

# Contract User Guide for HSP45

## HSP45: Laboratory Supplies & Equipment

**UPDATED:** February 16, 2024

<b>Contract #:</b>	HSP45
<b>MMARS MA #:</b>	HSP450000000000000000 (no asterisk)
<b>Initial Contract Term:</b>	January 1, 2023 – December 31, 2029
<b>Maximum End Date:</b>	December 31, 2029
<b>Current Contract Term:</b>	January 1, 2023 – December 31, 2029
<b>Contract Manager:</b>	Kelly Thompson Clark, 617-720-3184, <a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a>
<b>This Contract Contains:</b>	Small Business Purchasing Program, SDVOSP/MBE/MWBE/WBE
<b>UNSPSC Codes:</b>	41-10-00 Laboratory and Scientific Equipment

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## Contract Summary

This is a Statewide Contract for Laboratory Supplies & Equipment. This Educational, Healthcare, and Scientific Laboratory contract covers all laboratory supplies, equipment including peripherals, furnishings, and related services including: test result reporting, warranties, extended warranties, service & maintenance agreements, general repairs, technological upgrades, the establishment of consumable & reagent agreements for specific instrumentation, training on purchased equipment, and installation/setup/integration into existing systems for use in locations including but not limited to: clinical, environmental, educational, forensic, healthcare, and scientific laboratories.

The products and services available include:

- Laboratory supplies
- Laboratory equipment, peripherals, and furnishings
- Installation, setup & integration into existing systems of equipment, peripherals, and furnishings
- Consumable and reagent agreements for specific instruments
- Extended warranties, service, and maintenance agreements
- Technological upgrades
- Training on purchased equipment
- General repairs
- Test result reporting

**UPDATES:** Due to fluctuations in pricing, 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.

## Contract Categories

This contract includes 9 categories of products/service as listed below.

- Category 1: Chemicals including Reagents
- Category 2: Clinical Products & Supplies
- Category 3: Clinical Diagnostic Products & Supplies
- Category 4: Lab Equipment
- Category 5: Forensic & Environmental Products & Supplies
- Category 6: Lab Furnishings
- Category 7: Microbiology Products & Supplies
- Category 8: Safety Products & Supplies
- Category 9: Scientific Educational Products & Supplies – Designed for K-12; available to all buyers

## 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. Additional benefits of this contract include:

- Educational Category 9 better serves K-12 schools.
- Competitive published net price lists allow buyers to compare prices.
- Vendors may offer additional market share or \$ volume discounts.
- Vendors must work to provide free samples for product review or evaluation trials prior to purchase.

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## OPERATIONAL SERVICES DIVISION

- Vendors must provide, at no cost, a reasonable level of technical support to Purchasing Entities.
- Vendors will arrange for purchaser training on products and respond to training requests within ten (10) calendar days. When available the Vendor will provide Continuing Education Credits.

### Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for HSP45 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 HSP45 and can be accessed directly by visiting [PO-23-1080-OSD03-SRC01-27867](#).
- 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; and  
Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

#### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

#### **When selecting vendor(s) without soliciting quotes or a statement of work, Executive Departments should follow below guidance:**

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.

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.

#### **When selecting vendor(s) from multiple quotes and statement of work, Executive Departments should follow below guidance:**

Requirements of the Small Business Purchasing Program for Small Procurements (expected annual value of \$250,000 or less) or the Supplier Diversity Program for Large Procurements (expected annual value exceeding \$250,000) apply to Executive Departments soliciting quotes or issuing statements of work.

**Small Business Award Preference:** In accordance with the Supplier Diversity Office’s SBPP Policy, Departments must award contracts for Small Procurements to SBPP-participating small business bidders if both of the following conditions are met:

- The response is received from an eligible small business; AND
- The response meets the Department’s best value criteria as defined in the RFR or RFQ.

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**SDP Commitment:** Businesses awarded large Commonwealth contracts for goods and services (also called prime contractors or prime vendors) are required to make measurable financial commitments to do business with one or more diverse businesses (often called SDP Partners). This business-to-business relationship requirement applies to all Large Procurements for goods and services, which were historically defined as those expected to exceed \$150,000 in total spending. Effective July 1, 2021, Large Procurements will be defined as those expected to exceed \$250,000 in annual spending.

Executive departments should take into consideration contracted vendors SDP commitments when evaluating responses. Specifically, the following fields of the new SDP Plan Form correspond to the goals stated above:

Type of information collected from bidders	Possible use of the information by the SST
SDP focus statement	Assess the bidder's level of integration of supplier diversity into company operations.
SDP policy link or attachment (if any)	
Additional creative initiatives (if any)	
SDP commitment – subcontracting	Evaluate the bidder's SDP commitment.
SDP commitment – ancillary	
SDP commitment – total	
List of proposed partners	Assess the likelihood of the bidder meeting their SDP commitment.
Company prior year spending with the list of partners (if available)	
Company average gross annual revenue	If deemed necessary by the Agency or Statewide Contract Strategic Sourcing Team (SST) and included in the evaluation criteria, consider the bidder's company size during the evaluation of the ancillary SDP commitments and total prior year spending.

#### Key Evaluation Requirements

The following key requirements apply to the evaluation of submitted SDP Plans:

- At least 25% of the available evaluation score must be dedicated to the evaluation of the bidder's SDP Commitment.
- The majority of the SDP evaluation score should be dedicated to the bidder's SDP commitment.
- Bidders offering more value in their SDP Plan submissions must receive higher scores.

#### Other Requirements:

Expected annual value of the RFQ	RFQ process requirements
Less than or equal to \$250,000/year	<ul style="list-style-type: none"> <li>• <b>Notify at least two small businesses</b> capable of providing the product or service of the opportunity, if available.</li> <li>• Include SBPP contract language and place it prominently within the RFQ. <a href="#">See SDO Template Language.</a></li> </ul>

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	<ul style="list-style-type: none"><li>• Evaluate bids received from, and award a contract to, an SBPP-participating small business that meets the department's best value criteria.</li><li>• Award to a large business only if there is no SBPP participating business meeting departments' best value criteria.</li><li>• Conduct a clarification/BAFO/negotiation before disqualifying an SBPP-participating business based on price or desirable criteria.</li><li>• See the <a href="#">Best Value Evaluation of Responses to Small Procurements: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li></ul>
More than \$250,000/year	<ul style="list-style-type: none"><li>• <b>Notify at least two diverse and/or small businesses</b> capable of providing the product or service of the opportunity, if available.</li><li>• 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.</li><li>• See the <a href="#">Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams</a> for additional guidance.</li></ul> <p><b>Note:</b> 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.</p>

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 purchase, term lease, reagent rental or cost per test agreements.

### 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".

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- For purchases costing \$50,000 or more, or at the discretion of the purchaser for purchases of a lesser value, the purchaser will issue through COMMBUYS [PO-23-1080-OSD03-STC01-27943](#) a Request for Quote (RFQ, form is posted in COMMBUYS), to a minimum of three vendors active on contract HSP45 specifying the items and services to be purchased including delivery cost.
- *Please note: Due to manufacturing timelines, product costs, availability, order amount and other special circumstances, vendors may require or request a deposit or pre-payment. OSD should be notified by the vendor of any pre-payment requests. Pre-payment and deposits are not allowed on standard orders unless authorized by OSD and buyer ahead of order placement.*

### 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. *Please note, pricing can fluctuate based on manufacturers vs. distributors; supply-chain issues; recalls; and product availability due to an emergency declaration.*

### 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 [COMMBUYS@mass.gov](mailto:COMMBUYS@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 HSP45 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. **This is the purchase method for Fisher Scientific, Government Scientific, McKesson, Medline, VWR, and Wilkem Scientific.** *Please note, not all vendors are set-up for the PunchOut and the origination of a PunchOut takes time to establish so if you need products and the PunchOut is not yet established, go direct to the vendor rep to get your order handled.*

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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 – Buyer PunchOut Ordering 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. **This is the current purchase method\* for AB Sciex, Agilent, Bio-Rad, IDEXX, LIPIOMED, LumiQuick, Myers, Qiagen, Safety Inc., School Specialty (Frey), Steri-Tech, Thomas, Trans Med, Westcarb, Westnet and Wynn.**

**\*Some are establishing a PunchOut.**

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 *How to Make a Statewide Contract Purchase in COMMBUYS job aid*.

- **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.

For purchases costing \$50,000 or more, or at the discretion of the purchaser for purchases of a lesser value, issue through COMMBUYS [PO-23-1080-OSD03-STC01-27943](#) a Request for Quote (RFQ, form is posted in COMMBUYS), to a minimum of three vendors active on contract HSP45 specifying the items and services to be purchased including delivery cost. This PO has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple vendors listed as distributors. This allows you to solicit quotes within COMMBUYS, then award the best value bidder and place the order through COMMBUYS. To see contractors are listed on the MBPO - click the "Vendor" Tab, then click the "Distributors" Tab.

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.

- **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 "Additional items quoted by the vendor per the RFR".

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## Obtaining Quotes

Contract users should always reference HSP45 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For purchases costing \$50,000 or more, or at the discretion of the purchaser for purchases of a lesser value, issue through COMMBUYS [PO-23-1080-OSD03-STC01-27943](#) a Request for Quote (RFQ, form is posted in COMMBUYS), to a minimum of three vendors active on contract HSP45 specifying the items and services to be purchased including delivery cost. This PO has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple vendors listed as distributors. This allows you to solicit quotes within COMMBUYS, then award the best value bidder and place the order through COMMBUYS. To see contractors are listed on the MBPO - click the "Vendor" Tab, then click the "Distributors" Tab.

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.

## Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services using our Trade (TRD) contracts, depending upon the scope of your bid:

- For construction services, using our Trade (TRD) Statewide Contracts, with Labor valued from \$1.00 - \$50,000, Buyers must solicit a minimum of three responses (quotes) and receive two written dollar quotes from TRD vendors; award to lowest responsible bidder.
- Only caveat to seeking three responses, when the labor + materials/supplies combined, are less than \$10,000 then, Buyer may select a TRD contracted vendor and award the project based on sound business practices, consistent with your entity's procurement policies and procedures.
- OSD recommends agencies seek multiple quotes to guarantee the best value procurement.

## Product Trials, Pilots, and Demonstrations

- Vendors will work to provide free samples for product review or evaluation trials prior to purchase.
- Vendors will provide at no cost a reasonable level of technical support to Purchasing Entities.
- Vendors will arrange for purchaser training on products and respond to training requests within ten (10) Calendar days. When available the Vendor will provide Continuing Education Credits.

## Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at [www.mass.gov/dols](http://www.mass.gov/dols). Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953. For this contract, the following prevailing wage categories include: all construction trade engagements and moving furniture & equipment.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

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## OPERATIONAL SERVICES DIVISION

In addition, all contracts by a state agency or state-assisted contracts for design, construction, reconstruction, installation, demolition, maintenance, or repair must contain Workforce Participation Goals for minorities and women. This is required by M.G.L. c. 149, § 44A(2)(G). A “state-assisted contract” is a construction project undertaken by a political subdivision of the commonwealth or two or more subdivisions thereof for planning, acquisition, design, construction, demolition, installation, repair, or maintenance whose costs are paid for, reimbursed, grant funded, or otherwise supported, in whole or in part, by the commonwealth. An affected awarding authority’s bid documents must include a reference to the specific goals that will be contained in the contract. The contract must also include the processes and procedures to ensure compliance with the Workforce Participation Goals, including reporting and enforcement provisions. For questions about the Workforce Participation Goals law, please contact Deborah Anderson at the Attorney General’s Office at 617-963-2371 or visit the Attorney General’s [Public Construction Bidding in Massachusetts FAQ](#).

The Office of the Attorney General’s Fair Labor Division is responsible for enforcing the prevailing wage laws. Visit <https://www.mass.gov/prevailing-wage-enforcement> for more information.

## Instructions for MMARS Users

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

## 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 Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Shipping/Delivery/Returns

### Delivery – all orders:

Fuel charges or fuel surcharges are prohibited under this Contract.

### Delivery - orders subject to an RFQ:

The total quoted price from an RFQ is to include shipping/delivery. The Vendor shall retain ownership until received and accepted by the Purchasing Entity. If a Vendor has an order dropped shipped from a manufacturer or other source within the supply chain to the Purchasing Entity the Vendor retains responsibility for the delivery.

### Delivery - orders not subject to an RFQ:

All items will be shipped FOB destination. The term FOB destination shall mean items will be delivered and unloaded at no charge to the Purchasing Entity and that the Vendor shall retain ownership until received and accepted by the Purchasing Entity. If a Vendor has an order dropped shipped from a manufacturer or other source within the supply chain to the Purchasing Entity the Vendor retains responsibility for the delivery and all delivery costs.

A Vendor must normally 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 Purchaser of the projected delivery date at time of order or during the next business day. Should that date later change the Vendor must notify the Purchaser of a new delivery date.

The minimum order amount for free delivery is \$75.00. In order to receive free delivery a Purchaser must order at least \$75.00 of products on combined daily purchase orders. A Vendor may charge a Purchaser up to \$25.00 for smaller orders.

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but the Purchaser must be informed and agree to the charge prior to shipping. The Vendor – at their discretion – may choose to waive the free delivery minimum order amount.

When an emergency or an express delivery is requested by a Purchaser the Vendor may charge the Purchaser the actual cost of the delivery. The Vendor must inform the Purchaser at time of order that there will be a delivery charge and an estimated cost. The Vendor must, if requested by the Purchaser, provide a receipt of the delivery charge. An example would be an overnight UPS delivery or other expedited shipping method.

A Vendor must clearly identify to a Purchaser that an item will have a special per shipment handling charge. The Commonwealth recognizes that the charge will vary by the product and in many cases how many items are in a shipping box. An example would be an item that needs to be shipped with dry ice. The handling special handling charge would be the same if there was one (1) item in the shipping box or four (4) items in the shipping box.

A Vendor must clearly identify to a Purchaser that an item will have a Hazmat per shipment charge. The Commonwealth recognizes that the charge will vary by the product and in many cases by how many items are in a shipping box.

A Vendor must notify the Purchaser of a backorder or a delay within twenty-four (24) hours of receipt of an order. Vendors must maintain good ongoing communication regarding the status of a backorder with the Purchaser and identify when delivery can be expected.

#### **Recalls or Notices of Defects:**

The purchaser is to receive Vendor notice within 5 days to work together to maintain operations. The purchaser is not responsible for the cost to replace or repair the item.

#### **Returns:**

The purchaser may return any item in original packaging and in saleable condition within thirty (30) calendar days of receipt of order unless at time of the order the Vendor clearly stated in writing that an item was not returnable. If a purchaser discovers concealed damage and notifies the Vendor within sixty (60) days of receipt, the item must be replaced, or a credit issued. A wrongly shipped item received in error for which the purchaser notifies the Vendor within 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.

## **Additional Information/FAQs**

### **Frequently Purchased Items on the Contract**

Products and Services frequently purchased through this contract include all laboratory supplies, equipment including peripherals, furnishings, and related services to include: test result reporting, warranties, extended warranties, service & maintenance agreements, general repairs, technological upgrades, the establishment of consumable & reagent agreements for specific instrumentation, training on purchased equipment, and installation/setup/integration into existing systems.

### **Geographical Service Area**

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

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## OPERATIONAL SERVICES DIVISION

### Product Specifications, including Environmental Standards and Requirements

All commodities and services sold under this contract must be compliant with all: applicable Federal laws and regulations, 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.
- **Volume Discounts:** A buyer can ask a vendor to negotiate a volume purchase discount.
- **Market Share Discounts:** A buyer can ask a vendor for an additional discount based on a negotiated % of facilities total product(s) or service(s) needs being 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 add it to their product offerings without approval of OSD. Contract users should always reference HSP45 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 "Additional items quoted by the vendor per the RFR".

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Manager to inquire whether the product may be purchased.

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# Contract User Guide for HSP45

## Strategic Sourcing Team Members

- |                        |                               |
|------------------------|-------------------------------|
| • Karen Crisafulli     | Lemuel Shattuck Hospital      |
| • Deanne Daneau        | Wall Experimental Station     |
| • Gary Fausett         | State Lab Institute           |
| • Kathy Rufo           | Tewksbury State Hospital      |
| • Kelly Thompson Clark | Operational Services Division |
| • Paul Walsh           | State Lab Institute           |



OPERATIONAL SERVICES DIVISION

# Contract User Guide for HSP45

## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	COMMBUYS PunchOut (last five of MBPO)	Contact Person	Phone #	Email	PPD / Days	SDO Certification Type	SDP Commitment Percentage	Awarded Categories
**Master Contract Record	<a href="#">PO-23-1080-OSD03-SRC01-27867</a>	N/A	Kelly Thompson Clark	617-720-3184	<a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a>	N/A			N/A
Master Contract Record for \$50K+ Purchases	<a href="#">PO-23-1080-OSD03-SRC01-28982</a>	N/A	Kelly Thompson Clark	617-720-3184	<a href="mailto:kelly.thompsonclark@mass.gov">kelly.thompsonclark@mass.gov</a>	N/A			N/A
AB Sciex	<a href="#">PO-23-1080-OSD03-SRC01-27918</a>	No	Erik Schranz		<a href="mailto:erik.schranz@sciex.com">erik.schranz@sciex.com</a> or <a href="mailto:terms.review@sciex.com">terms.review@sciex.com</a>	1.5%/10 Days		1%	4
Agilent	<a href="#">PO-23-1080-OSD03-SRC01-28035</a>	No	Lindsay Willett	302-636-8357	<a href="mailto:lindsay.willett@agilent.com">lindsay.willett@agilent.com</a>	5%/10 Days; 4%/15 Days; 3%/20 Days; and 3% 30 Days		5.60%	1-8
Bio-Rad	<a href="#">PO-23-1080-OSD03-SRC01-27928</a>	TBA	Bryan Edoria	510-741-5361	<a href="mailto:bryan_edoria@bio-rad.com">bryan_edoria@bio-rad.com</a>	None		1%	1; 4; and 7
Fisher Scientific	<a href="#">PO-23-1080-OSD03-SRC01-27932</a>	<a href="#">27946</a>	Kathryn McLean	617-762-6725	<a href="mailto:kathryn.mclean@thermofisher.com">kathryn.mclean@thermofisher.com</a>	1%/10 Days		1%	ALL; 1-9
Government Scientific	<a href="#">PO-23-1080-OSD03-SRC01-27859</a>	<a href="#">27948</a>	Cynthia King	703-880-5003	<a href="mailto:Sales-b@govsci.com">Sales-b@govsci.com</a>	0.5%/10 Days		1%	1-8
IDEXX	<a href="#">PO-23-1080-OSD03-SRC01-27878</a>	No	Jamie Brunelle	207-556-3091	<a href="mailto:jamie-brunelle@idexx.com">jamie-brunelle@idexx.com</a>	None		1%	1; and 7
Lipomed	<a href="#">PO-23-1080-OSD03-SRC01-27870</a>	No	Becky Dewey	617-577-7222	<a href="mailto:becky.dewey@lgcgroup.com">becky.dewey@lgcgroup.com</a>	5%/10 Days; 4%/15 Days; and 2%/20 Days		7%	2; and 5
LumiQuick	<a href="#">PO-23-1080-OSD03-SRC01-27876</a>	TBA	David Redlener	914-462-8237	<a href="mailto:sales@lumiquick.com">sales@lumiquick.com</a>	3%/10 Days; 2%/15 Days; 1.5%/20 Days; and 1%/30 Days.		1%	3
McKesson Medical-Surgical Government Solutions LLC (MMSGs)	<a href="#">PO-23-1080-OSD03-SRC01-27872</a>	<a href="#">27952</a>	Stephen Amadio	856-465-1265	<a href="mailto:stephen.amadio@mckesson.com">stephen.amadio@mckesson.com</a>	1%/10 Days		1%	1-4; 6; and 8
Medline	<a href="#">PO-23-1080-OSD03-SRC01-27861</a>	<a href="#">30252</a>	Elizabeth Gordon	847-949-2696	<a href="mailto:ecgordon@medline.com">ecgordon@medline.com</a>	1%/10 Days		1%	ALL: 1-9

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OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	COMMBUYS PunchOut (last five of MBPO)	Contact Person	Phone #	Email	PPD / Days	SDO Certification Type	SDP Commitment Percentage	Awarded Categories
Myers Construction Materials Testing	<a href="#">PO-23-1080-OSD03-SRC01-27929</a>	No	Jeff Clouatre	888-293-2121	<a href="mailto:jclouatre@myerstest.com">jclouatre@myerstest.com</a>	None		1%	4
Qiagen	<a href="#">PO-23-1080-OSD03-SRC01-28034</a>	TBA	Amber McManus	302-423-4742	<a href="mailto:amber.mcmanus@qiagen.com">amber.mcmanus@qiagen.com</a>	None		1%	3-5; and 7
Safety Inc.	<a href="#">PO-23-1080-OSD03-SRC01-27873</a>	No	June Cross	978-532-7330	<a href="mailto:june@esafetyinc.com">june@esafetyinc.com</a>	2%/30 Days		1%	4 and 8
School Specialty (Frey)	<a href="#">PO-23-1080-OSD03-SRC01-27874</a>	TBA	Jim Curtis	508-769-2675	<a href="mailto:james.curtis@schoolspecialty.com">james.curtis@schoolspecialty.com</a>	1%/10 Days		1%	9
Steri-Tech Medical Innovations	<a href="#">PO-23-1080-OSD03-SRC01-27858</a>	TBA	Jorge Rodriguez	978-656-8069	<a href="mailto:jorge@steritechmed.com">jorge@steritechmed.com</a>	2%/10 Days; 1.5%/15 Days; 1%/20 Days; and 0.5%/30 Days	SDVOSB, VBE, MBE, DOBE, and SBPP	3%	1-9
Thomas Scientific	<a href="#">PO-23-1080-OSD03-SRC01-27930</a>	TBA	Lewis McMillan	484-280-8133	<a href="mailto:lewis.mcmillan@thomassci.com">lewis.mcmillan@thomassci.com</a>	1%/10 Days		5%	1-8
Trans Med USA	<a href="#">PO-23-1080-OSD03-SRC01-27877</a>	No	Darius Masalehdan	978-649-1970	<a href="mailto:darius@transmed-usa.com">darius@transmed-usa.com</a>	1%/10 Days	SBPP	1%	2-6; and 8
VWR International	<a href="#">PO-23-1080-OSD03-SRC01-28036</a>	<a href="#">29104</a>	Jeff DePinto; or Weston Shefcik (cat 9)	617-817-7528; or 832-396-1394	<a href="mailto:jeff.depinto@avantorsciences.com">jeff.depinto@avantorsciences.com</a> <a href="mailto:weston.shefcik@avantorsciences.com">weston.shefcik@avantorsciences.com</a>	2%/10 Days		5%	1-9
Westcarb	<a href="#">PO-23-1080-OSD03-SRC01-27875</a>	TBA	Morrell Thomas	866-507-1576	<a href="mailto:mt@westcarb.com">mt@westcarb.com</a>	2%/10 Days; and 1%/15 Days	MBE and WBE	4%	2-8
Westnet	<a href="#">PO-23-1080-OSD03-SRC01-27862</a>	TBA	Tina McLean	781-828-7772	<a href="mailto:tina@westnetmed.com">tina@westnetmed.com</a>	1%/10 Days	MBE	1%	1-4; and 6-8
Wilkem Scientific	<a href="#">PO-23-1080-OSD03-SRC01-27860</a>	<a href="#">27947</a>	Jim Wilkie Sr.	800-766-5676	<a href="mailto:jim@wilkem.com">jim@wilkem.com</a>	2%/10 Days	WBE	2%	1; and 4-8
Wynn Innovations	<a href="#">PO-23-1080-OSD03-SRC01-27931</a>	TBA	Benjamin Wynn	916-996-6377	<a href="mailto:bwynn@wynninnovations.com">bwynn@wynninnovations.com</a>	3%/10 Days; 2%/15 Days; and 1%/20 Days	SDVOBE	11%	1-2; 4 and 8

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

\*\*The Master Contract Record MBPO is the central repository for contract files. Price files may be found in the individual vendor's MBPO.

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