Contract User Guide for HSP44

HSP44: Medical Commodities

| Contract #: | HSP44 |
| MMARS MA #: | HSP44* |
| Initial Contract Term: | July 1, 2022 – June 30, 2027 |
| Maximum End Date: | June 30, 2027 |
| Current Contract Term: | July 1, 2022 – June 30, 2027 |
| Contract Manager: | Kelly Thompson Clark, kelly.thompsonclark@mass.gov, (617) 720-3184 |
| This Contract Contains: | Small Business Purchasing Program (SBPP), MBE and VBE |
| UNSPSC Codes: | 42-19-00 Medical Facility Products |

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

Table of Contents:

(Note: To access hyperlinks below, scroll over desired section and CTL + Click)

- Contract Summary
- Benefits and Cost Savings
- Find Bid/Contract Documents
- Who Can Use This Contract
- Subcontractors
- Supplier Diversity Requirements
- Pricing, Quotes and Purchase Options
- Instructions for MMARS Users
- Contract Exclusions and Related Statewide Contracts
- Emergency Services
- Shipping/Delivery/Returns
- Additional Information/FAQ's
- Strategic Sourcing Team Members
- VENDOR LIST AND INFORMATION

TIP: To return to the first page throughout this document, use the CTL + Home command.
Contract Summary

This is a Statewide Contract for Medical Commodities. This contract covers medical commodities for medical, surgical, urological, or wound care that are used for the provision of healthcare in any setting. It does not cover laboratory supplies and equipment, prescription drugs and medical equipment costing more than $5,000 per unit. The products and services available include:

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

PLEASE NOTE: Due to COVID-19, prices on some items may change or fluctuate. OSD strongly suggests you get quotes directly from vendors to confirm you are getting the most-recent prices. Also, if viewing prices in COMMBUYS, please confirm the price sheets you are viewing are current year.

COVID-19 Updates

Buyers are encouraged to engage with vendors for additional information. See vendor list and information table.

Supplying Disinfectant and Sanitizer Products

If you are purchasing disinfectants and hand sanitizers for use against COVID-19, make sure that all products meet the guidelines established by the EPA and the CDC:

- Disinfectants: should be on the EPA’s List N: Disinfectants for Use Against SARS-CoV-2 AND registered by the Massachusetts Pesticide Board Subcommittee
- Hand Sanitizers: The CDC Hand Hygiene Recommendations cite at least 60% alcohol based hand sanitizer if soap and water are not available. For healthcare, refer to the CDC’s Hand Hygiene in Healthcare Settings for more information.

Safety:

It is against state and federal law to use disinfectants in a manner that is not intended by the instructions on the label (for example, wide area spraying of a chemical that is not specified for use in this way). The use of disinfectants does not require a license in Massachusetts, but purchasers should review OSHA guidance and standards, and ensure the individuals using disinfectants are aware of the guidance.

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.

Vendors may offer additional market share, $ volume discounts, government pricing or consignment programs.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.
• Vendors may pre-arrange direct billing Medicare Part B or purchaser at that price if lower than the Net Price List.
• Vendors will work with a purchaser to provide free sample products for product review or evaluation trials.
• Vendors will arrange for purchaser training on products and respond to a request for training within ten (10) Calendar days of the request. When Continuing Education Credits are available for the training, the Vendor will make them available.

Find Bid/Contract Documents

• To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the Vendor Information page.

Who Can Use This Contract

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

Eligible Entities
Please see the standard list of Eligible Entities on our Eligible Entities Which May Use Statewide Contracts webpage.

Subcontractors
The awarded vendor’s use of subcontractors is subject to the provisions of the Commonwealth’s Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Supplier Diversity Requirements
When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

When soliciting quotes, the following requirements apply:

<table>
<thead>
<tr>
<th>Expected annual value of the RFQ</th>
<th>RFQ process requirements</th>
</tr>
</thead>
</table>
| Less than or equal to $250,000/year | • Notify at least two small businesses capable of providing the product or service of the opportunity, if available.  
• Include SBPP contract language and place it prominently within the RFQ.  
• Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department’s best value criteria.  
• Award to a large business only if there is no SBPP participating business meeting departments’ best value criteria.  
• Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria.  
• See the Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams for additional guidance. |

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.
Updated: July 27, 2022
| More than $250,000/year | **Notify at least two diverse and/or small businesses** capable of providing the product or service of the opportunity, if available.  
| | Make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.  
| | **Note:** Departments may ask the prime Contractor for an additional SDP commitment specifically related to the Department’s purchase or engagement. SDP spending for such a purchase or engagement must be reported by the Contractor using the SDP Reporting Form directly to the Department and may not be included in any other SDP reporting filed by the Contractor.  

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the Statewide Contract Index available on the COMMBUYS home page. See the “Programs (SDO and SBPP)” tab for current certification and small business status of contractors on this contract.

### 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.
- **New Items or bulk pricing:** Contact a Vendor or Vendors on the Contract for a Quote when a product is not on a Vendor’s Price List, or a quantity price is not listed in a vendor’s catalog. 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”.
- **Proprietary products:** At times, a product may be proprietary to a specific vendor or only available from a select vendor. If that is the case, please note your procurement files in order to document your due diligence. Ordering a general product from one vendor without obtaining multiple quotes does not demonstrate “best value” or due diligence.

#### Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by using the [vendor information](#) page, where links to all the vendor 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](mailto: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 HSP44 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**

- **Select items from a PunchOut catalog and purchase through COMMBUYS**
  
  PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor’s e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right-hand corner [ ] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor’s e-commerce site. After shopping is complete on the vendor’s e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment. Currently, you can use this purchase method for Geriatric Medical, McKesson Medical-Surgical Government Solutions LLC (MMSGS), Medline and Westnet. Other vendors will be added as available. Please refer to “Direct Purchase” for access to all vendors.

  For a description of how to complete this purchase in COMMBUYS, visit the **Job Aids for Buyers** webpage and select either:
  
  - The **Quick Reference Guide (QRG)** section and choose the QRG – Creating a Punch Out Order job aid
  - The **COMMBUYS Purchase Orders** section and choose the How to Purchase from a COMMBUYS PunchOut job aid.

- **Directly purchase fixed price items through COMMBUYS**
  
  This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

  For a description of how to complete this purchase in COMMBUYS, visit the **Job Aids for Buyers** webpage and select:
  
  - The **COMMBUYS Requisitions** section and choose the Make a Statewide Contract Purchase in COMMBUYS job aid.

- **Directly purchase a non-fixed price item ($0 line item) through COMMBUYS**
  
  New Items or bulk prices: Contact a Vendor or Vendors on the Contract for a Quote when a product is not on a Vendor’s 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 “non-catalog item quoted by vendor per RFR”.

**NOTE:** Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.
Obtaining Quotes
Contract users should always reference HSP44 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value. For new items: Contact a Vendor or Vendors on the Contract for a Quote when a product is not on a Vendor’s 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 “non-catalog item quoted by vendor per RFR”.

At times, a product may be proprietary to a specific vendor or only available from a select vendor. If that is the case, please note your files so proof of your need and due diligence is noted. Ordering a general product from one vendor without gaining quotes is not proving your due diligence or operating under a “best value” procurement.

For a full description of how to complete a quote in COMMBUY5 visit the Job Aids for Buyers webpage, and select:
➢ The COMMBUY5 Purchase Orders section, and choose Request Quotes From Vendors on Statewide Contracts job aid.

Product Trials, Pilots, and Demonstrations
Vendors will work with a purchaser to provide free sample products when the purchaser is conducting product review or evaluation trials prior to purchase. Vendors will arrange for purchaser training on products and respond to a request for training within ten (10) calendar days of the request. When Continuing Education Credits are available for the training, the Vendor will make them available.

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

Contract Exclusions and Related Statewide Contracts
This contract does not cover Laboratory Supplies and Equipment (HSP41), Prescription Drugs (MED47), and medical products costing more than $5,000 per unit. Click here for Contract User Guides including HSP41 and MED47.

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/Returns
Shipping: No charge for delivery within seven (7) calendar days of orders of $50.00 or more in the same day, to the same delivery address, either from the Vendor or for drop shipping directly from a manufacturer or other source. A purchaser has the option of agreeing to special charges such as: a delivery charge of up to $30.00 for orders under $50.00, expedited delivery (express, overnight, or other specialty shipping), hazmat fees, and/or other special handling charges. All special delivery charges must be discussed or disclosed ahead of shipment and acted on within reason by the buyer and vendor. All fuel charges or fuel surcharges are prohibited under this Contract. Please note, due to Covid-19 and supply chain issues, some item prices may change or fluctuate.
**Returns:** The purchaser may return any item in original packaging and in saleable condition within seven (7) calendar days of receipt of order unless at time of the order the Vendor clearly stated in writing that an item was not returnable. A wrongly shipped item received in error for which the purchaser notifies the Vendor within sixty (60) calendar days of receipt must be replaced, credited, or repaid by check at the option of the purchaser. The Vendor is responsible for the shipping costs of all returns and restocking charges are not allowed under the Contract.

**Recalls or Notices of Defects:** The purchaser is to receive timely Vendor notice to work together to maintain operations. The purchaser is not responsible for the cost to replace the item and has the option of receiving a credit instead.

**Additional Information/FAQs**

**Geographical Service Area**
Contractors will be able to provide the requested service(s) throughout 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.

Commodities purchased under this contract will primarily be used in Hospitals and Healthcare Institutions and most need to be “hospital grade” and meet all Joint Commission standards and be intended for use in Hospitals and Healthcare Institutions. Some products sold may be commercial grade where not involved with patient safety, such as non-medical use gloves.

**Warranties**
Manufacturers’ warrantees 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.
- **Volume Discounts:** Discount is negotiated by buyer if a certain volume of product or service is purchased.
- **Market Share Discounts:** Discount may be negotiated by buyer if a certain % of total facility product(s) needs is purchased.

**If the Needed Product Can Not be Found**
If a product cannot be found in the vendor’s catalog, price sheet or PunchOut, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category,
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”.

Contract User Guide for HSP44

Strategic Sourcing Team Members

- Jennifer Fennel  Lemuel Shattuck Hospital
- Judy Lydon-Ruby  Wrentham Developmental Center
- Dorothy Martin  Department of Mental Health
- Jacqueline Paye  Western Mass Hospital
- Kathy Rufo  Tewksbury State Hospital
- Brian Sullivan  Western Mass Hospital
## Vendor List and Information*

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Master Blanket Purchase Order #</th>
<th>COMMBUYS Catalog Punch Out Available</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
<th>Discounts (PPD, Dock Delivery, Other)</th>
<th>SDO Certification Type</th>
<th>SDP Commitment Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Master Contract Record [Master MBPO]</td>
<td>PO-23-1080-OSD03-SRC02-25879</td>
<td>Yes</td>
<td>Kelly Thompson Clark</td>
<td>617-720-3184</td>
<td><a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Geriatric Medical &amp; Surgical Supply</td>
<td>PO-23-1080-OSD03-SRC01-25915</td>
<td>Yes</td>
<td>JJ Pistoor</td>
<td>781-305-3144 X350</td>
<td><a href="mailto:jj.pistoor@GERMED.COM">jj.pistoor@GERMED.COM</a></td>
<td>PPD-10 days: 1%</td>
<td>N/A</td>
<td>1.00%</td>
</tr>
<tr>
<td>McKesson Medical-Surgical Government Solutions LLC (MMGS)</td>
<td>PO-23-10080-OSD03-SRC01-25934</td>
<td>Yes</td>
<td>Scott Pickens</td>
<td>614-208-0950</td>
<td><a href="mailto:scott.pickens@mckesson.com">scott.pickens@mckesson.com</a></td>
<td>PPD-10 days: 1%</td>
<td>N/A</td>
<td>1.00%</td>
</tr>
<tr>
<td>Medline Industries, Inc.</td>
<td>PO-23-1080-OSD03-SRC01-25878</td>
<td>Yes</td>
<td>Dan Brown/Elizabeth Gordon</td>
<td>847-949-2696</td>
<td><a href="mailto:egordon@medline.com">egordon@medline.com</a></td>
<td>PPD-10 days: 1%</td>
<td>N/A</td>
<td>1.00%</td>
</tr>
<tr>
<td>MedSupply Corp.</td>
<td>PO-23-1080-OSD03-SRC01-25914</td>
<td>No</td>
<td>Talha Mirza</td>
<td>248-597-9004</td>
<td><a href="mailto:tmirza@med-supply.com">tmirza@med-supply.com</a></td>
<td>PPD-10 days: 1%</td>
<td>N/A</td>
<td>1.00%</td>
</tr>
<tr>
<td>Steri-Tech Medical Innovations LLC</td>
<td>PO-23-1080-OSD03-SRC01-25896</td>
<td>Yes</td>
<td>Jorge Rodriguez</td>
<td>978-677-7887</td>
<td><a href="mailto:jorge@steritechmed.com">jorge@steritechmed.com</a></td>
<td>PPD-10 days: 1%</td>
<td>SBPP; MBE; and VBE</td>
<td>6.00%</td>
</tr>
<tr>
<td>Trans Med USA Inc.</td>
<td>PO-23-1080-OSD03-SRC01-25877</td>
<td>No</td>
<td>Darius Masalehdan</td>
<td>978-649-1970</td>
<td><a href="mailto:darius@transmed-usa.com">darius@transmed-usa.com</a></td>
<td>PPD-10 days: 1%</td>
<td>SBPP</td>
<td>1.00%</td>
</tr>
<tr>
<td>Westnet Inc.</td>
<td>PO-23-1080-OSD03-SRC01-25916</td>
<td>Yes</td>
<td>Tina McLean</td>
<td>781-828-7772</td>
<td><a href="mailto:tmclean@westnetmed.com">tmclean@westnetmed.com</a></td>
<td>PPD-10 days: 1%</td>
<td>MBE</td>
<td>1.00%</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.