

**Frequently Asked Questions
Pharmaceutical Prime Vendor Contract,
Cardinal Health (Statewide)
Updated: May 26, 2016**

Authorized Users of this contract are strongly encouraged to read the contract terms and conditions in their entirety to gain an understanding of requirements for both the contractors and authorized users. Below is a brief listing of Questions & Answers (Q&A's) to facilitate the use of the Pharmaceutical Prime Vendor Contract with Cardinal Health 110, LLC (Statewide).

This contract is for the purchase of Generic and Brand name pharmaceutical products.

Product Categories:

- Pharmaceuticals;
- OTCs;
- HBA products, Durable Medical Equipment;
- Nutritionals;
- Vaccines, (other than influenza vaccines); and
- Supplies (caps, vials, etc.).

Question 1: Who is the OGS contact for this award?

Answer: Julie Carlson
38th Floor, Corning Tower
Empire State Plaza, Albany, NY 12242
Phone: 518-474-8077
E-mail: Julie.carlson@ogs.ny.gov

Question 2: Are there opportunities for increasing discounts at the Authorized User level?

Answer: Attachment C of the Master Contract has information on how Authorized Users can increase their discounts through timeliness of payments. Cardinal also offers annual Shareback Credits that are applied directly to the Authorized Users' account. See Section 4.18 of Attachment A of the Master Contract for more information on Shareback Credits.

New York State's Service Fee Discount is driven by the total spend by ALL Authorized Users through this contract. Authorized Users can increase savings by channeling all possible spend on pharmaceutical products into this contract.

Question 3: What is the term of the contracts let under this award?

Answer: The contract let by New York State will run from the date of award through October 31, 2016.

Question 4: Is it possible that the contracts can be extended beyond the initial term?

Answer: There are renewal contract extension options within the master contract that allow for potential extension for two additional years. OGS reserves the extension rights outlined in Appendix B.

Question 5: Is the Contractor, Cardinal Health 110, LLC either a Minority and/or Women Owned Business?

Answer: Cardinal Health 110, LLC is neither a Minority nor a Women Owned Businesses.

Question 6: Are pharmacy services covered under this contract?

Answer: No, services are **NOT** covered under this contract.

Question 7: Can non-contract items be submitted on a purchase order with contract items?

Answer: No, any non-contract items must be submitted on a separate purchase order.

Question 8: Is there a way to report problems to the Office of General Services associated with the products ordered under this award?

Answer: Yes. You may contact the contract manager listed on the first page of this document with any problems/concerns encountered when using this award. See the Contract Performance Report included in the Contract Award Notification.

Question 9: Is the contractor required to contact OGS directly when any contract information changes (i.e., contact name, email address, company address, phone #, website, etc.)?

Answer: Yes, it is the Contractor's responsibility to make sure OGS has the most current information on file.

Question 10: Is the Authorized User required to verify pricing on products ordered?

Answer: Yes, as with any centralized contract, Authorized Users should verify the price charged and the discount offered when ordering by comparing them against the current Price List. When the invoice is received, Authorized Users should then verify that the invoice reflects the prices listed in the Price List in use at the time of the order. Any discrepancies must be brought to the contractor's attention within five business days.

Question 11: How are prices determined in this contract?

Pricing: All purchase prices are based on MMCAP Contracts, 340B Contracts, CardinalSOURCE and ancillary or direct contracts or Base Price where applicable. Pricing is available by accessing: <https://orderexpress.cardinalhealth.com>.

Question 12: Are Authorized Users allowed to negotiate better discounts (lower prices) for the product lines they are interested in purchasing?

Answer: YES! Authorized Users are STRONGLY URGED to negotiate better discounts from the contractor especially when making bulk purchases. The Minnesota Multistate Contracting Alliance for Pharmacy will also assist in large procurements as in the case of creating emergency stockpiles.

Question 13: What information MUST be included on the contractor's invoice in order for payment to be made through the Statewide Financial System (SFS)?

Answer: So that payments can be made in a timely manner invoices must include the purchase order or contract number, whichever is applicable and the SFS Vendor ID Number, 1000041364. The invoice must also include an Invoice Number and clearly identify the entity receiving the goods. In addition, the following fields should also be included: Order Date, SKU Number and/or Description and NYS Net Delivered Price.

Question 14: How will the Contractor report sales to Authorized Users?

Answer: Cardinal's ordering system can create custom reports for the Authorized Users. Amanda Whitehill is the Cardinal contact for data/reporting issues. Amanda Whitehill can be reached at: 614-652-1457 or amanda.whitehill@cardinalhealth.com

Question 15: What time periods should Cardinal be capturing for the Report of Sales and when are they due to OGS?

Answer: Cardinal shall furnish weekly and quarterly (January – March; April – June; July – September; October – December) reports to OGS. Quarterly Reports will be due as described in Attachment C to the Master Contract.

Question 16: Is Cardinal using authorized distributors under this contract, are the distributors required to submit reports directly to OGS or is the Contractor responsible for sending in all reports?

Answer: Cardinal is not using distributors under this contract. All reporting will be supplied by Cardinal and all payments will be submitted to/processed by Cardinal.