

SWC# 534 Vaccine Distribution, including Influenza Contract Information and Usage Instructions

Contract Period: This is a cooperative statewide contract established through the Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP). Under this SWC# 534, the State currently has two (2) member-requested participation agreements (MPAs) for vaccine distribution. Both MPAs may be renewed or extended past their current end dates listed below for additional one (1) year periods upon execution of a written amendment and acceptance of both parties.

- The MPA with FFF Enterprises, Inc., a distributor contracted to provide vaccines, including the influenza vaccine from multiple manufacturers, has an effective date of 10/01/2025 and current end date of 05/31/2027.
- The MPA with Medico-Mart, Inc., a distributor contracted to provide vaccines, including the influenza vaccine from multiple manufacturers, has an effective date of 10/01/2025 and current end date of 06/30/2027.

Summary/Background Information:

This cooperative statewide contract was established to provide vaccines for the State of Tennessee. 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 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:

Celena Milliken
Category Specialist
Central Procurement Office
(615) 253-4834
Celena.Milliken@tn.gov

Back-Up Contract Administrator:

Karen Conway
Commodities Team Lead
Central Procurement Office
(615) 934-2352
Karen.Conway@tn.gov

Vendor Contact Information:

Company Name: **FFF Enterprises Inc.**
Edison Contract ID: **88478**
Vendor Contact: Sheree Swan, Key Account Specialist
Phone: (800) 843-7477 Ext 1772
Email: SSwan@fffenterprises.com

Company Name: **Medico-Mart, Inc.**
Edison Contract ID: **88469**
Vendor Contact: Joel Mueller, VP Business Development
Phone: (262) 771-0255
Email: Jmueller@medicomart.com

Standard and Emergency Ordering Procedures:

Medico-Mart: All vaccine orders are processed for next day delivery Monday-Thursday when placed by 4 pm Central time. Emergency Saturday delivery orders are available when placed by 3 pm Central time on Friday.

Account Setup and Initial Ordering – Medico-Mart: In order to purchase from Medico-Mart, you will first need to set up an account. The account request can be found on www.MedicoMart.com, or by following this link: [Medico-Mart, Inc. Account Setup Request Form](#)

Once the form is completed, Medico-Mart will verify MMCAP membership, link the MMCAP pricing, and your account manager will provide ordering instructions and your account information. **Medico-Mart requires a Medical License Number for each facility to be able to ship vaccines.** This can be provided by the Pharmacy Director that covers each prospective location.

FFF Enterprises: All deliveries will be made next day, unless communicated otherwise by Vendor. Orders received Monday through Thursday will be delivered the following day. Orders received Friday-Sunday will be delivered on the next scheduled delivery day. The cutoff time for ordering for next day delivery is 2 p.m. Central time.

Contract Detail and Usage Instructions:

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

- **No Minimum Order Requirements** - There shall be no minimum order requirements or charges, regardless of order size or payment amount.
- **Influenza Vaccine Ordering:** Influenza vaccine prebook orders will be taken via the customer service department or online from January to March 31st of each year. Influenza vaccine prebook orders will be delivered July – October of each year subject to supplier's ability to supply the distributor. Orders placed on or after April 1st of each year will be at contract price and may be subject to later delivery dates.

NOTE: If you are ordering vaccines from Sanofi, please order it directly from Sanofi Pasteur under SWC 533 – Influenza Vaccine Manufacturer

- **Please refer to the relevant master agreement** for pricing, delivery schedule, shipping terms, product returns, and other information.
- **Billing and Payment Instructions** - Follow your agency's specific rules for billing and payments.
- **COVID-19 Booster** – please go ahead and enter in the amount of vaccines your entity expects to order via the portal.

Requisition and Purchase Order Generation for State Agency Users:

For information on how to create a requisition and/or purchase order please click on the link below. Scroll down to "Purchase Orders and Requisitions" to find the related documents. [CPO Job Aids](#).