

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [PGB-21362](#)

DATE: January 31, 2012

GROUP: 10200 – MN Multistate (MMCAP)
Influenza Vaccine (Sanofi Pasteur, Inc.)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Todd Kayser
Purchasing Officer I
(518) 474-4501
todd.kayser@ogs.ny.gov

CONTRACT PERIOD: May 19, 2008 -
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR: Sanofi Pasteur, Inc.

CONTRACT NO.: PC63930

SUBJECT: REVISED AWARD / REVISED 2012-2013 VACCINE PRICING

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The contract award has been revised to reflect 2012-2013 seasonal influenza vaccine prices offered by Sanofi Pasteur, Inc. through the MMCAP master contract to all eligible New York State contract participants. The revised award can be viewed by utilizing the OGS website at www.ogs.ny.gov. In addition, please review the updated terms and conditions of sales information found on page 6 of the revised award.

The **2012-2013 influenza vaccine pricing** offered by Sanofi Pasteur, Inc. is as follows:

TOTAL DOSES 2,600,000

<u>NDC #</u>	<u>Description</u>	<u>Price Per Unit</u>	<u>Federal Excise Tax Per Unit</u>	<u>Total Price (w/Excise Tax) Per Unit</u>
49281-390-15	FLUZONE Influenza Virus Vaccine 6 months and older 5 ml. Multi-Dose Vial 2012/2013 Vaccine Season NON-RETURNABLE	\$98.48	\$7.50	\$105.98

<u>NDC #</u>	<u>Description</u>	<u>Price Per Unit</u>	<u>Federal Excise Tax Per Unit</u>	<u>Total Price (w/Excise Tax) Per Unit</u>
49281-012-50	FLUZONE Influenza Virus Vaccine, No Preservative 36 months and older 10-Pack 0.5 ml. Syringes 2012/2013 Vaccine Season NON-RETURNABLE (Needles not included)	\$110.28	\$7.50	\$117.78
49281-012-10	FLUZONE Influenza Virus Vaccine, No Preservative 36 months and older 10-Pack 0.5 ml. Vials 2012/2013 Vaccine Season NON RETURNABLE	\$110.28	\$7.50	\$117.78
49281-112-25	FLUZONE Influenza Virus Vaccine No Preservative: Pediatric Dose 6 months - 35 months 10-Pack 0.25 ml. Syringe 2012/2013 Vaccine Season NON RETURNABLE (Needles not included)	\$125.68	\$7.50	\$133.18
49281-391-65	FLUZONE High-Dose Influenza Virus Vaccine 65 years and older 10-Pack 0.5 ml. Syringes 2012/2013 Vaccine Season NON-RETURNABLE (needles not included)	\$255.99	\$7.50	\$263.49
49281-705-55	FLUZONE Intradermal Influenza Virus Vaccine, contains no preservatives 18- 64 years of age 10 Single Dose Prefilled Microinjection systems 2012/2013 Vaccine Season NON-RETURNABLE	\$146.48	\$7.50	\$153.98

Note 1: All Fluzone vaccine reservation requests must be sent to Sanofi Pasteur, Inc. Fluzone vaccine orders through wholesalers via the wholesaler chargeback mechanism are not permitted under this contract.

Note 2: An additional 2% discount is available for those members participating in prompt pay per the terms of the contract (2%30 net 31).

Note 3: Additional discounts are available for reservations placed by members participating in the Fluzone Vaccine Portfolio Incentive. (Please refer to the contract award document for more details)

Note 4: Influenza vaccines are subject to Federal Excise Tax. Therefore, Federal Excise Tax will be collected on all doses of 2012/2013 vaccines at a rate of \$0.75 per dose.

Note 5: An additional 1% discount is available for all reservations placed through the Sanofi website at www.vaccineshoppe.com

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AWARD NUMBER: [PGB-21362](#)

DATE: January 31, 2011

GROUP: 10200 – MN Multistate (MMCAP)
Influenza Vaccine (Sanofi Pasteur, Inc.)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Todd Kayser
Purchasing Officer I
(518) 474-4501
todd.kayser@ogs.state.ny.us

CONTRACT PERIOD: May 19, 2008 -
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR: Sanofi Pasteur, Inc.

CONTRACT NO.: PC63930

SUBJECT: REVISED AWARD / REVISED 2011-2012 VACCINE PRICING

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The contract award has been revised to reflect 2011-2012 seasonal influenza vaccine prices offered by Sanofi Pasteur, Inc. through the MMCAP master contract to all eligible New York State contract participants. The revised award can be viewed by utilizing the OGS website at www.ogs.state.ny.us. In addition, please review the updated terms and conditions of sales information found on page 6 of the revised award.

The **2011-2012 influenza vaccine pricing** offered by Sanofi Pasteur, Inc. is as follows:

<u>NDC #</u>	<u>Description</u>	<u>Price Per Unit</u>	<u>Federal Excise Tax Per Unit</u>	<u>Total Price (w/Excise Tax) Per Unit</u>	<u>Net Price Per Unit w/All Available Discounts Applied * (excludes excise tax)</u>
49281-388-15	FLUZONE Influenza Virus Vaccine 6 months and older 5 ml. Multi-Dose Vial 2011/2012 Vaccine Season NON-RETURNABLE	\$99.31	\$7.50	\$106.81	\$91.53

<u>NDC #</u>	<u>Description</u>	<u>Price Per Unit</u>	<u>Federal Excise Tax Per Unit</u>	<u>Total Price (w/Excise Tax) Per Unit</u>	<u>Net Price Per Unit w/All Available Discounts Applied * (excludes excise tax)</u>
49281-011-50	FLUZONE Influenza Virus Vaccine, No Preservative 36 months and older 10-Pack 0.5 ml. Syringes 2011/2012 Vaccine Season NON-RETURNABLE (Needles not included)	\$111.08	\$7.50	\$118.58	\$102.38
49281-011-10	FLUZONE Influenza Virus Vaccine, No Preservative 36 months and older 10-Pack 0.5 ml. Vials 2011/2012 Vaccine Season NON RETURNABLE	\$111.08	\$7.50	\$118.58	\$102.38
49281-111-25	FLUZONE Influenza Virus Vaccine No Preservative: Pediatric Dose 6 months - 35 months 10-Pack 0.25 ml. Syringe 2011/2012 Vaccine Season NON RETURNABLE (Needles not included)	\$120.88	\$7.50	\$128.38	\$111.41
49281-389-65	FLUZONE High-Dose Influenza Virus Vaccine 65 years and older 10-Pack 0.5 ml. Syringes 2011/2012 Vaccine Season NON-RETURNABLE (needles not included)	\$265.00	\$7.50	\$272.50	\$244.25

* Maximum discounts available to eligible participants in the Fluzone Partners Program.

Note 1: All Fluzone vaccine reservation requests must be sent to Sanofi Pasteur, Inc. Fluzone vaccine orders through wholesalers via the wholesaler chargeback mechanism are not permitted under this contract.

Note 2: An additional 1% discount is available for all reservations placed through the Sanofi website at www.vaccineshoppe.com

Note 3: An additional 2% discount is available for those members participating in prompt pay per the terms of the contract.

Note 4: Additional discounts are available for reservations placed by members participating in the Fluzone Vaccine Recurring Reservation.

Note 5: Influenza vaccine has been added to the list of vaccines subject to Federal Excise Tax. Therefore, Federal Excise Tax will be collected on all doses of 2011/2012 vaccines at a rate of \$0.75 per dose.

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PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [PGB-21362](#)

DATE: November 5, 2010

GROUP: 10200 – MN Multistate (MMCAP)
Influenza Vaccine (Sanofi Pasteur, Inc.)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Todd Kayser
Purchasing Officer I
(518) 474-4501
todd.kayser@ogs.state.ny.us

CONTRACT PERIOD: May 19, 2008 -
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR: Sanofi Pasteur, Inc.

CONTRACT NO.: PC63930

SUBJECT: Instructions for recovering Federal Excise tax on unused influenza vaccine

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Unused Influenza vaccine's can be returned for a full credit of the Federal Excise Tax (FET) only. No credit will be given for the vaccine only the FET will be credited.

- For multi-dose vials containing 10-doses, the refund amount would be \$7.50 per vial.
- For packages of 10 single-dose syringes, the refund amount would be \$7.50 per package.
- For packages of 5 single-dose syringes, the refund amount would be \$3.75 per package.

Customers can contact Sanofi Pasteur at 1-800-VACCINE to obtain return instructions. Once product is returned customers will receive applicable excise tax that can be applied to their account for a future purchase or the customer can request a check.

All other terms and conditions remain the same.

Please contact the Purchasing Officer listed above if you have any questions.

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PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [PGB-21362](#)

DATE: August 10, 2010

GROUP: 10200 – MN Multistate (MMCAP)
Influenza Vaccine (Sanofi Pasteur, Inc.)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

James R. Essman
Purchasing Officer I
(518) 474-4501
james.essman@ogs.state.ny.us

CONTRACT PERIOD: May 19, 2008 -
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR: Sanofi Pasteur, Inc.

CONTRACT NO.: PC63930

SUBJECT: VACCINE DELIVERIES MAY BE DELAYED

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please read the entire memorandum from Damian Braga, President - Sanofi Pasteur US; Vice President - the Americas, regarding the delivery of Fluzone®, Influenza Virus Vaccine.

August 2010

Dear Health-care Professional:

In preparation for the upcoming influenza season, I want to take the opportunity to provide an update on the status of Fluzone®, Influenza Virus Vaccine production and shipping.

Fluzone vaccine has been licensed for the 2010-2011 season and Sanofi Pasteur is working at maximum capacity to fulfill commitments to our valued customers. We remain on track to deliver over 70 million doses of Fluzone vaccine to US health-care providers this season. While we are on track to deliver your full reservation this season, we want to make you aware of a recent development that has resulted in an approximate 2-3 week delay in the delivery of your Fluzone vaccine shipment.

In mid-July, the US Food and Drug Administration (FDA) made us aware that after completing a review of the 'latex-free' claim made by the supplier of multiple influenza vaccines' syringe tip caps, it concluded there was insufficient documentation to support that claim. As a result, the Prescribing Information (PI) for Fluzone vaccine has been revised and now states that the tip caps "may contain natural rubber latex." This affects all injectable influenza vaccine manufacturers who use the syringe tip cap supplied by Helvoet Pharma. This unexpected and relatively late change by the FDA is beyond our control, and affected the labeling and packaging for all presentations of Fluzone vaccine, resulting in an impact to our original shipping timelines.

I want to assure you that we are making every reasonable effort to deliver Fluzone vaccine as expeditiously as possible. As always, we are allocating doses as equitably as possible across our entire customer base, in order to ensure that Fluzone vaccine is distributed to a broad spectrum of provider segments. Fluzone vaccine should be received in plenty of time to vaccinate your patients, as influenza immunizations are generally given in September, October, and later, with disease typically peaking in February. Your 6-week shipping window will be opened by the week of August 16, 2010 which will provide visibility into scheduled shipments to support your immunization planning efforts.

We want to thank you again for making Sanofi Pasteur your partner of choice this influenza season. At Sanofi Pasteur, we have over 30 years of manufacturing expertise and 2 fully operational US-based manufacturing facilities with the capacity to produce over 100 million doses of influenza vaccine. We are committed to fulfilling all customer reservations for Fluzone vaccine and look forward to supporting your needs throughout the 2010-2011 influenza season. We will continue to provide you with regular updates to help you best prepare for your upcoming immunization efforts.

Indication

Fluzone vaccine is an inactivated influenza virus vaccine indicated for active immunization of persons 6 months of age and older against influenza disease caused by influenza virus subtypes A and type B contained in the vaccine.

Safety Information

The most common local and systemic adverse reactions to Fluzone vaccine include soreness, pain, and swelling at the vaccination site; fever, malaise, and myalgia. Other adverse reactions may occur. Fluzone vaccine should not be administered to anyone with a history of hypersensitivity to any vaccine component, including eggs, egg products, or thimerosal (the only presentation that contains thimerosal is the multi-dose vial). The decision to give Fluzone vaccine should be based on the potential benefits and risks, especially if Guillain-Barré syndrome has occurred within 6 weeks of receipt of a prior influenza vaccine. The tip caps of the prefilled syringes may contain natural rubber latex which may cause allergic reactions in latex sensitive individuals. Vaccination with Fluzone vaccine may not protect all individuals.

Before administering Fluzone vaccine, please [click here](#) to see full Prescribing Information.

Sincerely,

Damian Braga
President, Sanofi Pasteur US; Vice President, the Americas

Fluzone vaccine is manufactured and distributed by Sanofi Pasteur Inc.

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PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [PGB-21362](#)

DATE: February 23, 2010

GROUP: 10200 – MN Multistate (MMCAP)
Influenza Vaccine (Sanofi Pasteur, Inc.)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

James R. Essman
Purchasing Officer I
(518) 474-4501
james.essman@ogs.state.ny.us

CONTRACT PERIOD: May 19, 2008 -
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR: Sanofi Pasteur, Inc.

CONTRACT NO.: PC63930

SUBJECT: PRODUCT ADDITION / REVISED AWARD

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The contract award has been revised to reflect the additional offering from Sanofi Pasteur for FLUZONE High-Dose Influenza Virus Vaccine, No Preservative, the first high-dose influenza vaccine for patients 65 years of age and older. To learn more about the FLUZONE High-Dose Vaccine, please visit www.VaccineShopper.com.

The revised award can be viewed by utilizing the OGS website at www.ogs.state.ny.us.

The **2010-2011 FLUZONE High-Dose Influenza Virus Vaccine** offered by Sanofi Pasteur, Inc. is as follows:

<u>NDC #</u>	<u>Description</u>	<u>Price Per Unit</u>	<u>Federal Excise Tax Per Unit</u>	<u>Total Price (w/Excise Tax) Per Unit</u>	<u>Net Price Per Unit w/All Available Discounts Applied * (excludes excise tax)</u>
49281-387-65	FLUZONE High-Dose Influenza Virus Vaccine 65 years of age and older 10-Pack 0.5 ml. Syringes 2010/2011 Vaccine Season NON-RETURNABLE (needles not included)	\$250.00	\$7.50	\$257.50	\$230.42

* Maximum discounts available to eligible participants in the Fluzone Partners Program.

Note 1: All Fluzone vaccine reservation requests must be sent to Sanofi Pasteur, Inc. Fluzone vaccine orders through wholesalers via the wholesaler chargeback mechanism are not permitted under this contract.

Note 2: An additional 1% discount is available for all reservations placed through the Sanofi website at www.vaccineshoppe.com

Note 3: An additional 2% discount is available for those members participating in prompt pay per the terms of the contract.

Note 4: Additional discounts are available for reservations placed by members participating in the Fluzone Vaccine Recurring Reservation.

Note 5: Influenza vaccine has been added to the list of vaccines subject to Federal Excise Tax. Therefore, Federal Excise Tax will be collected on all doses of 2010/2011 vaccines at a rate of \$0.75 per dose.

Please adjust your records accordingly.

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PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [PGB-21362](#)

DATE: January 4, 2010

GROUP: 10200 – MN Multistate (MMCAP)
Influenza Vaccine (Sanofi Pasteur, Inc.)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

James R. Essman
Purchasing Officer I
(518) 474-4501
james.essman@ogs.state.ny.us

CONTRACT PERIOD: May 19, 2008 -
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR: Sanofi Pasteur, Inc.

CONTRACT NO.: PC63930

SUBJECT: REVISED AWARD / REVISED 2010-2011 VACCINE PRICING

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The contract award has been revised to reflect 2010-2011 seasonal influenza vaccine prices offered by Sanofi Pasteur, Inc. through the MMCAP master contract to all eligible New York State contract participants. The revised award can be viewed by utilizing the OGS website at www.ogs.state.ny.us. In addition, please review the updated terms and conditions of sales information found on page 6 of the revised award.

The **2010-2011 influenza vaccine pricing** offered by Sanofi Pasteur, Inc. is as follows:

<u>NDC #</u>	<u>Description</u>	<u>Price Per Unit</u>	<u>Federal Excise Tax Per Unit</u>	<u>Total Price (w/Excise Tax) Per Unit</u>	<u>Net Price Per Unit w/All Available Discounts Applied * (excludes excise tax)</u>
49281-386-15	FLUZONE Influenza Virus Vaccine 6 months and older 5 ml. Multi-Dose Vial 2010/2011 Vaccine Season NON-RETURNABLE	\$93.70	\$7.50	\$101.20	\$86.36

<u>NDC #</u>	<u>Description</u>	<u>Price Per Unit</u>	<u>Federal Excise Tax Per Unit</u>	<u>Total Price (w/Excise Tax) Per Unit</u>	<u>Net Price Per Unit w/All Available Discounts Applied * (excludes excise tax)</u>
49281-010-50	FLUZONE Influenza Virus Vaccine, No Preservative 36 months and older 10-Pack 0.5 ml. Syringes 2010/2011 Vaccine Season NON-RETURNABLE (Needles not included)	\$104.80	\$7.50	\$112.30	\$96.59
49281-010-10	FLUZONE Influenza Virus Vaccine, No Preservative 36 months and older 10-Pack 0.5 ml. Vials 2010/2011 Vaccine Season NON RETURNABLE	\$104.80	\$7.50	\$112.30	\$96.59
49281-010-25	FLUZONE Influenza Virus Vaccine No Preservative: Pediatric Dose 6 months - 35 months 10-Pack 0.25 ml. Syringe 2010/2011 Vaccine Season NON RETURNABLE (Needles not included)	\$114.00	\$7.50	\$121.50	\$105.07

TOTAL DOSES 2,600,000

* Maximum discounts available to eligible participants in the Fluzone Partners Program.

Note 1: All Fluzone vaccine reservation requests must be sent to Sanofi Pasteur, Inc. Fluzone vaccine orders through wholesalers via the wholesaler chargeback mechanism are not permitted under this contract.

Note 2: An additional 1% discount is available for all reservations placed through the Sanofi website at www.vaccineshoppe.com

Note 3: An additional 2% discount is available for those members participating in prompt pay per the terms of the contract.

Note 4: Additional discounts are available for reservations placed by members participating in the Fluzone Vaccine Recurring Reservation.

Note 5: Influenza vaccine has been added to the list of vaccines subject to Federal Excise Tax. Therefore, Federal Excise Tax will be collected on all doses of 2010/2011 vaccines at a rate of \$0.75 per dose.

Please adjust your records accordingly.

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PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [PGB-21362](#)

DATE: June 6, 2009

GROUP: 10200 – MN Multistate (MMCAP)
Influenza Vaccine (Sanofi Pasteur, Inc.)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Jason D. Wilkie
Purchasing Officer I
(518) 474-4723
jason.wilkie@ogs.state.ny.us

CONTRACT PERIOD: May 19, 2008 -
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR: Sanofi Pasteur, Inc.
CONTRACT NO.: PC63930

SUBJECT: CONTRACT RENEWAL / REVISED AWARD / REVISED 2009-2010 VACCINE PRICING

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The contract with Sanofi Pasteur, Inc. has been renewed through December 31, 2012.

In addition, the contract award has been revised to reflect lower influenza vaccine prices offered by Sanofi Pasteur, Inc. through their MMCAP master contract to all eligible New York State contract participants. The revised pricing is as follows:

NDC #	Description	2009-10 Total Price (W/Fed Excise Tax) per Unit
49281-384-15	2009/2010 Vaccine Season FLUZONE Influenza Virus Vaccine 6 months of age and older 5 ml. Multi- Multi-Dose Vial NON-RETURNABLE	\$87.79

(Continued)

NDC #	Description	2009-10 Total Price (W/Fed Excise Tax) per Unit
49281-009-50	2009/2010 Vaccine Season FLUZONE Influenza Virus Vaccine No Preservative 36 months of age and older 10-Pack 0.5 ml. Syringes NON-RETURNABLE (Needles not included)	\$95.92
49281-009-10	FLUZONE Influenza Virus Vaccine No Preservative 36 months of age and older 10-Pack 0.5 ml. Vials NON-RETURNABLE	\$95.92
49281-009-25	FLUZONE Influenza Virus Vaccine No Preservative: Pediatric Dose 6 months - 35 months of age 10-Pack 0.25 ml. Syringe NON RETURNABLE (Needles not included)	\$120.25

All other terms and conditions remain the same. Please adjust your records accordingly.

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Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [C-21362](#)

DATE: September 4, 2008

GROUP: 10200 – MN Multistate (MMCAP)
Influenza Vaccine (Sanofi Pasteur, Inc.)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Jason D. Wilkie
Purchasing Officer I
(518) 474-4723
jason.wilkie@ogs.state.ny.us

CONTRACT PERIOD: May 19, 2008 -
December 31, 2008

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR: Sanofi Pasteur, Inc.

CONTRACT NO.: PC63930

SUBJECT: Contact Information Update

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Effective September 15, 2008, contact information for contractor Sanofi Pasteur is as follows:

Jill Bingham
Telephone: 570-957-3486
Fax: 570-957-3272
E-mail: jill.bingham@sanofipasteur.com
Website: www.vaccineshoppe.com

All other terms and conditions remain the same. Please adjust your records accordingly.