

Contract User Guide for MED56

MED56: Pharmaceutical Prime Vendor

UPDATED: July 3, 2023

Contract #:	MED56
MMARS MA #:	MED560000000000
Initial Contract Term:	July 1, 2023 – June 30, 2029
Maximum End Date:	One (1), 4-year extension to 2033
Current Contract Term:	July 1, 2023 – June 30, 2029
Contract Manager:	Kelly Thompson Clark, 617-720-3184, kelly.thompsonclark@mass.gov
UNSPSC Codes:	23-15-18 Pharmaceutical industry machinery and equipment and supplies, 51-21-00 Miscellaneous drug categories

*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](#)
- [Emergency Services](#)
- [Shipping/Delivery>Returns](#)
- [Additional Information/FAQ's](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)
- [Appendix A: Obtaining Naloxone](#)

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

Contract Summary

This is a Statewide Contract for the Pharmaceutical Prime Vendor. This contract covers all prescription and OTC (over the counter) pharmaceuticals, related pharmaceutical supply items and equipment sold by Cardinal Health, the sole (Prime) vendor drug wholesaler, for use in all healthcare settings with a DEA certificate and pharmacy license. Healthcare settings without a pharmacy license may set up an OTC only account with Cardinal Health.

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, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for MED56 to find related Master Blanket Purchase Order (MBPO) information [PO-23-1080-OSD03-SRC3-29675](#).
- 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.

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.



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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

The below Enhanced Cost of Goods Matrix is effective until: 06/30/2029

Commonwealth of Massachusetts Volume Grid								
Total Monthly Purchases*			COGS at Pay Term+					
From	To		7 Days From Statement	10 Days From Invoice	15 Days From Invoice	20 Days From Invoice	30 Days From Invoice	45 Days From Invoice
\$0	-	\$1,599,999	-5.43%	-5.43%	-5.35%	-5.25%	-5.00%	-4.62%
\$1,600,000	-	\$1,999,999	-5.48%	-5.48%	-5.40%	-5.30%	-5.05%	-4.67%
\$2,000,000	-	\$2,399,999	-5.53%	-5.53%	-5.45%	-5.35%	-5.10%	-4.72%
\$2,400,000	-	\$2,799,999	-5.58%	-5.58%	-5.50%	-5.40%	-5.15%	-4.77%
\$2,800,000	-	\$3,199,999	-5.63%	-5.63%	-5.55%	-5.45%	-5.20%	-4.82%
\$3,200,000	-	\$3,599,999	-5.65%	-5.65%	-5.57%	-5.47%	-5.22%	-4.84%
\$3,600,000	-	\$3,999,999	-5.67%	-5.67%	-5.59%	-5.49%	-5.24%	-4.86%
\$4,000,000	-	\$4,399,999	-5.69%	-5.69%	-5.61%	-5.51%	-5.26%	-4.88%
\$4,400,000	-	\$4,799,999	-5.71%	-5.71%	-5.63%	-5.53%	-5.28%	-4.90%
\$4,800,000	-	Above	-5.73%	-5.73%	-5.65%	-5.55%	-5.30%	-4.92%

*Total Monthly Purchases are quantified by aggregating all purchase volume within a given month from all facilities.

+Drugs used to treat Hepatitis-C (including but not limited to Harvoni, Sovaldi, Olysio, Viekira Pak, Daklinza, Technivie, etc.) will not receive the full COGS discount but will instead be priced at a discount of -2.50%.

- The State Office of Pharmacy Services (SOPS) Tewksbury Pharmacy Distribution Center (PDC), the primary purchaser of pharmaceuticals, has committed to the 7 Days from Statement payment term. If no acquisition price is established, then the item's acquisition price will never exceed the drug's manufacturer published Wholesale Acquisition Cost (WAC), an industry standard price to a wholesaler.
- When a purchaser requests that Cardinal order a product it does not carry or list on its online catalog to be dropped shipped directly from a manufacturer to the purchaser, Cardinal's percentage will be zero percent (0%) in determining the Net Price. This means the purchaser would pay Cardinal the same price the manufacturer charged Cardinal.

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

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Page 3 of 11

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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 MED47 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

An account must be established with Cardinal Health prior to placing orders. In order to purchase prescription products, a purchaser must have a licensed pharmacy and DEA certificate and the address of that license is where they must be delivered. Some facilities obtain prescription products from the State Office for Pharmacy Services (SOPS). Healthcare settings without a pharmacy license may set up an OTC only account with Cardinal Health.

- **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 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.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

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 Create an RPA Requisition* job aid. A few hints to supplement that guide follow:
 1. When you reach the “Items” tab Search enter the Item Description “pharmaceutical”, Vendor Name, “Cardinal Health” and click the Find It button.
 2. Select line #1 for pharmaceutical purchases and/or Line #2 for purchases of pharmaceutical industry machinery, equipment, and related supplies. – Enter the total cost of order(s) at least monthly.
 3. For the zero-dollar line item, fill in the total dollars.
 4. Enter the Invoice Number for each Item
 5. Attach scans of all records of placing the order (could be an unofficial email quote), receipt of goods or services and final invoice in the “Attachments section.”
 6. The final invoice amount should match the Release Requisition total.
 7. When selecting the vendor, please select the “print option”

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Updated: July 3, 2023

Template version: 7.0

Page 4 of 11

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8. Only enter one invoice per Release Requisition.
9. The final invoice amount should match the Release Requisition total.

Obtaining Quotes FOR Pharmaceutical Equipment

Contract users should always reference MED56 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

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.

Additional Services

Help with inventory management: when requested, Cardinal loans hand-held electronic inventory units, from which Cardinal can value and print the inventory.

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. Please use the following list for emergency services related to this contract.

<i>Staff - Cardinal Health Peabody</i>	Name	Desk#	Cell#
Operations Supervisor	Justin Cool	978-532-6900 X 440	
Operations Supervisor	Michael Curley	978-532-8259	978-430-6220
Compliance Supervisor	John Kibbey	978-977-2391	781-913-3869
Operations Supervisor	Terri Niles	978-977-2303	617-438-1345
Day Operations Manager	Will Quinones	978-532-8210	617-721-9041
Transportation Supervisor	Johnny Say	978-977-2386	857-204-3828
Operations Manager	David Baker	978-532-6900 X 407	781-526-1917
Operations Supervisor	Eberth Cabrera	978-977-2356	978-873-7700
Operations Supervisor	Bob Zarrella	978-532-8213	617-952-9542

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Template version: 7.0

Page 5 of 11

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OPERATIONAL SERVICES DIVISION

Operations Supervisor	Erin Burke	978-532-8251	617-943-4147
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Shipping/Delivery/Returns

All deliveries containing prescription drugs must be made directly to the Pharmacy. No Delivery Fuel or other Surcharges will be assessed to the Commonwealth.

SOPS PDC - The SOPS Pharmacy Distribution Center (PDC) at Tewksbury has specific delivery requirements that are different from other locations purchasing from the Contract. The PDC will receive same day delivery of orders placed by 11AM with delivery made before 2 PM the same day. The PDC will receive next day delivery between 7 and 8 AM for orders placed before 8 PM the previous day. All deliveries will be Monday through Friday at the PDC except for major holidays when Cardinal is closed.

Other Sites - Cardinal will provide next day delivery Monday through Friday for orders placed before 8 PM, with the exception of major holidays when Cardinal is closed, in which case delivery will be made on the next business day. Deliveries will be made before 10 AM.

Drop Ship - When a purchaser orders a product that Cardinal routinely carries or is Cardinal's online catalog and Cardinal has it dropped shipped directly from the manufacturer to the purchaser, Cardinal will use the standard price % for the purchaser. The purchaser must give permission for routine drop ships.

When a purchaser requests that Cardinal order a product, it does not carry or list on its online catalog to be dropped shipped directly from a manufacturer to the purchaser, Cardinal's percentage will be zero percent (0%) in determining the Net Price. This means the purchaser would pay Cardinal the same price the manufacturer charged Cardinal.

Drop Ship for DPH TB Control Program - Cardinal will provide Department of Public Health's TB Control Program with drop ships to their TB clinics and depots when requested.

Emergency Delivery - Cardinal will provide emergency delivery. Cardinal may add the actual cost of the delivery service to the Net Price providing Cardinal notified the purchaser prior to shipping the order.

Minimum Order Free Delivery - For any order of \$250 or more Delivery is free. The purchaser has the option of approving a delivery charge of up to \$50 for orders under \$250.

Returns - Items ordered or shipped in error in original packaging and in saleable condition may be returned for full credit if Cardinal is notified within 7 calendar days of the delivery date. No shipping costs or restocking charges will be assessed to the Commonwealth and pickup will be within 3 calendar days of the request. The State Board of Pharmacy Services may establish additional agreements for return of saleable drugs.

Additional Information/FAQs

Frequently Purchased Items on the Contract

Products frequently purchased through this contract include all prescription and nonprescription pharmaceuticals.

Geographical Service Area

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

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Updated: July 3, 2023

Template version: 7.0

Page 6 of 11

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Product Specifications, including Environmental Standards and Requirements

- All items sold under this contract will 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.
- Cardinal will not deliver pharmaceuticals with an expiration date of less than six (6) months without permission of the chief pharmacist or designee at a purchaser.
- Cardinal will primarily ship orders in sealable plastic totes that will be picked up by Cardinal and reused for future deliveries.
- Cardinal will provide adhesive shelf barcode labels that have the SKU and description of the drug with each order, or when requested by Purchasing Entities.

Warranties

Manufacturer warranties will 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.

If the Needed Product Can Not be Found

If the product meets the scope of the product category, the vendor may be able to add it to their product offerings. Addition of any product within the scope of the contract does not need prior OSD approval.

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

Contract User Guide for MED56

Strategic Sourcing Team Members

- Elizabeth Landers, State Office of Pharmacy Services
- Alkiviadis Nacopoulos, State Office of Pharmacy Services
- David Pularo-Spazioso, State Office of Pharmacy Services
- Donald Rogers, State Office of Pharmacy Services
- Scott Brody, State Office of Pharmacy Services

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Updated: July 3, 2023

Template version: 7.0

Page 8 of 11

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Template version: 7.0

Page 9 of 11

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Contract User Guide for MED56

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Contact Person	Phone #	Email	Discounts PPD	SDO Certification Type	SDP Commitment Percentage
Cardinal Health 110 LLC	New Account Set Up		Kevin Wells	614-757-7924	kevin.wells@cardinalhealth.com			4.00%
Cardinal Health 110 LLC	Alternate for New Account Set Up		Dan Hartl	217-971-4458	dan.hartl@cardinalhealth.com			4.00%
Cardinal Health 110 LLC	Alternate Account Contact		Wendy Sease	651-247-0695	wendy.sease@cardinalhealth.com			4.00%
Cardinal Health 110 LLC	IT customer help 24/7 x365			800-326-6457 24/7 x365				4.00%

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

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

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Updated: July 3, 2023

Template version: 7.0

Page 10 of 11

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Contract User Guide for MED56

Appendix A:

Step 1: Purchasing

Purchase through the [State Office of Pharmacy Services](#) (SOPS), which accepts purchasing requests and payments, and forwards shipments to the location designated by the purchasing organization.

- Email purchasing requests to Scott.Brody@mass.gov, Elizabeth.Landers@mass.gov, and Dolores.A.Ogrady@mass.gov.

Include a copy of the approved MCSR form

- Other SOPS information sources are: alkiviadis.nacopoulos@mass.gov and Donald.P.Rogers@mass.gov.

Are you a first responder agency, such as a police or fire department? **For a limited time**, achieve greater cost savings as a first responder agency through the Municipal Naloxone Bulk Purchasing program via SOPS.