

SWC# 440 Medical Supplies and Equipment **Contract Information and Usage Instructions**

Contract Period: This is a cooperative statewide contract established through the MMCAP Infuse. The contract shall be effective on January 4, 2024 and expire on May 5, 2025. This contract will likely be extended past that date by MMCAP, but not beyond January 3, 2029.

Summary/Background Information:

The MMCAP cooperative contract for medical supplies was established to provide a reliable and competitively priced source for the purchase of medical supplies, such as diagnostic instruments, bandages/dressings, creams/ointments, gloves/protective wear, respiratory supplies, testing supplies, disposable medical/surgical supplies, scales/ramps, wheelchairs, syringes/needles, etc. MMCAP is a free, voluntary group purchasing organization operated and managed by the State of Minnesota Department of Administration for government healthcare facilities. MMCAP membership is comprised of thousands of participating facilities in all 50 states and the District of Columbia. **This contract requires MMCAP membership. Only MMCAP Participating Facilities may purchase Products and Services under the terms of this Contract.** MMCAP customers will need an MMCAP User ID and password to access MMCAP's website. Contact the Contract Administrator (below) to verify MMCAP membership or to set up an account. Once MMCAP membership is obtained, contact vendor to set up an account with them as well.

State Contact Information

Contract Administrator:

DeRenne Raley
Category Specialist
Central Procurement Office
(615) 251-5173
DeRenne.Raley@tn.gov

Vendor Contact Information:

Company Name: **Henry Schein Inc.**
Edison Contract Number: 81388
Vendor Contact: Tyler Brown
Phone: (423) 321-9876
Email: Tyler.Brown@henryschein.com

Technical Support:

Phone: (800) 711-6032
Email: ECS@henryschein.com

Contract Detail and Usage Instructions:

Please follow instructions above in the Summary/Background Information section to create an MMCAP Infuse Account and gain an MMCAP ID in order to login to MMCAP Infuse website to view entire Master Agreement and all other contract documents.

- **Shipment for Products (MA section 3.5)** – “Delivery for Products under this Agreement shall be FOB Destination unless otherwise agreed to by Vendor and Member in a Purchase Order.”
- **No Minimum Order Requirements (MA section 3.5 A)** – “All Members are eligible to receive deliveries during normal workdays five (5) business days (Monday-Friday) with no ordering minimums.
- **Delivery Schedule (MA section 3.5 B)** – “Upon request from Member, Vendor will work with Member to establish a routine delivery schedule. Delivery for stock items will occur within three (3) business days, from the date the Product is ordered; this includes the Vendor’s processing window.”
 - **i. Cut-Off Time:** “Vendor’s daily order cut off time will be 4:00PM CST local time to the Member.”
- **Products and Services Pricing:** Please reference the Master Agreement or TNSmartShop for pricing. A price list is included in the Master Agreement, beginning on Page 19.
- **Product Return Policy (MA section 3.1 A and Attachment G):** “All Products furnished from the Ordering System or Purchase Order constitutes a binding contract. All Products furnished will be subject to inspection and acceptance by the ordering entity after delivery in accordance with the Vendor’s Return policy (Attachment G).” **See page 157 of the Master Agreement for Attachment G.**

State Government Agencies Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please reference the CPO Job Aids on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>

Billing and Payment Instructions:

Follow your agency specific rules for billing and payments.