “Additional items quoted by the vendor per the RFR”.

**Note:** Product pricing may be found on the [vendor information](#_Appendix_A:_Vendor) page, where links to all the vendors’ MBPOs are provided.

## Quote Response and Requirements

Buyers should always reference HSP44 when requesting quotes from HSP44 Vendors. HSP44 should be referenced on all quotes and invoices. This ensures Buyers receive Statewide Contract pricing. Please note the following items when requesting and accepting quotes from vendors:

* Quotes should be awarded based on best value.
* **Proprietary products or Sole Source Vendors:** At times, a product may be proprietary to a specific vendor or only available from a select or sole vendor. If that is the case, please note your procurement files to document your due diligence. Ordering a general product from one vendor without obtaining multiple quotes does not demonstrate “best value” or due diligence.
* Prepayment or Pre-ship Deposits are not allowed.
* Sales tax is not allowed.
* Fees and/or surcharges (including travel, fuel, delivery) are not allowed.
* Any special handling fees and expedited shipping fees must be agreed upon in advance by both parties.
* Payments for products or services provided must be paid within forty-five (45) days per Massachusetts Bill-Payment Policy, or sooner if a Buyer would like to utilize the Prompt Payment Discount (PPD) available.
* Buyers are not required to sign additional agreements with Vendors that conflict with the Request for Response (RFR) Terms and Conditions. For more information, please see the [Master Blanket Purchase Order (MBPO)](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC02-25879) which holds the HSP44 RFR and contact the [Category Manager](#_top) if you have any questions.
* **Product Trials, Pilots, and Demonstrations:** Vendors may provide free sample products when the buyer is conducting product review or evaluation trials prior to purchase.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](https://www.mass.gov/osd-training) webpage, and select:

The COMMBUYS Purchase Orders section and choose Request Quotes From Vendors on Statewide Contracts job aid.

## Purchase Options

* Purchases made through this contract will be direct, outright purchases.
* Sole-vendor items are allowable on this contract.

This contract has multiple ways of purchasing:

* **G2B Punchout:** Buyers may purchase directly from the vendor’s eCommerce site using the Government to Business (G2B) functionality in COMMBUYS. See the [Vendor MBPO Listing](#_Appendix_A:_Vendor) for G2B Punchout-enabled vendors. A COMMBUYS punchout provides the ability to purchase directly from the website of certain vendors. Buyers can “punch out” to a vendor’s online shopping website to search for and choose the desired items. Once the items are selected and checked out, the system transfers these items to COMMBUYS to complete a release requisition. items are selected and checked out, the system transfers these items to COMMBUYS to complete a release requisition.

**PunchOut-Participating Vendors:**

* Geriatric Medical & Surgical Supply
* McKesson Medical-Surgical Government Solutions, L.L.C. (MMSGS)
* Medline Industries, Inc.
* Steri-Tech Medical Innovations, L.L.C.
* Westnet, Inc.

**Please note other Vendors will be added when they establish a PunchOut catalog for COMMBUYS. Refer to “Direct Purchase” section below for access to all Vendors.**

See the [How to Purchase from a COMMBUYS G2B Punchout](https://www.mass.gov/doc/how-to-purchase-from-a-commbuys-g2b-punchout/download) job aid for more details. To set up a COMMBUYS buyer account, contact your organization’s COMMBUYS administrator. For questions about PunchOut purchasing, please contact the OSD Help Desk by email [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov) or call (888) 627-8283.

* **Direct Purchase of Fixed Price Items on COMMBUYS:** Used for products with fixed pricing as listed in vendor’s catalog or price file. See the [Vendor MBPO Listing](#_Appendix_A:_Vendor) for a list of eligible vendors. This option is for users with Basic Purchaser or Department Access privileges in COMMBUYS. Once the requisition is approved, a Purchase Order (PO) is generated and can be sent to the vendor. Requisitions are documents used to request goods and services. A requisition is the first document used to generate a PO.

See the [How to Make a Statewide Contract Purchase in COMMBUYS](https://www.mass.gov/doc/how-to-make-a-statewide-contact-purchase-in-commbuys/download) job aid for more details.

* **Direct Purchase of Non-Fixed Price Item ($0 Line Item) on Vendor’s MBPO:** Applicable to new items or bulk prices that may require customized quoting. The quoted and accepted net price remains in effect until the next update of the vendor’s price list. These additionally quoted products can be ordered from the Vendor’s catalog using the line item “non-catalog item quoted by Vendor per RFR.”

See the [Vendor MBPO Listing](#_Appendix_A:_Vendor) for a list of eligible vendors. The Buyer can create a Release Requisition in COMMBUYS, submit the requisition for approval in COMMBUYS, and then send the vendor a Release Purchase Order.endor a Release Purchase Order.

See the [How to Make a Statewide Contract Purchase in COMMBUYS](https://www.mass.gov/doc/how-to-make-a-statewide-contact-purchase-in-commbuys/download) job aid for more details.

* **Direct Quote Outside of COMMBUYS (ONLY for Eligible Entities that are not MA Executive Agencies)**

Only items contained in HSP44 are eligible for purchase under this Statewide Contract.

Buyers can solicit quotes directly from multiple vendors outside of COMMBUYS by email or phone. To ensure buyer receives contract pricing, always reference HSP44 when requesting quotes and ensure HSP44 is referenced on all quotes received.

All quotes should clearly indicate Free on Board (FOB) destination, with all charges for transportation and unloading prepaid by the Vendor.

**Note:** MMARS and COMMBUYS do not interface. Payment request and invoice must be reported in both MMARS and COMMBUYS.

## Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth of Massachusetts' e-procurement platform, serving as a central marketplace for state agencies and other Eligible Entities to procure goods and services, connecting government buyers and businesses. It aims to streamline the purchasing process, ensuring transparency and efficiency in the procurement process.

For Executive Agencies, COMMBUYS is required. Per 801 CMR 21.00, Executive Agencies must use established Statewide Contracts (SWCs) for the purchase of products and services. To set up a COMMBUYS buyer account or to update an existing agency account, the buyers must email the [OSD Help Desk](mailto:OSDhelpdesk@mass.gov) or call 1-888-627-8283.

While COMMBUYS use is not mandated for Non-Executive Agencies and other Eligible Entities, it is highly recommended to streamline the procurement process and assist buyers in making informed purchasing choices. Eligible entities should follow their internal guidelines for COMMBUYS use.

## Finding Contract Documents

Buyers may view contract documents (including Contract User Guides, Request for Response, Prompt Payment Discount Form, specifications, and other attachments) on COMMBUYS without requiring a COMMBUYS account or logging in.

To find contract documents in COMMBUYS, follow these steps:

1. On the [COMMBUYS](http://www.commbuys.com/) home page, enter **HSP44** in the search tool and select **Blankets** from the drop-down list.
2. Select the Search icon. The related Master Blanket Purchase Orders (MBPOs) information opens in a table format.
3. To view the associated contract documents, under the **Blanket #** column, select on the applicable Purchase Order (PO) link. The MBPO opens for the selected PO, and the attachments may be found in the **Agency Attachments** or **Vendor Attachments** section.
4. All standard contract documents are within the Master Contract Record. Access them directly by selecting [Master Blanket Purchase Order PO-23-1080-OSD03-SRC02-25879](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC02-25879&releaseNbr=0&external=true&parentUrl=close)

## Finding Vendor-Specific Documents

To find vendor-specific documents, including Vendor’s net price files, refer to the links to the individual vendor MBPOs on the [Vendor Information](#_Appendix_A:_Vendor) page, and follow these steps:

1. On the [Vendor Information](#_Appendix_A:_Vendor) page, under the **Master Blanket Purchase Order #** Column, select the applicable Purchase Order (PO) link. The Master Blanket Purchase Order (MBPO) opens for the selected PO.
2. On the MBPO, scroll down to the **Vendor Attachments** section to find the vendor-specific documents.
3. To view, select the desired document link.

## Supplier Diversity Office (SDO) Requirements

Please refer to the following guidelines:

* Executive Departments must use diverse and small businesses to the extent possible based on contract terms, [Supplier Diversity Office (SDO)](https://www.mass.gov/orgs/supplier-diversity-office-sdo), and departmental policies, laws, and regulations.
* The [Small Business Purchasing Program (SBPP)](https://www.mass.gov/info-details/small-business-purchasing-program-sbpp?_gl=1*flb0s8*_ga*NDExMTU1ODA0LjE3MzYzNDk5NDE.*_ga_MCLPEGW7WM*czE3NTY5MTE2ODkkbzM2OSRnMSR0MTc1NjkxMzg1NCRqMjgkbDAkaDA.) applies to small procurements ($250,000 or below annually), while the [Supplier Diversity Program (SDP)](https://www.mass.gov/supplier-diversity-program-sdp?_gl=1*1dd4k06*_ga*NDExMTU1ODA0LjE3MzYzNDk5NDE.*_ga_MCLPEGW7WM*czE3NTY5MTE2ODkkbzM2OSRnMSR0MTc1NjkxMzk5MCRqNTckbDAkaDA.) applies to large procurements (over $250,000 annually). Executive Departments must consider these requirements when soliciting quotes or issuing Statements of Work (SOWs).
* Operational Services Division (OSD) provides a list of SDO businesses through the [Statewide Contract Index](https://www.mass.gov/doc/statewide-contract-index). Refer to the **SDO Programs (SDP and SBPP)** tab on the index (scroll to view the tab).

### Supplier Diversity Program (SDP) Requirements

Please view the following guidelines:

* In cases where all other factors are equal, and particularly when adhering to a best value approach, the department will favor the vendor with stronger SDP commitment.
* For more information, refer to [Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams](https://www.mass.gov/doc/best-value-evaluation-of-sdp-plan-forms-a-guide-for-strategic-sourcing-teams/download).
* Vendor SDP commitment percentages may be found on the [vendor list](#_Appendix_A:_Vendor) table.

### Small Business Purchasing Program (SBPP) Requirements

Please view the following guidelines:

* If available, departments must notify at least two certified small businesses capable of providing the product or service. Bids received from SBPP-participating small businesses must be evaluated, and if one meets the department’s best value criteria, the contract must be awarded to that vendor.
* For more information, refer to [Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams](https://www.mass.gov/doc/best-value-evaluation-of-responses-to-small-procurements-a-guide-for-strategic-sourcing-teams/download).
* Vendor SBPP Certification status can be found on the [vendor list](#_Appendix_A:_Vendor) table in the **SDO Certification Type** column.

## Subcontractors

The awarded vendor’s use of subcontractors is subject to the provisions of the [Commonwealth’s Terms and Conditions](https://www.mass.gov/doc/exhibit-f-1-commonwealth-terms-and-conditions-0/download?_ga=2.11892660.1852975385.1737644168-411155804.1736349941&_gl=1*1ehavvx*_ga*NDExMTU1ODA0LjE3MzYzNDk5NDE.*_ga_MCLPEGW7WM*MTczNzY1MjIyMi4xNS4xLjE3Mzc2NTIzODYuMC4wLjA.) and [Standard Contract Form](https://www.macomptroller.org/wp-content/uploads/instructions_standard-contract-form.pdf), as well as other applicable terms of this Statewide Contract (SWC).

## Shipping, Delivery, and Returns

For shipping, delivery, and returns, please follow these guidelines:

* All quotations shall indicate Free on Board (FOB) destination. FOB destination means delivered and unloaded to all the Commonwealth departments, cities, towns, and political subdivisions within the Commonwealth of Massachusetts, with all charges for transportation and unloading prepaid by the vendor.
* Delivery arrangements for items that require special handling may be made by mutual agreement between the buyer and vendor. Shipping charges may be negotiated and allowed under reasonable circumstances including but not limited to rush shipping requests by the buyer. Vendors are not allowed to request an exception for shipping charges.
* **Standard Delivery Requirements**
  + Vendor must deliver items within seven (7) calendar days of receipt of an order.
  + If a Vendor cannot deliver within seven (7) calendar days, the Vendor must notify the buyer of the projected delivery date at time of order or during the next business day. The Vendor must notify the buyer of the new delivery date.
  + **Standard Delivery Cost/Changes**
    - There is no additional charge for deliveries made within seven (7) calendar days for orders of $50.00 or more that are placed on the same day and will be shipped to the same delivery address. Shipping can be done by the Vendor or drop shipping directly from the manufacturer or other source.
* **Expedited (express, overnight or other specialty) Delivery**
  + Buyers may request expedited (express or overnight) delivery if the need arises.

Buyers may agree to special charges such as: a delivery charge of up to $20.00 for orders under $50.00, expedited (express or overnight) delivery, hazmat fees, or other special handling.

* + Any special handling fees and expedited shipping fees must be agreed upon in advance by both parties.
* **Returns**
  + Buyers may return any item in original packaging and in saleable condition within seven (7) calendar days of receipt of order unless at the time of order the Vendor clearly stated in writing that an item was not returnable.
  + A wrongly shipped item received in error for which the buyer notifies the Vendor within sixty (60) calendar days of receipt must be replaced, credited, or repaid by check at the option of the Buyer.
  + The Vendor is responsible for the shipping costs of all returns and **restocking charges are not allowed under HSP44.**

## Repairs and Services Warranties

For repairs and services warranties, please refer to these guidelines:

* If merited, vendors will provide warranty information on any products sold under this contract. It is understood that not all products may have a warranty and warranty coverage may differ based on product and availability.
* The warranty for the Commonwealth shall be the manufacturer’s standard warranty starting from the date of acceptance by the buyer.
* **Refurbished and Remanufactured Equipment**
  + In the event that refurbished or remanufactured equipment is being requested and sold, “remanufactured” or “reconditioned” is defined as products or equipment partially or fully manufactured from existing product materials where such materials are cleaned and repaired to the extent possible and reused in the new product or equipment in accordance with the original manufacturer’s specifications. All unusable parts are to be removed and replaced with new or remanufactured parts, which meet original equipment manufacturers (OEM) standards and any governing standards and/or regulations
* **Recalls or Notices of Defects**
  + Vendors are required to notify Buyers in a timely fashion about recalls, notices of defects and/or Failure to Supply, and provide an adequate opportunity to work together with the Buyers to maintain operations and resolve product availability issues.
  + Buyers should ensure their contact information is current and up to date with Vendors.
  + Buyers are NOT responsible for the costs associated with the replacement of recalled and/or defective products and equipment, or the Vendor’s Failure to Supply, and have the option of receiving a credit instead.

## Additional Discounts

Vendors in this statewide contract offer the following discounts, which may vary for each vendor:

* **Prompt Payment Discount:** A percentage discount given to the buyer if the invoice is paid within a specified time, in accordance with the [Commonwealth’s Bill Paying Policy](https://www.macomptroller.org/policies/). Each Vendor’s PPD is detailed in the [Vendor List](#_Appendix_A:_Vendor) table and the price files within each Vendor’s [Master Blanket Purchase Order](#_Appendix_A:_Vendor).
* **Volume Discount:** A discount if a certain volume of product or service is purchased. This may be offered by Vendor and must be approved by OSD.
* **Market Share Discounts:** Vendors and buyers may negotiate market share discounts when buyer agrees to purchase at least (n) % of their medical commodities from the Vendor or has a monthly dollar sales volume of at least (n) $ with the Vendor.

**Note:** Vendor discounts are detailed in the [vendor list](#_Appendix_A:_Vendor) table and the price files within each vendor's Master Blanket Purchase Order (MBPO) or Master Contract Record MBPO.

## Emergency Services

Vendors on this contract may be required to provide products or services in cases of statewide emergencies. The [801 CMR 21.05(3)](https://www.mass.gov/doc/801-cmr-21-procurement-of-commodities-or-services-including-human-and-social-services/download?_ga=2.5187184.276064254.1754065769-411155804.1736349941&_gl=1*sw9tsp*_ga*NDExMTU1ODA0LjE3MzYzNDk5NDE.*_ga_MCLPEGW7WM*czE3NTQwNzY0MjMkbzMyMyRnMSR0MTc1NDA3NjQ1NSRqMjgkbDAkaDA.) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](https://www.mass.gov/doc/emergency-response-supplies-services-and-equipment-contact-information) list for emergency services related to this contract.

## Vendor Performance

Key points concerning vendor performance are outlined below:

* Provide actionable feedback on vendors for this contract to optimize performance through the [Procurated Platform](https://go.procurated.com/ma-statewide/). On the Procurated website, select an OSD contract, choose **Select**, and then choose **Provide a Review** for the applicable vendor listed.
* Buyers are encouraged to reach out to the [Category Manager](mailto:amanda.ferdinand@mass.gov) if vendors are not meeting their contractual obligations and buyers may be surveyed for vendor performance feedback.
* Vendors will be evaluated on their current performance and may be asked to work with the Commonwealth toward improvement.
  + If vendor performance is unacceptable but may be corrected, the vendor will be given the opportunity to develop and implement a Corrective Action Plan (CAP), working collaboratively with OSD and the relevant purchasing entities.
  + If vendor performance is inadequate or breaches the RFR terms, including attachments and agreements, the OSD Category Manager(s) may issue a warning, implement a CAP, or suspend/terminate the contract.
* Vendors must meet all contractual requirements throughout the life of the contract, including requirements for timely and accurate report submission, to remain in good standing under the contract.

## General Procurement Guidelines and Best Practices

For general procurement guidelines and best practices, follow these recommendations:

* Buyers should inform vendors to reference Statewide Contract **HSP44** on all quotes and invoices.
* No prepayment should be made for products not yet delivered or services not yet rendered.
* No sales tax should be applied to invoices.
* No fees or surcharges (including travel, fuel, delivery) should be applied to invoices.
* Special order fees must be agreed upon by both parties upfront.
* Payments for products or services provided must be paid within 45 days per Massachusetts Bill Payment Policy, or sooner if applying Prompt Payment Discount.
* Buyers are not required to sign additional agreements with vendors that conflict with the Request for Response (RFR) Terms and Conditions. Contact the [Category Manager](mailto:amanda.ferdinand@mass.gov) for guidance.
* Vendors must notify buyers of product substitutions.

## Adding a Product

If a product cannot be found in the Vendor’s price sheet or PunchOut catalog, it is recommended to contact the Vendor directly to inquire if it is available for purchase on this contract. If the product meets the Contract’s established specifications and scope, the Vendor may be able to add it to their product offerings, without approval by OSD. Contract users should always reference HSP44 when contacting Vendors to ensure they are receiving contract pricing. Quotes should be awarded based on best value. The quoted and accepted net price remains in effect until the next update of the price list. These additionally quoted products can be ordered from the vendor’s catalog using the line item “non-catalog item quoted by vendor per RFR”. Please contact the [Category Manager](mailto:amanda.ferdinand@mass.gov) for guidance on this.

## Environmentally Preferable Products and Services (EPPS)

This contract provides environmentally preferable options wherever possible (e.g., reusable options, options with reduced toxins, options that provide reduced fuel usage, or provide other environmental benefits). To find more sustainable medical supplies and equipment, request products that meet one or more of the following:

* Are [Practice Green Health Approved](https://greenhealthapproved.org/greenhealth-approved-products) (which means products meet their [*Standardized Healthcare Criteria*](https://practicegreenhealth.org/sites/default/files/2020-07/Standardized%20environmental%20criteria%20%28Sustainable%20procurement%20guide_%20Annex%206%29.pdf))
* For Medical Products: Meet the standards established by  [HealthCare Without Harm’s Safer Medical Products](https://practicegreenhealth.org/sites/default/files/2024-08/Safer%20medical%20products%20criteria%20August%202020.pdf), meaning products do not contain polyvinyl chloride (PVC) or diethylhexyl phthalate (DEHP)
* For Gloves: Meet the standards established by [HealthCare Without Harm’s Sustainable Glove Criteria](https://practicegreenhealth.org/sites/default/files/2023-12/HCWH%20glove%20guidance%20Dec.%202023.pdf)
* Are reusable (see Practice Greenhealth and Healthcare Without Harm’s guidance [*Transition from Single-Use Disposables to Reusables*](https://practicegreenhealth.org/sites/default/files/2021-10/HAN%20Resusables%20Oct%202021.pdf)for more information)
* Choose refrigeration with Climate Friendly Refrigeration options.
* Are remanufactured, meaning that the product has been rebuilt or restored and required to meet all original equipment manufacturers’ requirements. Remanufactured products may offer significant savings while providing equivalent product form and function.

Practice Green Health and HealthCare Without Harm are two non-profit organizations that work to make identification of sustainable products easier for healthcare product purchasers.

**Learn More:** Explore the [Environmentally Preferable Products (EPP) Procurement Program](https://www.mass.gov/environmentally-preferable-products-epp-procurement-program) and discover detailed guidance in the [EPP Products and Services Guide](https://www.mass.gov/handbook/environmentally-preferable-products-and-services-guide).

## Instructions for Massachusetts Management Accounting and Reporting System (MMARS) Users

When placing orders with a contractor, MMARS users **must** include a reference to the Statewide Contract ID number **HSP44** in the Agreement ID field in MMARS for encumbrances related to purchases from Statewide Contracts. Please address all inquiries regarding MMARS technical support and job aids by emailing the [Comptroller Help Desk](mailto:Comptroller.Info@mass.gov) or by calling 617-973-2468.

## Geographical Service Area

Vendors will be able to provide the requested service(s) throughout the Commonwealth.

## Vendor List and Information

| **Vendor\*** | **Master Blanket Purchase Order #** | **COMMBUYS Catalog Punch**  **Out Available** | **Contact Person** | **Phone #** | **Email** | **Discounts**  **(PPD,**  **Dock Delivery,**  **Other)** | **SDO Certification Type** | **SDP Commitment Percentage** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Master Contract Record] [Master MBPO] (All contract documents)\*\* | [PO-23-1080-OSD03-SRC02-25879](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC02-25879&releaseNbr=0&external=true&parentUrl=close) | N/A | Tina Sang  Sonia Castro | 617-359-7287  617-359-7271 | t[ina.j.sang2@mass.gov](mailto:Tina.j.sang2@mass.gov)  [sonia.castro@mass.gov](mailto:sonia.castro@mass.gov) | N/A | N/A | N/A |
| Geriatric Medical & Surgical Supply | [PO-23-1080-OSD03-SRC01-25915](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-25915&releaseNbr=0&external=true&parentUrl=close) | [25980](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-25980&releaseNbr=0&external=true&parentUrl=close)  [25980](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-25980&releaseNbr=0&external=true&parentUrl=close) | JJ Pistoor | 781-305-3144 X350 | [jj.pistoor@gerimed.com](mailto:jj.pistoor@gerimed.com) | PPD- 10 days: 1% | N/A | 1% |
| McKesson Medical-Surgical Government Solutions LLC (MMSGS) | [PO-23-1080-OSD03-SRC01-25934](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-25934&releaseNbr=0&external=true&parentUrl=close) | [25978](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-25978&releaseNbr=0&external=true&parentUrl=close) | Zack Newsome | 904-790-9210 | [zack.newsome@mckesson.com](mailto:zack.newsome@mckesson.com) | PPD- 10 days: 1% | N/A | 1% |
| Medline Industries, Inc | [PO-23-1080-OSD03-SRC01-25878](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-25878&releaseNbr=0&external=true&parentUrl=close) | [25979](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-25979&releaseNbr=0&external=true&parentUrl=close) | Christina Plotz | 847-643-3672 | [cplotz@medline.com](mailto:cplotz@medline.com) | PPD- 10 days: 1% | N/A | 1% |
| MedSupply Corp. | [PO-23-1080-OSD03-SRC01-25914](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-25914&releaseNbr=0&external=true&parentUrl=close) | No | Talha Mirza | 248-597-9004 | [tmirza@med-supply.com](mailto:tmirza@med-supply.com) | PPD- 10 days: 1.5%; 15 days: 1.25% | N/A | 1% |
| Steri-Tech Medical Innovations LLC | [PO-23-1080-OSD03-SRC01-25896](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-25896&releaseNbr=0&external=true&parentUrl=close) | [29007](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-29007&releaseNbr=0&external=true&parentUrl=close) | Jorge Rodriguez | 987-677-7887 | [jorge@steritechmed.com](mailto:jorge@steritechmed.com) | PPD- 10 days: 1% | SDVOBE, VBE, MBE, DOBE and SBPP | 6% |
| Trans Med USA Inc. | [PO-23-1080-OSD03-SRC01-25877](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-25877&releaseNbr=0&external=true&parentUrl=close) | No | Darius Masalehdan | 978-649-1970 | [darius@transmed-usa.com](mailto:darius@transmed-usa.com) | PPD- 10 days: 1% | N/A | 1% |
| Westnet Inc. | [PO-23-1080-OSD03-SRC01-25916](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-25916&releaseNbr=0&external=true&parentUrl=close) | [25977](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-23-1080-OSD03-SRC01-25977&releaseNbr=0&external=true&parentUrl=close) | Tina McLean | 781-828-7772 | [tmclean@westnetmed.com](mailto:tmclean@westnetmed.com) | PPD- 10 days: 1% | DBE | 1% |

## United Nations Standard Products and Services Code® (UNSPSC®)

UNSPSC for **HSP44**:

42000000 - Medical Equipment and Accessories and Supplies