



OPERATIONAL SERVICES DIVISION

Contract User Guide for MED55

MED55 Influenza & General Vaccine 2023-2024

Updated: May 7, 2024

Contract #:	MED55
MMARS MA #:	MED55*
Initial Contract Term:	February 1, 2024 – December 31, 2024
Maximum End Date:	Extensions available
Current Contract Term:	February 1, 2024 – December 31, 2024
Contract Manager:	Camillie Clarke, 617-251-1858, camille.l.clarke@mass.gov
This Contract Contains:	Prompt Pay Discount (PPD), Supplier Diversity Plan (SDP)
UNSPSC Codes:	51-20-26-08 Influenza Virus Vaccine

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

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Contract Summary

This is a Statewide Contract for the purchase of the Influenza Vaccine for the 2023- 2024 flu season as well as, general vaccines covered under this Contract (includes COVID-19). It is the primary statewide contract used by Executive Agencies of the Commonwealth and other eligible entities listed below for the goods and services covered by the Contract. Each Commonwealth Agency and eligible entity is responsible for executing its own purchase orders and paying its own invoices for goods and/or services acquired from this contract. OSD is participating in the MMCAP Infuse Pharmacy and Single Source Agreements that collectively establish MED55.

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.

The contract offers:

- A variety of flu vaccine brands and packaging options covering all the major indicators available on the market.
- General vaccines including COVID-19 are also available
- Advantageous pricing
- PPD (Prompt Pay Discount)

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 MED55 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for MED55 and can be accessed directly by visiting Master Blanket Purchase Order [PO-22-1080-OSD03-SRC01-23957](https://www.mass.gov/doc/PO-22-1080-OSD03-SRC01-23957).
- OSD is participating in the Cooperative Contract with MMCAP Infuse for the purchase of Influenza Vaccines. Information on this contract may be found by contacting mmcap.infuse@state.mn.us Phone: 651.201.2420.

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.

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

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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.

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

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found at [Appendix A: Vaccine Selection Guide](#). The Vaccine Selection Guide lists vaccines available on this contract, including brand, age range, packaging type, and cost information.

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.

When contacting a vendor on statewide contract, always reference MED55 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

- **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.

Customers are encouraged to place orders early by pre-booking with vendors to help guarantee that you will be able to obtain influenza vaccine. The influenza vaccine is usually pre-booked in the spring and delivered in the fall. Each year only a finite amount of influenza vaccine is formulated and produced for a single flu season. When demand exceeds a vendor’s

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supply the vendor stops taking new orders. When severe influenza vaccine shortages have occurred in the past the Federal government has put influenza vaccine on allocation and restricted its use to high-risk populations.

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

MED55 is for the purchase of influenza and other General Vaccines through MMCAP Infuse. To view a list of participating vendors, see [Vendor List and Information](#).

COVID-19 Antigen Test kits are not available for purchase on this Statewide Contract and can be found by searching for the following contract user guides:

[HSP45](#)– Laboratory Supplies & Equipment

[HSP41](#) - Category 10, COVID-19 Antigen Test Kits

Shipping/Delivery/Returns

Delivery

- i. MA Department of Public Health’s Immunization Program (MIP) requirements: All influenza vaccine purchased by MIP must be sent to and distributed through the Federal Vaccine Management Business Improvement Project’s (VMBIP) distributor McKesson. Address: McKesson Distribution Center, 4100 Quest Way, Memphis, TN 38115. The Contractor is responsible for ensuring the integrity of the product in transit. All vaccine must be maintained and shipped under refrigeration. Delivery is FOB Purchasing Entity destination with Contractor maintaining ownership of product until delivery is accepted by McKesson.
- ii. All influenza Vaccine purchased by Purchasing Entities other than MIP must be delivered to the address that the Purchasing Entity specifies. The Contractor is responsible for ensuring the integrity of the product in transit. All vaccine must be maintained and shipped under refrigeration. Delivery is FOB destination with Contractor maintaining ownership of product until delivery is accepted by the Purchasing Entity. All fuel charges or fuel surcharges are prohibited under this Contract and Vendors must not bill such charges to Purchasing Entities.

Returns

MMCAP Infuse Participating Facilities may return contracted purchased full pack quantities of product to Vendor via the contract guidelines for credit. Contact direct Vendor’s Customer Care Team for complete returns instructions. Always reference MED55 MMCAP Infuse Cooperative Contract to receive contract pricing.

Additional Information/FAQs

The Massachusetts Immunization Program (MIP) is in frequent contact with local Boards of Health and provides them with information about this Contract.

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Geographical Service Area

This contract covers all areas of the Commonwealth of Massachusetts.

Product Specifications, including Environmental Standards and Requirements

All items sold under this contract are compliant with all applicable Federal laws and regulations such as FDA 21 CFR; and all applicable Commonwealth of Massachusetts Laws and Regulations.

Warranties

All manufacturer 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.

MMCAP Infuse Membership

All organizations that have interest in using the MED55 Cooperative Contract are required to fill out an MMCAP Infuse Membership Application and execute an agreement with Minnesota/MMCAP Infuse (one-time application process). MMCAP Infuse members are responsible for abiding by the terms of ALL applicable contracts that make up MED55.

Complete copies of the contracts may be found on the primary MMCAP Infuse website: [Log in | MMCAP Infuse \(infuse-mn.gov\)](#):

- Enter credentials on login page: [Log in | MMCAP Infuse \(infuse-mn.gov\)](#)
- Click on "Contracts"
- Under the "Contract Documents" table, you can find the influenza vaccine agreements, including filtering by category "Influenza Vaccine" (GSK and Sanofi Pasteur) or "Distributors of Vaccines including Influenza" (ASD and McKesson)

MMCAP's Eastern regional representative, Jeff Schimbeno, is available to help with the MMCAP Infuse setup process should entities have questions. Reach Jeff at 732-757-5470.

Strategic Sourcing Team Members

- Rattana Bip, DPH (MA Immunization Program)
- Susan Lett MD, DPH (MA Immunization Program)
- Shumethia Seal, DPH (MA Immunization Program)
- Jeff Schimbeno (MMCAP Infuse)

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- Pejman Talebian, DPH (MA Immunization Program)
- Camillie Clarke (OSD)
- Kelly Thompson Clark, OSD (Inactive)

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	MMCAP Infuse Contract #	Contact Person	Phone #	Email	Discounts (PPD, Dock Delivery, Other)	SDP Commitment Percentage
MMCAP Infuse	https://infuse-mn.gov	N/A	Jeff Schimbeno	732-757-5470	jeff.schimbeno@state.mn.us	N/A	N/A
**Master Contract Record	PO-22-1080-OSD03-SRC01-23957	N/A	Camillie Clarke	617-251-1858	camille.l.clarke@mass.gov	N/A	N/A
ASD							
GlaxoSmithKline LLC	PO-22-1080-OSD03-SRC01-23965	MMS2200724	Babatunde Adedeji	215-868-0057	babatunde.a.adedeji@gsk.com	N/A	10.3%
McKesson			Dawn				
Sanofi Pasteur Inc.	PO-22-1080-OSD03-SRC01-23964	MMS2200727	Mackenzie Fetterman	due to remote work please email	mackenzie.fetterman@sanofi.com	2%/30 Days	2%

*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.

***For COVID-19 vaccines, please check with MMAP on availability through ASD and McKesson. Please check back for updated vendor information; new vendors may be added.

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Appendix A: Vaccine Selection Guide

Please refer to MMCAP’s infuse summary excel file for **2023-2024 MMCAP Infuse Influenza Vaccine Pricing. Please refer to the following agreements:

GSK – #MMS2200724

Sanofi Pasteur – #MMS2200727

ASD – #TBA

McKesson – #TBA

- Enter credentials on login page: [Log in | MMCAP Infuse \(infuse-mn.gov\)](#)
- Click on “Contracts”
- Under the “Contract Documents” table, you can find the influenza vaccine agreements, including filtering by category “Influenza Vaccine”
- Click on [2023-2024 MMCAP Infuse Influenza Vaccine Pricing](#)

Contracted influenza vaccines can then be filtered by manufacturer, by distributor, etc.

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