

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

Contract Period: This is a cooperative statewide contract established through the Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP). To date, the State has signed one (1) participating addendum with Henry Schein for an initial start date of March 1, 2019. The contract's initial end date is June 25, 2020 but it may be extended for up to three (3) additional one (1) year periods upon execution of a written amendment and acceptance of both parties, for a total term not to exceed five (5) years.

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 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:

Karen Conway
Category Specialist
Central Procurement Office
(615) 507-6211
Karen.Conway@tn.gov

Vendor Contact Information:

Vendor Name: **Henry Schein Inc.**
Contract: 61335
Vendor Number: 261
Vendor Contact: Tyler Brown
Phone: (423) 321-9876
Email: Tyler.Brown@henryschein.com

Customer Service:

Phone: (800) 472-4346
(800) 772-4346 – to place orders
Fax: (800) 329-9109
Email: custserv@henryschein.com
medsls@henryschein.com – to place orders

Technical Support:

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

Contract Detail and Usage Instructions:

- **No Minimum Order Requirements** - There shall be no minimum order requirements or charges, regardless of order size or payment amount.
- **Shipping Terms** – Shipments under this contract shall be FOB Destination, freight prepaid and allowed to the MMCAP Participating Facility's receiving dock or if applicable, its pharmacy, unless otherwise agreed to by Vendor and Participating Facility. Title to and risk of loss of the Products covered by this Contract transfers to the MMCAP Participating Facility upon delivery to the MMCAP Participating Facility, as set forth above. During the term of this Contract Vendor shall not add any fuel surcharges to the purchase of any Products covered by this Contract. Notwithstanding the foregoing, emergency orders, rush orders, orders for Products not regularly stocked by Vendor's local servicing Distribution Center, Products dropped shipped from Vendor's Contracted Supplier, and orders not regularly scheduled are subject to an added shipping and handling charge determined by Vendor and disclosed to a MMCAP Participating Facility upon request. Vendor shall have the right to ship the Products at all times via its own vehicle or a carrier selected by Vendor.
- **Delivery Schedule** - Vendor will provide a daily order and delivery schedule for each MMCAP Participating Facility. Vendor will have three (3) business days, from the date the Product is ordered, to have the Product stocked and delivered at no extra cost to the Order Originator, barring any Manufacturer production issues or any minimum order requirements from a Manufacturer.

- **Delivery Time** - Vendor's daily order cut off time will be 3:00pm EST time, with the delivery window from generally between 10:00am – 4:30pm the next business day, depending on location and distance from the servicing distribution center and the location of the applicable MMCAP Participating Facility. Orders received Monday through Thursday will be delivered in an average turnaround time from the placement of an MMCAP Member's Order, to the expected delivery date of the Product of less than three (3) business days. Orders received Friday will be delivered the next business day depending on location and distance from the servicing distribution center and the location of the applicable MMCAP Participating Facility.
- **Accessing Attachment A: Products and Services Pricing:** Henry Schein's price list is available as an attachment under the Edit Comments section of the Contract Entry Page Edison. The MMCAP Participating Member will receive the Contract pricing as set forth, in the following price list tabs: the Brand Label Core Products tab; the Private Label Core Products tab; the Non-Core Products tab; the Equipment Schedule tab, and the Additional Value Offerings tab. The price list for Attachment A on this Agreement is also located next to the Contract, on the MMCAP website (<http://www.mmd.admin.state.mn.us/MMCAP/Contracts/Default.aspx>), and login credentials are required in order to access it.
- **Product Return Policy:** Attachment I (Master Agreement, Attachment I, pg. 61)
 - Returns can be easily placed online, through our customer service department or via your consultant. Once the Product is received back into our warehouse, a credit will be processed to MMCAP account and will generate a credit memo. Returned Products must be returned within 30 days of purchase. After the 30 days, a restocking fee will be assessed.

Henry Schein CANNOT ACCEPT ANY RETURNS WITHOUT PRIOR AUTHORIZATION.

To arrange for a return, simply call our Customer Service department or contact your Sales Consultant. The following conditions must be complied with:

- All returns must be accompanied by a copy of your invoice and a reason for the return.
- Merchandise must be returned in its original container, unmarked, and properly packaged.
- Returned Products must have been purchased within the previous thirty (30) days. Any returns past thirty (30) days are subject to a restocking fee.
- Shortages or errors in shipments must be reported within seven (7) days of invoice date to issue credit (if applicable).
- Shipping charges will apply on all returns.

Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please reference the Job Aid “Requisitions and Purchase Order Document Types” below:



Requisition and
Purchase Order Doc 1

Billing and Payment Instructions:

Follow your agency specific rules for billing and payments.