

CCPA Purchasing Partners, L.P. Vaccine Contracting Guide

Thank you for your interest in CCPA Purchasing Partners' vaccine contracting program. Below is information regarding our vaccine contracts with Merck and Sanofi Pasteur including compliance requirements, set-up, ordering instructions, and pricing. For any further questions, please contact Priya Stemler at **312.227.7437**. Although it is not required, we encourage all members of CCPA Purchasing Partners (CCPAPP) to participate in and enjoy the many benefits and savings that our vaccine contracts have to offer!

Information Regarding CCPAPP's contract with Merck:

What are the Compliance requirements of this contract?

If your practice is participating **only** in the Merck agreement (and not the Sanofi Pasteur agreement with CCPAPP), your practice must agree to purchase as needed: Merck's Hepatitis A (Vaqta), Hepatitis B (Recombivax HB), Measles, Mumps and Rubella Virus (M-M-R II), Varicella (Varivax), HPV (Gardasil), Rotavirus (RotaTeq), HIB (PedvaxHib) and Pneumococcal (Pneumovax 23) vaccine products. By selecting this option, your practice agrees not to purchase GlaxoSmithKline's Hepatitis A (Havrix), Hepatitis B (Engerix-B), Hepatitis A-Hepatitis B combination (Twinrix), HPV (Cervarix), Rotavirus (Rotarix), HIB (Hiberix), and Polio-DTap-Hepatitis B combination (Pediatrix) products.

If your practice is participating in **both** the Merck and the Sanofi Pasteur agreements, your practice must agree to purchase as needed: Merck's Hepatitis A (Vaqta), Hepatitis B (Recombivax HB), Measles, Mumps and Rubella Virus (M-M-R II), Varicella (Varivax), HPV (Gardasil), Rotavirus (RotaTeq), and Pneumococcal (Pneumovax 23) vaccine products. Your practice also agrees to purchase as needed: Sanofi Pasteur's Polio, Pertussis, Hib, Meningococcal (Menactra), and Tdap (Adacel) vaccines. By selecting this option, your practice agrees not to purchase Merck's Hepatitis B & HIB combination (Comvax) and HIB (Pedvax Hib) vaccines, and/or GlaxoSmithKline's Hepatitis A (Havrix), Hepatitis B (Engerix-B), Hepatitis A-Hepatitis B combination (Twinrix), HPV (Cervarix), Rotavirus (Rotarix), HIB (Hiberix), Polio-DTap-Hepatitis B combination (Pediatrix), Polio-DTap combination (Kinrix), DTap (Infanrix), and Tdap (Boostrix) products. You also agree not to purchase Novartis' Meningococcal (Menveo) vaccine.

Am I required to participate in this contract?

No. Practices may elect to participate solely in the Merck contract, solely in the Sanofi Pasteur contract (see pgs. 4-6), in both contracts, or in neither contract. It is up to you which option is best suited for your practice. If your practice purchases any products from GlaxoSmithKline, we strongly encourage you to review carefully the compliance requirements of our Merck and/or Sanofi contracts prior to participating.

What do I need to submit to CCPAPP in order to participate in this contract?

Practices must complete and sign the CCPA Purchasing Partners Vaccine Contracting & Compliance form (please contact CCPAPP for this form if it is not enclosed). In addition, a Merck application is required for practices that **do not** currently have a Merck account set up. Please feel free to contact CCPAPP or Merck directly for a Merck Account application.

If I already have a Merck account set up, must I complete a new Merck Account application?

No. Simply write your Merck account number(s) in the designated area on the CCPA Purchasing Partners Vaccine Contracting & Compliance form. If you do not know your Merck account number, please indicate that on the form and we will work with Merck to look up your account information.

Once I have submitted my paperwork to CCPAPP, what is the process for getting linked to CCPAPP's contract and pricing with Merck?

Once your paperwork is received by CCPAPP, we will forward it on to our appropriate contact at Merck with the request to have your practice set up on our contract. If there is information missing on any of your paperwork, CCPAPP will contact your practice to obtain the missing information *before* we are able to send notice to Merck to have your practice added to

our contract. Please ensure that your paperwork is accurate and complete when submitting it to CCPAPP in order to prevent delays in processing.

Information Regarding CCPAPP's contract with Merck (continued):

What if I submit my application/paperwork directly to Merck?

In order for you to be linked to CCPAPP's contract with Merck, the request must go directly from CCPAPP to Merck. If you submit your paperwork only to Merck, CCPAPP may not be aware that you have chosen to participate in our contract and the process to have you set up under our contract may be delayed. Please submit your application materials and/or CCPA Purchasing Partners Vaccine Contracting & Compliance Form directly to CCPAPP.

What is the timeframe for getting set up with this contract?

If your practice already has a Merck account set up, it should take no more than 3 business days from the time CCPAPP receives your completed paperwork to the time you become effective with our Merck contract. If your practice is submitting an application for a New Merck Account, the process may take up to 10 business days.

What if I need to place an order sooner than the time I will be set up on the contract?

Unfortunately, CCPAPP does not have the authority to link you up to our contract – this is handled by Merck. Any orders placed before your CCPAPP contract effective date will not receive our pricing. Please verify your CCPAPP contract effective date with Merck and/or CCPAPP before placing your order. Thank you for your understanding.

How will I know once I have become linked to CCPAPP's contract with Merck?

It is ultimately your responsibility to verify your CCPAPP contract effective date before placing any orders. We are happy to assist you with this. After the timeframe has surpassed for getting linked up to the CCPAPP-Merck contract, you may call CCPAPP to verify your participation. You may also call Merck directly to verify your participation.

How do I place an order with Merck once I am linked to the CCPAPP Contract?

In order to receive CCPAPP's contracted pricing with Merck, you must order **directly** from Merck. This is the only way CCPAPP and Merck can guarantee that you will receive CCPAPP's discounted pricing. **If you order Merck products from a third-party distributor or an entity other than Merck, you will not receive CCPAPP's discounted pricing.** You may place your order with Merck via phone (877.829.6372) or on-line at www.merckvaccines.com.

What if a Merck product that I must order is not available?

In the event Merck is unable to supply a product to our members and such inability to supply this product has directly caused our members not to receive the product for a period of 15 or more business days, then Merck will notify CCPAPP in writing of such affected product(s). CCPAPP will promptly send written notice to all of its members. During the time period for which the product is unavailable, members must use their best efforts to continue to purchase any affected product utilizing alternative package configurations and/or alternative Merck products (e.g. a monovalent vaccine that is a component of a multivalent vaccine) if applicable. If this is not possible or applicable, members may purchase the unavailable vaccine from another company or supplier and will not be held to the contract compliance terms for that product (if applicable). Once the Merck product becomes available again for purchase, all compliance terms will go back into effect. Members may check the supply status of Merck products by contacting your Merck Representative or CCPAPP or via Merck's website: www.merckvaccines.com/Order-Vaccines/Pages/supply-status.aspx

How do I view CCPAPP's current discounted pricing with Merck?

You may view CCPAPP's current pricing with Merck at any time via our website: www.ccpapp.org. You will need your practice's username and password to login to view this information. Usernames and passwords are issued at the time your practice joins CCPAPP; this information is included in the welcome letter your practice receives to confirm your membership. If at any point you lose or forget your login information, please contact CCPAPP. You may also call us to obtain a copy of the pricing – we would be happy to email, fax, or mail the information to you.

Information Regarding CCPAPP's contract with Merck (continued):

How will I be informed of any price changes, special promotions, and/or updates to this contract?

Your practice is required to list an email address on CCPAPP's membership application. This email address is used by CCPAPP when sending out information and updates regarding our vaccine and vendor contracts. This email address is NOT provided to anyone outside of CCPAPP, including our contracted vendors. If you feel you are not receiving updates from CCPAPP, please email pstemler@ccpapp.org to confirm or to be added to the distribution.

What happens if my practice does not follow CCPAPP's compliance requirements for this contract?

Once your practice completes and signs our Vaccine Contracting & Compliance form, it is understood that your practice will comply with the compliance requirements set forth in our contract. Because failure to meet contract compliance by practices may result in price increases and loss of administrative fees for ALL CCPAPP practices, we do not tolerate non-compliance within our contract terms. CCPAPP will notify your practice of any purchase activity that is not in compliance with our Merck agreement. If the non-compliance continues, we will promptly send written notice via certified mail to your practice informing you of your termination from our contract.

Am I allowed to ever opt out of this contract?

Yes. If at any time your practice feels it cannot adhere to the contract compliance terms of our contract or would like to be removed from the contract for any other reason, CCPAPP would be happy to remove your practice after receiving written notice. You will still be welcome to participate in CCPAPP's Sanofi Pasteur contract; however, please note that a new CCPAPP Vaccine Contracting & Compliance form will be needed to do so. *Please note that written notice is not required by your practice if you are removed by CCPAPP from the contract due to non-compliance. As noted above, a certified letter will be mailed to your practice informing you of termination.*

What if I need to update the information on my account, such as address?

To update your account information, you will need to complete Merck's "Request to Modify an Existing Direct-Purchase Account" form. This form can be obtained either from CCPAPP or from Merck. Once completed, please submit the form to CCPAPP so that we are aware of the change(s) to your account. We will forward the form to Merck and make the update in our system as well.

Is it possible for my Merck account to go inactive if I fail to use it within a certain timeframe?

Yes. Once your account becomes active with Merck and linked to the CCPAPP contract, you will receive CCPAPP's discounted pricing. However, if at any point you go 18 months or longer without placing an order, your account will become *inactive*. You will not be able to place an order using your inactive account, and so you will need to complete a New Merck Account Application in order to set up a new account. Because this is a new account, it will no longer be linked to the CCPAPP contract. For this reason, it is advised that you submit your New Account Application directly to CCPAPP so that we are aware of your request for a new account and can request that it is linked back up to the CCPAPP contract. If CCPAPP is not informed of your new account, we will not be able to request Merck to link the account to our contract.

Who do I contact with questions regarding my Merck account, purchases and/or invoices?

You are welcome to contact the CCPAPP staff at any time with questions:

Kena Norris, Executive Director: **312.227.7406**

Priya Stemler, Operations Manager: **312.227.7437**

Paresh Patel, National Sales Manager: **312.227.7436**

Armetris Forman-Harrison, Member Relations Specialist: **312.227.7508**

You may also contact your Merck Representative or call Merck Customer Service at **877.829.6372**.

Information Regarding CCPAPP's contract with Sanofi Pasteur:

What are the Compliance requirements of this contract?

If your practice is participating **only** in the Sanofi Pasteur agreement (and not CCPAPP's Merck agreement), your practice agrees to purchase as needed: Sanofi Pasteur's Polio, Pertussis, HIB (ActHIB), Meningococcal (Menactra), and Tdap (Adacel) vaccines. By selecting this option, your practice agrees not to purchase Merck's Hepatitis B-HIB combination (Comvax) and HIB (Pedvax HIB) and/or GlaxoSmithKline's HIB (Hiberix), Polio-DTap-Hepatitis B combination (Pedarix), Polio-DTaP combination (Kinrix), DTaP (Infanrix), and Tdap (Boostrix) products. You also agree not to purchase Novartis' Meningococcal (Menveo) vaccine.

If your practice is participating in **both** the Merck and the Sanofi Pasteur agreements, your practice must agree to purchase as needed: Merck's Hepatitis A (Vaqta), Hepatitis B (Recombivax HB), Measles, Mumps and Rubella Virus (M-M-R II), Varicella (Varivax), HPV (Gardasil), Rotavirus (RotaTeq), and Pneumococcal (Pneumovax 23) vaccine products. Your practice also agrees to purchase as needed: Sanofi Pasteur's Polio, Pertussis, Hib, Meningococcal (Menactra), and Tdap (Adacel) vaccines. By selecting this option, your practice agrees not to purchase Merck's Hepatitis B & HIB combination (Comvax) and HIB (Pedvax Hib) vaccines, and/or GlaxoSmithKline's Hepatitis A (Havrix), Hepatitis B (Engerix-B), Hepatitis A -Hepatitis B combination (Twinrix), HPV (Cervarix), Rotavirus (Rotarix), HIB (Hiberix), Polio-DTap-Hepatitis B combination (Pedarix), Polio-DTaP combination (Kinrix), DTaP (Infanrix), and Tdap (Boostrix) products. You also agree not to purchase Novartis' Meningococcal (Menveo) vaccine.

Am I required to participate in this contract?

No. Practices may elect to participate solely in the Sanofi Pasteur contract, solely in the Merck contract (see pgs. 1-3), in both contracts, or in neither contract. It is up to you which option is best suited for your practice. If your practice purchases any products from GlaxoSmithKline or purchases Novartis' Menveo product, we strongly encourage you to review carefully the compliance requirements of our Merck and/or Sanofi contracts prior to participating.

What if a Sanofi Pasteur product that I need to order is not available?

In the event Sanofi Pasteur is unable to supply a product to our members and such inability to supply this product has directly caused our members not to receive the product for a period of 20 or more business days, then Sanofi Pasteur will notify CCPAPP in writing of such affected product(s). CCPAPP will promptly send written notice to all of its members. During this time, members may purchase the unavailable vaccine from another company or supplier and will not be held to the contract compliance terms for that product (if applicable). Once the Sanofi Pasteur product becomes available again for purchase, all compliance terms will go back into effect. Members may check the supply status of Sanofi Pasteur products by contacting your Sanofi Pasteur Representative or CCPAPP.

What do I need to submit to CCPAPP in order to participate in this contract?

Practices must complete and sign the CCPA Purchasing Partners Vaccine Contracting & Compliance form (please contact CCPAPP for this form if it is not enclosed). In addition, a Sanofi Pasteur New Customer Form is required for practices that **do not** currently have a Sanofi Pasteur account set up. Please feel free to contact CCPAPP or Sanofi Pasteur directly for a Sanofi Pasteur New Customer Form.

If I already have a Sanofi Pasteur account set up, is there any paperwork I must complete?

If your practice has an existing Sanofi Pasteur Account, then you must still complete the one-page Sanofi Pasteur General Information Form. If this form has not been included with this packet, please feel free to contact CCPAPP or Sanofi Pasteur directly for this form.

Information Regarding CCPAPP's contract with Sanofi Pasteur (continued):

Once I have submitted my paperwork to CCPAPP, what is the process for getting linked to CCPAPP's contract and pricing with Sanofi Pasteur?

Once your paperwork is received by CCPAPP, we will forward it on to our appropriate contact at Sanofi Pasteur with the request to have your practice set up on our contract. If there is information missing on any of your paperwork, CCPAPP will contact your practice to obtain the missing information *before* we are able to send notice to Sanofi Pasteur to have you added to our contract. Please ensure that your paperwork is accurate and complete when submitting it to CCPAPP in order to prevent delays in processing.

What if I submit my application/paperwork directly to Sanofi Pasteur?

In order for you to be linked to the CCPAPP-Sanofi Pasteur contract, the request must go directly from CCPAPP to Sanofi Pasteur. If you submit your paperwork only to Sanofi Pasteur, CCPAPP may not be aware that you have chosen to participate in our contract and the process to have you set up under our contract may be delayed. Please submit your application materials and/or CCPA Purchasing Partners Vaccine Contracting & Compliance Form directly to CCPAPP. Please note that if you send the form to the fax number listed on the Sanofi Pasteur form, it will go directly to Sanofi Pasteur. Please also fax your form to CCPAPP: **312.227.9527**.

What is the timeframe for getting set up with this contract?

It should take no more than 5 business days from the time CCPAPP receives your completed paperwork to the time you become effective with our Sanofi Pasteur contract regardless of whether you have a current account number or not. However, if your practice is currently participating with Sanofi Pasteur through another group purchasing contract, it may take up to 10 business days for Sanofi Pasteur to switch you to the CCPAPP contract.

What if I need to place an order sooner than the time I will be set up on the contract?

Unfortunately, CCPAPP does not have the authority to link you up to our contract – this is handled by Sanofi Pasteur. Any orders placed before your CCPAPP contract effective date will not receive our pricing. Please verify your CCPAPP contract effective date with Sanofi Pasteur and/or CCPAPP before placing your order. Practices who have been set up with a new Sanofi Pasteur account must call Sanofi Pasteur at **800.VACCINE** prior to placing their first order. Thank you for your understanding.

How will I know once I have become linked to CCPAPP's contract with Sanofi Pasteur?

It is ultimately your responsibility to verify your CCPAPP contract effective date before placing any orders. We are happy to assist you with this. After the timeframe has surpassed for getting linked up to the CCPAPP-Sanofi Pasteur contract, you may call CCPAPP to verify your participation. You may also call Sanofi Pasteur directly to verify your participation.

How do I place an order with Sanofi Pasteur once I am linked to the CCPAPP Contract?

In order to receive CCPAPP's contracted pricing with Sanofi Pasteur, you must order **directly** from Sanofi Pasteur. This is the only way CCPAPP and Sanofi Pasteur can guarantee that you will receive CCPAPP's discounted pricing. **If you order Sanofi Pasteur products from a third-party distributor or an entity other than Sanofi Pasteur, you will not receive CCPAPP's discounted pricing.** You may place your order with Sanofi Pasteur via phone (**800.VACCINE**) or on-line at www.vaccineshoppe.com.

How do I view CCPAPP's current discounted pricing with Sanofi Pasteur?

You may view CCPAPP's pricing with Sanofi Pasteur at any time via our website: www.ccpapp.org. You will need your practice's username and password to login to view this information. Usernames and passwords are issued at the time your practice joins CCPAPP; this information is included in the welcome letter your practice receives to confirm your membership. If at any point you lose or forget your login information, please contact CCPAPP. You may also call us to obtain a copy of the pricing – we would be happy to email, fax, or mail the information to you.

Information Regarding CCPAPP's contract with Sanofi Pasteur (continued):

How will I be informed of any price changes, special promotions, and/or updates to this contract?

Your practice is required to list an email address on CCPAPP's membership application. This email address is used by CCPAPP when sending out information and updates regarding our vaccine and vendor contracts. This email address is NOT provided to anyone outside of CCPAPP, including our contracted vendors. If you feel you are not receiving updates from CCPAPP, please email pstemler@ccpapp.org to confirm or to be added to the distribution.

What happens if my practice does not follow CCPAPP's compliance requirements for this contract?

Once your practice completes and signs our Vaccine Contracting & Compliance form, it is understood that your practice will comply with the compliance requirements set forth in our contract. Because failure to meet contract compliance by practices may result in price increases and loss of administrative fees for ALL CCPAPP practices, we do not tolerate non-compliance within our contract terms. CCPAPP will notify your practice of any purchase activity that is not in compliance with our Sanofi Pasteur agreement. If the non-compliance continues, we will promptly send written notice via certified mail to your practice informing you of your termination from our contract.

Am I allowed to ever opt out of this contract?

Yes. If at any time your practice feels it cannot adhere to the contract compliance terms of our contract or would like to be removed from the contract for any other reason, CCPAPP would be happy to remove your practice after receiving written notice. You will still be welcome to participate in CCPAPP's Merck contract; however, please note that a new CCPA Purchasing Partners Vaccine Contracting & Compliance form will be needed to do so. *Please note that written notice is not required by your practice if you are removed by CCPAPP from the contract due to non-compliance. As noted above, a certified letter will be mailed to your practice informing you of termination.*

What if I need to update the information on my account, such as address?

To update your account information, you will need to contact Sanofi Pasteur's customer service directly at **1.800.Vaccine**. A customer service representative will be able to assist you with making the appropriate changes to your account. Please also contact CCPAPP so that we are aware of the changes to your account.

Is it possible for my Sanofi Pasteur account to go inactive if I fail to use it within a certain timeframe?

No. Your account will only become inactive per your request or if the status of your practice changes (i.e. your office closes or ownership changes). Otherwise, your account will remain active regardless of how often you place an order.

Who do I contact with questions regarding my Sanofi Pasteur account, purchases and/or invoices?

You are welcome to contact the CCPAPP staff at any time with questions:

Kena Norris, Executive Director: **312.227.7406**

Priya Stemler, Operations Manager: **312.227.7437**

Paresh Patel, National Sales Manager: **312.227.7436**

Armetris Forman-Harrison, Member Relations Specialist: **312.227.7508**

You may also contact your Sanofi Pasteur Representative or call Sanofi Pasteur's Customer Service at **800.822.2463**.

**Thank you again for your interest and/or participation in our vaccine contract(s).
Please do not hesitate to contact Merck, Sanofi Pasteur, or a member of the CCPA Purchasing Partners
Staff with any questions or for assistance with your account(s)!**