Contract User Guide HSP41

HSP41, Category 10: COVID-19
Antigen Test Kits

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Category Summary
This Contract User Guide describes Category 10 – COVID-19 Test Kits of Statewide Contract HSP41. Category 10 is for the purchase of COVID-19 Antigen Test Kits having FDA Emergency Use Authorization for home use. This category is set up to assist Commonwealth agencies, municipalities, and other “Eligible Entities” in procuring COVID-19 Antigen Test Kits from qualified manufacturing vendors.

“Test kits” are distinct units which are inclusive of all services and all materials necessary for the self-administered collection and testing of a specimen for the purposes of determining the presence or absence of SARS-CoV-2 viral material in the specimen.

Benefits and Cost Savings
Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth’s buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

Find Bid/Contract Documents
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for HSP41 Category 10 to find related Master Blanket Purchase Order (MBPO) information.
  All common contract documents are located in the “Master Contract Record” Master Blanket Purchase Order (MBPO) for HSP41 Category 10 COVID-19 Test Kits and can be accessed directly by visiting MBPO PO-22-1080-OSD03-SRC01-24121.
- To find vendor-specific documents, see links to individual vendor MBPOs on the Vendor Information page.

Who Can Use This Category

Applicable Procurement Law
Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00.

Eligible Entities
- 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, UFR-certified organizations that are doing business with the Commonwealth
- Other states and territories with no prior approval by the State Purchasing Agent
- Other entities when designated in writing by the State Purchasing Agent
Pricing, Quote and Purchase Options

Purchase Options
The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases

Pricing Options

- Ceiling/Not-to-Exceed: Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing, and may be further negotiated.

Product/Service Pricing and Finding Vendor Price Files
Product pricing may be found by using the vendor information page, where links to all the vendors MBPOs are provided.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or OSDhelpdesk@mass.gov.

Per 801 CMR 21.00, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD’s statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.

When contacting a vendor on statewide contract, always reference HSP41 Category 10 COVID-19 Test Kits to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How to Purchase From the Contract

Each awarded vendor has been assigned a unique Master Blanket Purchase Order (MBPO) for the category they have been awarded.

A “Master Contract Record” vendor information has been set up in COMMBUYS for the awarded Category 10 in order for Eligible Entities to solicit quotes. When using the Master Contract Record to solicit quotes under this contract; use the Job Aid for Buyers for guidance. The Master Contract Record MBPO may be found here: Vendor Information.

Once a quote is obtained and selected the ordering process is as follows:
Solicit quotes and select and purchase quoted item in COMMBUYS

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include “HSP41 Category 10 RFQ” when entering information in the Description field.

For a description of how to complete this purchase in COMMBUYS, visit the Job Aids for Buyers webpage, and select:

- The COMMBUYS Purchase Orders section, and choose the How to Create a Solicitation Enabled Bid Using a Release Requisition job aid or one of the quick reference guides.

Obtaining Quotes

Contract users should always reference HSP41 Category 10 COVID-19 Test Kits when contacting vendors to ensure they are receiving contract pricing.

For a full description of how to complete a quote in COMMBUYS visit the Job Aids for Buyers webpage, and select:

- The COMMBUYS Purchase Orders section, and choose the How to Create a Solicitation Enabled Bid Using a Release Requisition job aid.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Category Exclusions and Related Statewide Contracts

This category is only for the use of purchases under HSP41 Category 10 and does not cover Laboratory Supplies and Equipment under (HSP41), or other medical commodity or drug-related contracts.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. ML - 801 CMR 21 defines emergency for procurement purposes. Visit the Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts list for emergency services related to this contract.

Shipping/Delivery

Eligible Entities should ensure that delivery address(es) are specified on the Purchase Order. As described in the Vendor Products and Purchasing Instructions section, Purchase Orders which are to be delivered to multiple addresses should have the address information specified in an attachment to the Purchase Order.

Additional Information/FAQs

The OSD Help Desk is available to answer questions, help buyers access the vendor list, and advise them on where to find specific products.
Geographical Service Area
Program vendors serve all districts of the Commonwealth.

Product Specifications, including Environmental Standards and Requirements
All commodities sold under this contract must be compliant with all: applicable Federal laws and regulations such as FDA 21 CFR at time of sale; and all applicable Commonwealth of Massachusetts Laws and Regulations; and when applicable meet City of Boston Fire Code standards.

Warranties
Manufacturers’ warranties apply.

Other Discounts
- **Prompt Pay Discounts**: A discount given to the buyer if 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 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.
## Vendor List and Information*

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Master Blanket Purchase Order #</th>
<th>Contact Person</th>
<th>Phone #</th>
<th>Email</th>
<th>Discounts (PPD, Other)</th>
<th>Pricing and Order Minimums</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Contract Record</td>
<td>PO-22-1080-OSD03-SRC01-24121</td>
<td>Kelly Thompson Clark</td>
<td>(617) 720-3184 (EST)</td>
<td><a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Becton Dickinson and Company</td>
<td>PO-22-1080-OSD03-SRC01-24169</td>
<td>Lauren McDonald</td>
<td></td>
<td><a href="mailto:Lauren.mcdonald@bd.com">Lauren.mcdonald@bd.com</a></td>
<td></td>
<td>$20.00 per 2-test kit; Minimum: 1 full truckload = 15,600 tests.</td>
</tr>
<tr>
<td>Ellume USA LLC</td>
<td>PO-22-1080-OSD03-SRC01-24081</td>
<td>George Kokoros</td>
<td></td>
<td><a href="mailto:george.kokoros@ellume.com">george.kokoros@ellume.com</a></td>
<td></td>
<td>$26.10 per 1-test kit; Minimum: 1 pallet = 1,224 tests.</td>
</tr>
<tr>
<td>iHealth Labs, Inc.</td>
<td>PO-22-1080-OSD03-SRC01-24080</td>
<td>Elena Tian</td>
<td></td>
<td><a href="mailto:elena.tian@ihealthlabs.com">elena.tian@ihealthlabs.com</a></td>
<td></td>
<td>$10.00 per 2-test kit; Minimum: 1 pallet = 15,120 tests.</td>
</tr>
<tr>
<td>Intrivo Diagnostics, Inc. (Pure Blue Med)</td>
<td>PO-22-1080-OSD03-SRC01-24129</td>
<td>David Ottenstein</td>
<td></td>
<td><a href="mailto:dottenstein@intrivo.com">dottenstein@intrivo.com</a></td>
<td></td>
<td>$19.00 per OnGo 2-test kit; Minimum: 1 case = 232, 2-pack tests; 1 pallet (20 cases) = 9,280 tests.</td>
</tr>
</tbody>
</table>

*Note that COMMBUYS is the official system of record for vendor contact information.

** [The Master Contract Record MBPO] is the central repository for all common contract files. Price files may be found in the individual vendor’s MBPO.]

1) **The vendors on this contract are manufacturers, only.** Product distributors are NOT part of this contract.

2) **PLEASE NOTE** the Manufacturing Vendors order minimums above. **IF YOU ARE NOT ORDERING THEIR MINIMUM,** please refer to our distributor list under HSP41: Laboratory Supplies and Equipment contract. **Also, there is a shipping charge associated with orders placed through the manufacturers on this Cat 10 contract and/or when expedited/specialty shipping is requested.**

3) **This is a very busy time for all vendors on these contracts,** please be patient while trying to get your order addressed or reaching the manufacturers and distributors.

4) All manufacturers have provided the Commonwealth with their W9 information.