



Contract User Guide HSP41 Cat 10

HSP41: Category 10, COVID-19 Antigen Test Kits

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MMARS MA #:	HSP41CAT100000000000*
Current Program Term:	January 1, 2023 - December 31, 2024
Maximum Program Term:	Extension of Emergency Procurement
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UNSPSC Codes:	41-10-00 Laboratory and Scientific Equipment

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Category Summary

This Contract User Guide describes Category 10 – COVID-19 Test Kits on Statewide Contract HSP41 and is an extension of an emergency procurement. Category 10 is for the purchase of COVID-19 Antigen Test Kits having FDA Emergency Use Authorization (EUA) for home use. This category is set up to assist Commonwealth agencies, municipalities, and other “[Eligible Entities](#)” in procuring COVID-19 Antigen Test Kits from qualified manufacturing vendors. These vendors are manufacturers, only.

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

Benefits and Cost Savings

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

Find Bid/Contract Documents

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

Who Can Use This Category

Applicable Procurement Law

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

Eligible Entities

- Cities, towns, districts, counties, and other political subdivisions
- Executive, Legislative, and Judicial Branches, including all departments and elected offices therein
- Independent public authorities, commissions, and quasi-public agencies
- Local public libraries, public school districts, private schools, charter schools, and early childhood programs
- Public and private hospitals and other healthcare facilities
- Public and private institutions of higher education
- Public purchasing cooperatives
- Nonprofits in either of the below categories if they are registered with OSD as listed here
- Nonprofit human and social service providers under contract with the Commonwealth; and



- Other nonprofit organizations receiving public funding from state, federal, or local governments in the form of appropriated funds, grants, or contracts.
- Other states and territories with no prior approval by the State Purchasing Agent
- Other entities when designated in writing by the State Purchasing Agent (individual cities and towns or school districts in other states where the entire state is not authorized to purchase)

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. COVID-19 Antigen Home Test Kit pricing may vary based on kit size, maker, and availability.

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by using the [vendor information](#) page, where links to all the vendors MBPOs are provided.

Setting Up a COMMBUYS Account

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

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

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

Quick Search in COMMBUYS

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

How to Purchase from the Contract

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



A “Master Contract Record” [Vendor Information](#) has been set up in COMMBUYS for Eligible Entities to solicit quotes from the awarded vendors of Category 10. When using the Master Contract Record to solicit quotes under this contract; use the [Job Aid for Buyers](#) for guidance. The Master Contract Record MBPO may be found here: [Vendor Information](#).

Once a quote is obtained and selected the ordering process is as follows:

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

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

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

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

Obtaining Quotes

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

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

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

Instructions for MMARS Users

MMARS users must reference the Master Agreement (MA) HSP41CAT10* in the proper field in MMARS when placing orders with any contractor.

Category Exclusions and Related Statewide Contracts

This category is only for the use of purchases under HSP41 Category 10 and does not cover Laboratory Supplies and Equipment under (HSP45), or other medical commodity or drug-related contracts such as, HSP43; HSP44; MED55; MED56; MED57 or any other follow-on contract. HSP45, Category 3 (Diagnostics) vendors can distribute COVID Test Kits as distributors. Check out the [HSP45 Contract User Guide](#) for more information on Cat 3 vendors.

Emergency Services

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



Shipping/Delivery

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

Each vendor may have a different availability or lead time to shipment. **Shipping charges are allowed on this contract for the shipment of test kits. Always inquire as to shipping costs.**

Additional Information/FAQs

The [OSD Help Desk](#) is available to answer questions, help buyers access the vendor list, and advise them on where to find specific products.

Geographical Service Area

Program vendors serve all districts of the Commonwealth.

Product Specifications, including Environmental Standards and Requirements

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

Warranties

Manufacturers' warranties apply.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain 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.



OPERATIONAL SERVICES DIVISION

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Discounts (PPD, Other)	Pricing and Order Minimums
Master Contract Record	PO-22-1080-OSD03-SRC01-24121	Kelly Thompson Clark	(617) 720-3184 (EST)	kelly.thompsonclark@mass.gov	N/A	N/A
iHealth Labs, Inc.	PO-22-1080-OSD03-SRC01-24080	Amy Chen	(650) 495-8661 (PST)	xiaoying.chen@ihealthlabs.com	No PPD Discount	\$7.00 per 2 pc-test kit; min. order: 1 pallet = 15,120 tests (7,560 kits).
Intrivo Diagnostics, Inc. (Pure Blue Med)	PO-22-1080-OSD03-SRC01-24129	David Ottenstein		dottenstein@intrivo.com	PPD: 3.0% - 20 days	\$5.99 per OnGo One per 1pc-test kit; unit price per pallet (6912 kits) = \$4.99/test kit; min. order: 1 case = 288, 1-pack test kits.

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

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

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

2) PLEASE NOTE the Manufacturing Vendors order minimums above. IF YOU ARE NOT ORDERING THEIR MINIMUM, please refer to our list of COVID-19 Test Kit Distributors under [HSP45, Category 3](#). Also, there may be a shipping charge associated with orders placed through the manufacturers on this Cat 10 contract and/or when expedited/specialty shipping is requested.

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