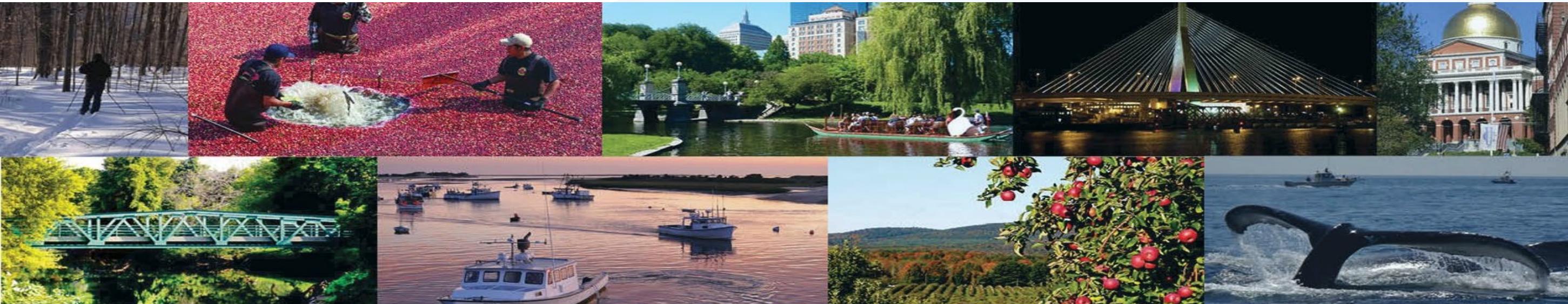




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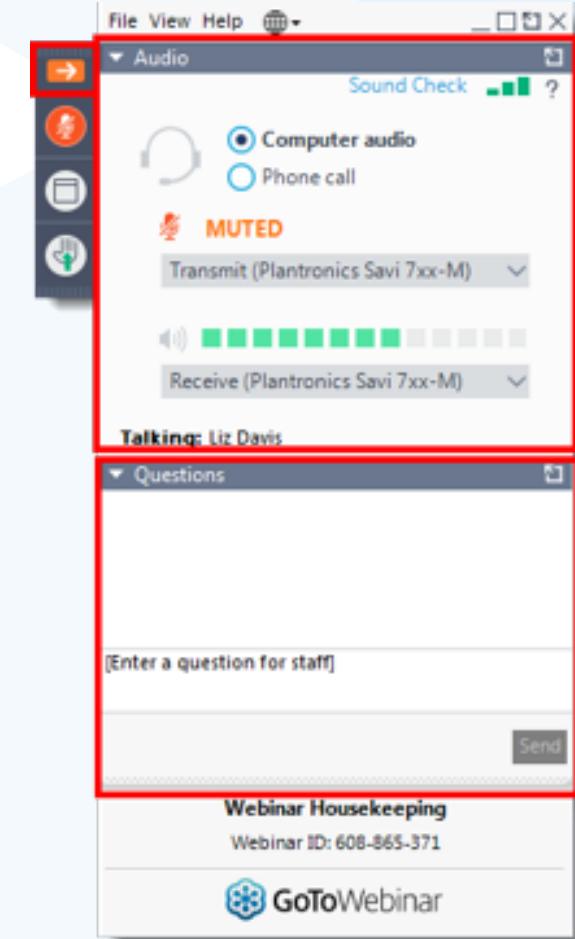
Best Practices for Ordering COVID-19 Rapid Antigen Test Kits through Statewide Contracts

January 11, 2022, 1:00 – 1:45 p.m.



Welcome

- Today's presentation is being recorded
- Use the Control Panel to ask questions and select your audio mode. To keep the Control Panel open, click "View" menu and uncheck "Auto-Hide Control Panel"
- All participants are muted
- We will address questions at the end of the presentation. Submit questions via the Questions panel
- Hand raising is disabled for this presentation
- Refer to the "Handouts" section to download a copy of this presentation



Today's webinar will provide Guidance to ***Eligible Entities*** for Ordering COVID-19 Rapid Antigen Test Kits through the Operational Services Division's (OSD) Statewide Contracts.

Statewide Contract COVID-19 Test Kits Not Available for Sale to the General Public

The general public has been reaching out to OSD to express interest in obtaining test kits from the COVID-19 Test Kit Statewide Contract. Unfortunately, the general public is not eligible to acquire test kits through the Statewide Contract.

We are advising the General Public to inquire about the availability of test kits from their local officials or to purchase test kits from a local or online retailer.

The Operational Services Division (OSD) has **temporarily** expanded the list of entities eligible to purchase COVID-19 Rapid Antigen Test Kits offered under three Statewide Contracts – HLS06, HSP40, and HSP41 – Categories 3 and 10. The highlights below indicate the newly added entities. Additionally, eligible entities also may order ancillary items that may be needed to establish outdoor test kit distribution centers.

Who is eligible to order:

- 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
- Non-profits in either of the below categories, if they are registered with OSD as listed here
 - Non-profit human and social service providers under contract with the Commonwealth; and
 - Other non-profit 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)

Presenters and Panelists



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Background

The Commonwealth of Massachusetts continues to take steps to ensure access to COVID-19 at-home rapid antigen test kits, which are a critical tool to mitigate transmission of COVID-19.

As announced by the [Baker-Polito administration](#), the Operational Services Division is soliciting bids for FDA-approved EUA [COVID-19 Antigen Test Kits](#) from manufacturers. As of this week, four manufacturers have been added to the newly established HSP41 – Category 10 Statewide Contract. This is a rolling enrollment contract, and we expect to add additional manufacturers to the contract, which has a bid closing date of 3/31/2022.

There also are distributors on existing Statewide Contracts that offer COVID-19 at-home rapid antigen test kits.

Today's webinar will review the various options available to buyers and guidance for purchasing.



Agenda



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- COVID-19 Rapid Antigen Test Kits from Manufacturers and Distributors
- Ancillary Products for Purchase or Rent
- How to Purchase
- Website Resources
- Statewide Contract and COMMBUYS Training
- FAQs
- Q&A
- COVID-19 Resources at Your Fingertips



Test Kits from Manufacturers



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As of January 10, 2022, six manufacturers have been awarded HSP41 – Category 10 contracts:

- [Becton, Dickinson and Company \(BD\)](#)
- [Ellume USA LLC](#)
- [iHealth Labs, Inc.](#)
- [InBios International Inc.](#)
- [Pure Blue Medical, Inc. DBA Intrivo Diagnostics, Inc.](#)
- [Quidel Corporation](#)

- All COVID-19 Rapid Antigen Test Kits are EUA certified and approved for non-prescription, at-home use.
- Additional manufacturers are anticipated: the HSP41 – Category 10 bid closes on March 31, 2022.
- Click here to access the [Contract User Guide](#).
- Link to the [Resource Guide](#) for a list of contractors, tests, pricing, **order minimums**, and availability.

Always reference the most current Contract User Guide and Resource Guide for up-to-date information.

Test Kits from Manufacturers



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- Each Manufacturer has a minimum order quantity (varies by manufacturer)
- Eligible Entities have the option to pool resources with other organizations to meet the Manufacturers' minimum order requirements. The entities must provide a single entity for invoicing and payment purposes. The entities also must provide a single delivery location.
- If your order falls below the minimum order quantity, contact the Distributors who have small or no minimum order requirements.

Always reference the most current Contract User Guide and Resource Guide for up-to-date information.

Test Kits from Distributors

Several existing contracts offer COVID-19 Rapid Antigen Test Kits:

- [**HSP40**](#) – Medical Commodities
 - McKesson Medical-Surgical
- [**HSP41**](#) – Laboratory Supplies & Equipment – Category 3: Clinical Diagnostics Products & Supplies
 - Trans Med USA
 - VWR Scientific
 - Westnet
- [**HLS06**](#) – Homeland Security and Public Safety
 - Merrow Manufacturing, LLC
 - Safeware, Inc.

Link to the [Resource Guide](#) for a list of contractors, tests, pricing, and availability.



Always reference the most current Contract User Guide and Resource Guide for up-to-date information.

Test Kits Offered by Statewide Contract Vendors Not on HLS06, HSP40, or HSP41



OSD is advising buyers that the only Statewide Contract vendors (manufacturers and distributors) contracted to sell the COVID-19 Rapid Antigen Test Kits to the Commonwealth's eligible entities are those listed on the [Resource Guide](#) – HLS06, HSP40, and HSP41 – Categories 3 and 10.

- Several distributors/vendors who were awarded an OSD Statewide Contract are contacting buyers to let them know they offer COVID-19 Rapid Antigen Test Kits.
- These offers are outside the scope of the goods and services they are authorized to provide through their Statewide Contract award from OSD.
- Test kits being offered under these circumstances do not have state-negotiated prices or other benefits provided by OSD's Statewide Contracts, such as volume discounts or prompt pay discounts.

Ancillary Products for Purchase or Rent



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OSD has received inquiries about items needed by communities to establish temporary outdoor facilities to distribute COVID-19 Rapid Antigen Test Kits. Related items are available for purchase and rental through OSD's Statewide Contracts.



- Purchases
 - Tents, Traffic Cones: [HLS06](#)
 - Generators: [FAC100](#), [FAC101](#), [FAC105](#)
- Rentals
 - Tents, Chairs, Tables, Generators, Heating Units, Light Towers, Portable Potties, among many items: [FAC112](#)
 - Fence Rental: [FAC93](#)

[Link](#) to our list of vendors providing these products.



Purchasing Guidance

OSD Recommendations for Ordering

1. Each contract has specific instructions for ordering goods. Using the process outlined in the Contract User Guide for each contract, submit your pricing request or Request for Quotes (RFQ).
2. Request price quotes/place orders in accordance with your normal procurement process: COMMBUYS for Executive Departments and COMMBUYS-enabled entities; or contacting SWC Vendors directly for eligible entities that are not COMMBUYS-enabled.
3. Specify that the Tests requested must have an Emergency Use Authorization (EUA) from the US Food and Drug Administration (FDA) and be approved for non-prescription, at-home use.
4. Contact multiple manufacturers and vendors to obtain price quotes. The demand for Rapid Antigen Test Kits is high and inventories are changing rapidly.
5. Review all price quotes and place an order with the vendor(s) who meet your due diligence requirements based on product availability, cost, and need.
6. Be sure to order **now** for the items needed today and in the near future.
7. Be certain to cancel orders if your needs change.
8. Entities eligible to purchase and procure goods and services from OSD's Statewide Contracts (not Executive Departments) are reminded to conduct procurements in accordance with all laws and regulations that pertain to that entity ([Chapter 30B](#) for municipal organizations, as an example). Check with your local legal counsel for advice.

Always reference the Statewide Contract number to ensure you receive associated pricing.

Purchasing Guidance



OSD Recommendations for Ordering

Guidance for Non-Profit Organization Purchases of Rapid Antigen Test Kits

- All tax-exempt entities purchasing COVID-19 Rapid Antigen Test Kits from the manufacturers and distributors on Statewide Contracts HLS06, HSP40, and HSP41 – Categories 3 and 10, must alert the vendor about their tax-exempt status when placing orders and be prepared to provide their tax-exempt number. Taking this action will avoid confusion when invoices are issued by the vendors.

Shipping Costs

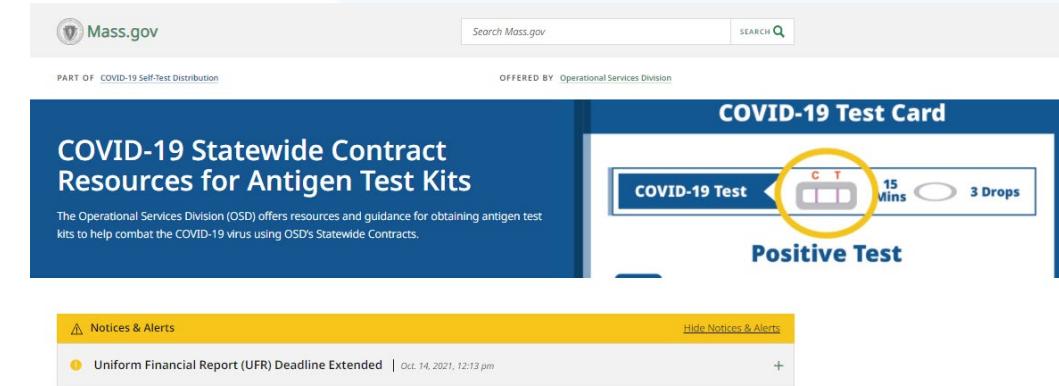
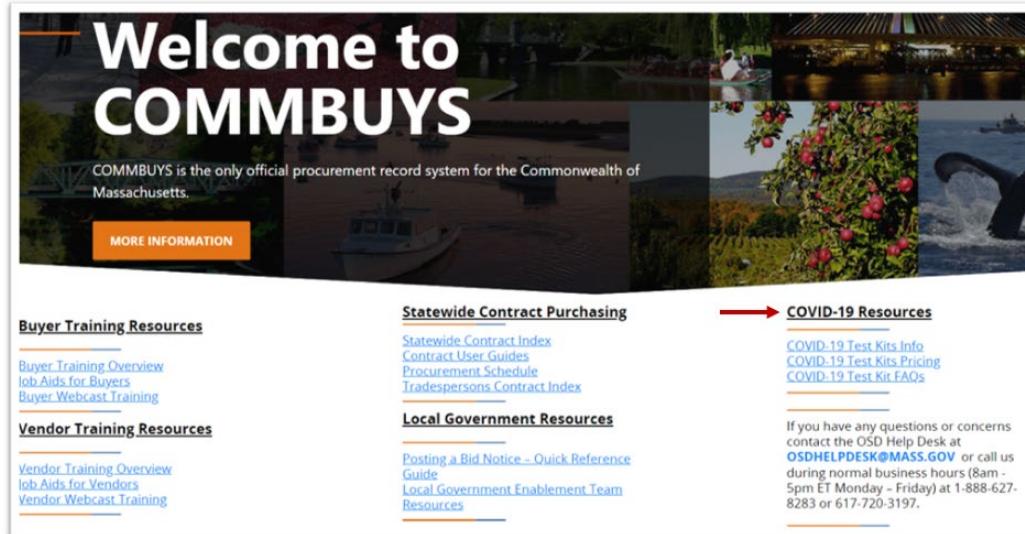
- For orders placed through distributors on Statewide Contracts HLS06, HSP40, and HSP41 - Category 3, shipping through normal channels is free, as it is assumed that it is covered in the price of the product. However, special shipping arrangements, including expedited, must be quoted by the seller and agreed to by the buyer as part of the purchase order and subsequent invoice from the seller.
- Orders placed through HSP41 - Category 10 will incur shipping costs, which must be quoted by the manufacturer and agreed to by the buyer as part of the purchase order and subsequent invoice from the manufacturer.

Always reference the Statewide Contract number to ensure you receive associated pricing.

Website Resources

OSD has a [webpage](#) summarizing Statewide Contract COVID-19 Antigen Test Kit resources.

- Rapid Antigen Tests from SWC Manufacturers
- Rapid Antigen Tests from SWC Distributors
- Ancillary Goods Available for Purchase or Rent
- Recommendations for Ordering
- Links to Statewide Contract User Guides



COVID-19 Antigen Test Kit resource links also are available on the COMMBUY'S.com home page.

COVID-19 Test Kit Resource Guide



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One of our website resources is the COVID-19 Test Kit [Resource Guide](#) that lists contractors, tests, pricing, order minimums, and availability. Manufacturers are displayed in blue; distributors in green.

The Resource Guide is refreshed frequently with information shared by our contractors.

COVID-19 Test Kits through Statewide Contract Vendors As of January 7, 2022							
Vendor Name	SWC #	Test Kit Type/# of Tests Per Kit	Additional Information	Pricing	Availability/Date	Minimum Order Qty.	Vendor Contact
Ellume	HSP41, Cat. 10	Ellume COVID 19 Home Test Kit 1 test per kit	Test includes monitoring by user's mobile device	\$26.10/test	Orders ship in three days if in stock. Availability	1 pallet/1,224 tests. Is able to ship less	George Koh
iHealth	HSP41, Cat. 10	iHealth COVID-19 Antigen Rapid Test 2 tests per kit		\$5.00/test	1M tests per week starting in January; Ship within 7-15 days; 50% prepayment or payment on delivery.	1 pallet/15,120 tests	Zina Tran Vendor located on Coast - this behind ET
Pure Blue Medical, Inc. dba/ Intrivo Diagnostics, Inc.	HSP41, Cat. 10	OnGo 2-pack Antigen 2 tests per kit		\$9.50/test	1M tests to be allocated to MA; will ship within week or order.	1/3/22 - \$19.00 per OnGo 2-test kit; Minimum: 1 case = 232, 2-pack tests; 1 pallet (20 cases) = 9,280 tests	David Otte
Becton, Dickinson and Company (BD)	HSP41, Cat. 10	2 tests per kit	Tracking	\$10/test	TBD	One truckload= 31,200 kits (62,400 tests) shipped to one location	Lauren Mc
McKesson Medical-Surgical Minnesota Suppl	HSP40	TBD	McKesson has dedicated a new support team to this effort		Please work with your McKesson counterpart to obtain the most up-to-date information		Scott Pick
Merrow Manufacturing, LLC	HLS06	On/Go™ 10-minute COVID-19 Antigen Self-Test		\$12.45/test	3-5 day delivery; 2 test per pack; Celltrion and On/Go 2-packs are en route to Merrow	100 tests	Owen Merr Duarte
Merrow Manufacturing, LLC	HLS06	Celltrion DiaTrust™ COVID-19 Antigen Rapid Test 25-pack. IN STOCK		\$12.15/test	have 283,200 Celltrion Covid-19 rapid tests (25/box) in stock (\$303.75/box) for	100 tests	Owen Merr Duarte
Merrow Manufacturing, LLC	HLS06	Celltrion DiaTrust™ COVID-19 Antigen Rapid Test 25-pack. IN STOCK		\$12.15/test	3-5 day delivery	100 tests	Owen Merr

Take note of minimum order quantities for manufacturers and some distributors.

Statewide Contract and COMMBUYS Training



OSD offers free online buyer training. Here is a small sample of the courses available:

- *Introduction to Statewide Contracts and COMMBUYS*
- *Purchasing in COMMBUYS – Creating Release Requisitions & Purchase Orders*
- *COMMBUYS Purchasing Training for Eligible Non-Profits*



Find a [complete list and course descriptions](#).
View our [Buyer Training Schedule](#).

COMMBUYS Purchasing
Entities purchasing through COMMBUYS
also may find COMMBUYS Job Aids [here](#).

Q: When can an entity start ordering kits?

A: Kits are available for purchase now and OSD recommends ordering the quantity of kits needed to meet your current and future needs.



Q: Is there a limit on the number of kits an entity may purchase?

A: No. However, there may be minimum order requirements on certain contracts. Refer to the Resource Guide for information.



Q: How do entities pay for the kits?

A: Purchasers must identify the source of funds from their budgets and are responsible for payments to the manufacturers and/or distributors.

Questions regarding the use of ARPA or FEMA funds should be directed to your organization's budget director or legal counsel. OSD does not provide guidance regarding these matters.



Q: Our organization does not have a COMMBUYS account. How do we order from the contracts?

A. A COMMBUYS account is not needed. Eligible Entities may contact the manufacturers and distributors directly to request product information, pricing, purchase requirements, or other contract-specific terms (such as minimum order amounts). Please reference the Statewide Contract number to ensure that the state prices and terms are quoted. All purchase transactions occur directly between the eligible entity and the manufacturer/distributor.

Be aware that manufacturers/ distributors may require purchase orders to initiate sales.

Also, remember to conduct procurements in accordance with all laws and regulations that pertain to the Eligible Entity ([Chapter 30B](#) for municipal organizations, as an example). Check with your local legal counsel for advice.



Q: Are entities able to join together to place larger orders?

A: Yes, entities may pool their orders. Better pricing and delivery may be possible if they are able to provide a single entity for invoicing and payment purposes. The entities also should consider providing a single delivery location.



FAQs

A graphic showing four hands holding up large, colorful letters spelling out "FAQs". The letters are red, green, blue, and yellow.

The Operational Services Division has summarized buyer questions related to COVID-19 test kit purchases in our [FAQs document](#). We will continue to update this resource.

Find a link to the COVID-19 Test Kit FAQs on the [OSD pages on mass.gov](#) and on the [COMMBUY'S.com](#) home page.



COVID-19 Rapid Antigen Test Kit FAQs
for Local Government Organizations and Other Entities

Q. What entities are eligible to order kits through OSD's Statewide Contracts (SWCs)?
A. Executive Departments are required to use the Operational Services Division's Statewide Contracts (SWCs) for their purchases of Rapid Antigen Test Kits. Many other public and quasi-public entities in the Commonwealth also are eligible to use SWCs. Eligible entities include cities, towns, counties, public school districts, public hospitals, and non-profits associated with the Commonwealth. Additionally, private educational institutions also are eligible to purchase from OSD's SWCs.

Q. What SWCs offer Rapid Antigen Test Kits?
A. There are three SWCs that offer FDA EUA Rapid Antigen Test Kits. All test kits offered on these contracts received Emergency Use Authorization (EUA) from the US Food and Drug Administration (FDA) and are approved for non-prescription, at-home use. The newly available contract category ([HSP41 – Category 10](#)) was established to allow for purchases direct from three manufacturers. As of December 28, 2021, the manufacturers available under this contract category are Ellume USA LLC, iHealth Labs, Inc., and Pure Blue Medical, Inc. DBA Intro Diagnostics, Inc. Additional manufacturers are expected to be added to this contract category through the bid posting/rolling enrollment period, which closes on March 31, 2022. Based on manufacturer requirements, including minimum order requirements, this option may not work for all buyers. Additional test kits also are available for purchase from distributors by utilizing the existing Statewide Contracts (HSP40, HSP41 – Category 3, and HLS06). OSD has developed a [Resource Guide](#) which lists all of the manufacturers added to HSP41 – Category 10; as well as those distributors on HLS06, HSP40, and HSP41 – Category 3, which offer Rapid Antigen Tests that have received Emergency Use Authorization (EUA) from the US Food and Drug Administration (FDA) for non-prescription, at-home use. The Resource Guide also provides pricing and quantities available from the vendors (as of 12/28), as well as minimum order quantities and, in some instances, payment terms. There is no limit to the number of tests a single entity may order.

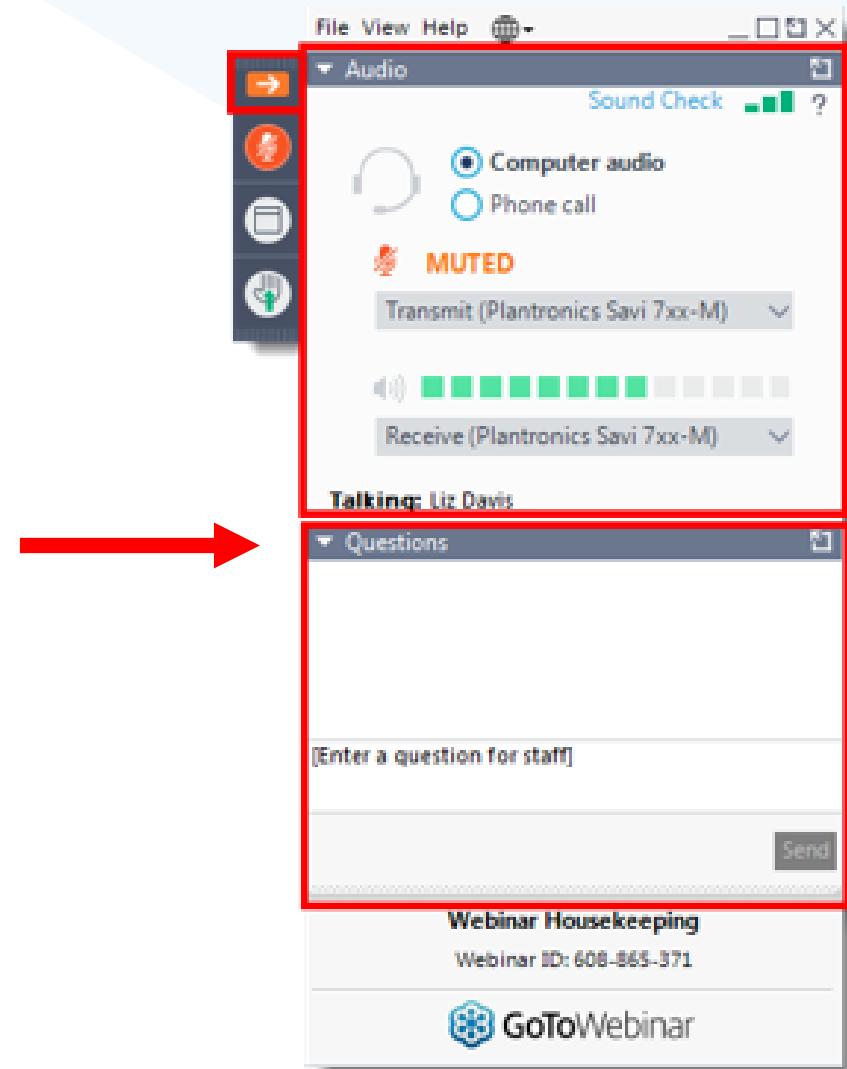
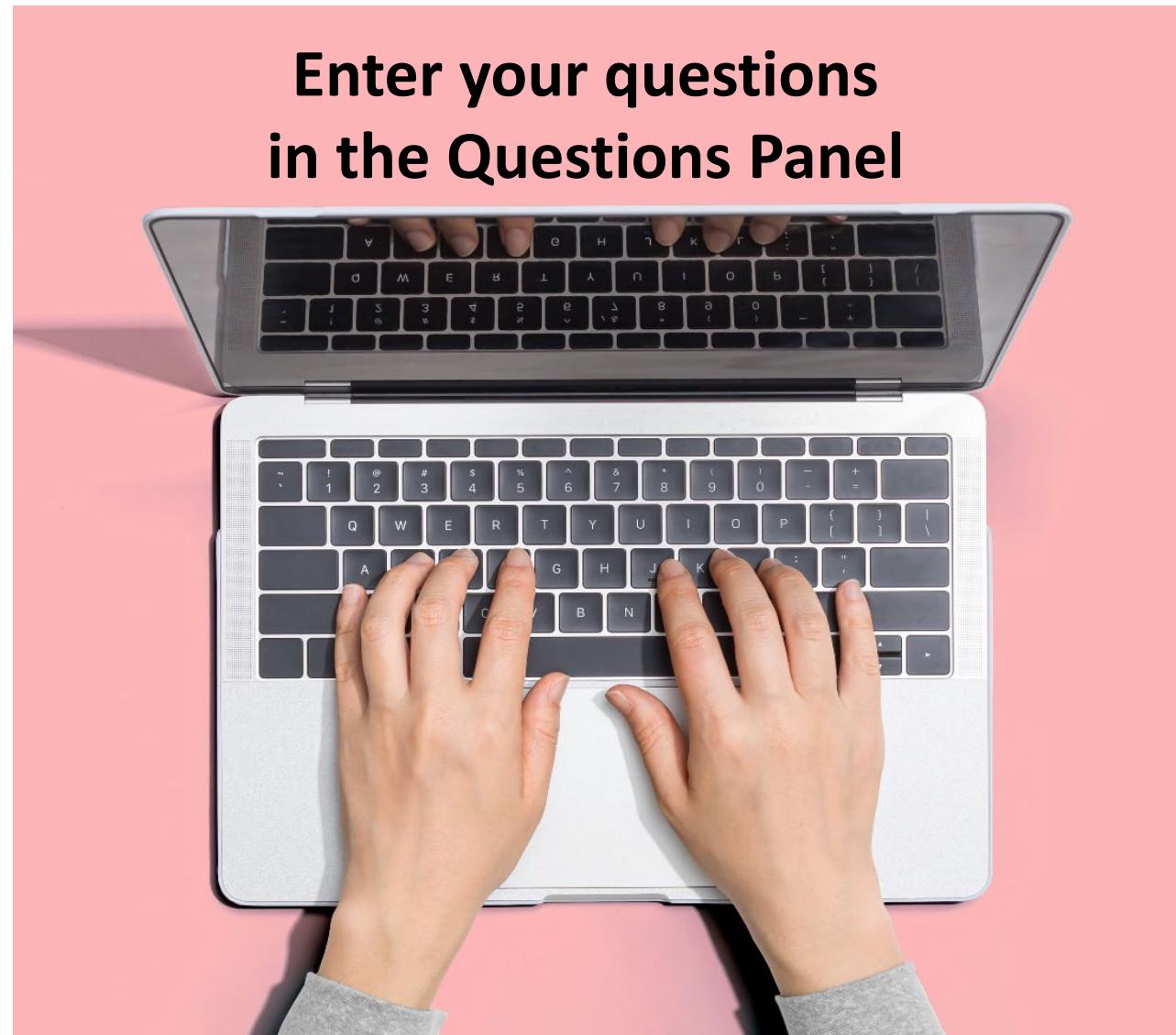
Q. What are the differences between the manufacturer and distributor contracts?
A. The newly available contract category (HSP41 – Category 10) allows for direct purchase from manufacturers. There are three manufacturers currently available and additional manufacturers are expected to become available in the coming weeks. Each manufacturer has a minimum required purchase quantity of test kits and may have limited ability to deliver to multiple locations for one purchase order. All manufacturers under this contract have indicated availability of tests kits as of December 28, 2021. The existing contract categories (HSP40, HSP41 – Category 3, and HLS06) allow for direct purchase from certain distributors.

Q. When can an entity start ordering kits?
A. Kits are available for purchase now and OSD recommends ordering the quantity of kits needed to meet your current and future needs.

Q. Is there a limit on the number of kits an entity may purchase?
A. No. However, there may be minimum order requirements on certain contracts. Refer to the [Resource Guide](#) for information.

(Continued on Next Page)

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Resources at Your Fingertips



- COVID-19 Rapid Antigen Test Kits [Resource Guide](#) – Test kit availability from Manufacturers and Distributors
- [Test Kit Resources on OSD pages on mass.gov](#)
- [COVID-19 Test Kit FAQs](#)
- [COMMBUYS.com](#)
- [Ancillary Products for Outdoor Test Kit Distribution Centers](#) – Purchase or Rent
- [Training for Buyers](#)
- OSD Help Desk, 8:00 a.m. to 5:00 p.m., Monday through Friday
 - 888-MA-State (627-8283)
 - OSDHelpDesk@mass.gov

