

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

**Contract Period:** This is a cooperative statewide contract established through the MMCAP Infuse. To date, the State has signed one (1) participating addendum with McKesson Medical-Surgical for an initial start date of June 30, 2023. The contract's initial end date is May 2, 2025, and it may be renewed through May 2, 2028.

**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.

### **State Contact Information**

#### **Contract Administrator:**

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

#### **Additional State Contacts**

Laitin Beecham  
Team Lead, Commodities  
(615) 626-4960  
Laitin.Beecham@tn.gov

**Vendor Contact Information:****Vendor Name:** McKesson Medical-Surgical**Contract:** 79137**Vendor Number:** 55082**Vendor Contact:** Lori Likens**Phone:** 423-335-0432**Email:** lori.likens@mckesson.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.**

- If using direct connect in TN SmartShop to place an order for a new ship-to location, please select any ship-to location from the menu to place the order, then immediately contact Lori Likens (above). McKesson will be able to enter the correct ship-to address on their end.
- **FOB Destination:** "Delivery for Products under this Agreement shall be FOB Destination unless otherwise agreed to by Vendor and Member in a Purchase Order. For orders for Products not regularly stocked by Vendor's local servicing distribution center, Vendor may add to the invoice a handling charge determined by Vendor and disclosed to Member prior to or at the time of order."
- **Fees:** "All Members receive seven (7) free deliveries a week... For orders exceeding seven (7) per week, Vendor may add to the invoice a handling charge determined by Vendor and disclosed to Member prior to or at the time of order. For orders less than \$100, Vendor may add to the invoice a handling charge of \$7.50."
- **Delivery Schedule:** "Upon request from Member, Vendor will work with Member to establish a routine delivery schedule. Delivery for stock items will occur within three (3) days, from the date the Product is ordered... All expedited deliveries will be made next day, or on the next scheduled delivery day... unless communicated otherwise. If there is a Holiday during the ordering process, the Vendor shall have one additional day per Holiday day."
- **Cut-off Time:** "Vendor's daily order cut off time will be 1:00PM local time to the Member."
- **Damaged Products:** Please see master agreement Attachment G (also attached to these usage instructions).
- **Lost Products:** "All lost Products will be reported to Vendor's customer service department. Vendor will issue credit within ten (10) days of notification of lost 3 Product; alternatively, re-shipment of missing Product will occur immediately after notification."
- **Please review master agreement and price list** on MMCAP Infuse's member portal for more info. Alternatively, please contact the contract administrator for assistance.

**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:** Follow your agency specific rules for billing and payments.