

CCPA Purchasing Partners, LLC Vaccine Contracting Guide

	
	

Thank you for your interest in CCPA Purchasing Partners’ vaccine contracting program. This document provides information regarding our vaccine partnerships with Merck, Sanofi Pasteur, Pfizer, and Astrazeneca including compliance requirements, set-up, ordering instructions, and pricing. 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! Please contact a member of our staff at any time with questions or concerns regarding your participation.

Information Regarding CCPAPP’s Agreement 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/applicable the following Merck vaccine products:



- **Vaqta** (Hepatitis A)
- **Recombivax HB** (Hepatitis B)
- **M-M-R-II** (Measles, Mumps and Rubella)
- **Varivax** (Varicella)
- **Gardasil/Gardasil9** (HPV)
- **RotaTeq** (Rotavirus)
- **PedvaxHib** (HIB)
- **Pneumovax 23** (Pneumococcal)

By selecting the Merck option, your practice agrees not to purchase any product that competes with the Merck products listed above, including but not limited to the following GSK products:



- **Havrix** (Hepatitis A)
- **Engerix-B** (Hepatitis B)
- **Twinrix** (Hepatitis A-Hepatitis B combination)
- **Cervarix** (HPV)
- **Rotarix** (Rotavirus)
- **Hiberix** (HIB)
- **Pediarix** (Polio-DTap-Hepatitis B combination)

Information Regarding CCPAPP's Agreement with Merck:



If your practice is participating in **both** the Merck and the Sanofi Pasteur agreements, your practice must agree to purchase as needed/applicable the following Merck and Sanofi Pasteur vaccine products:



- **Vaqta** (Hepatitis A)
- **Recombivax HB** (Hepatitis B)
- **M-M-R-II** (Measles, Mumps and Rubella)
- **Varivax** (Varicella)
- **Gardasil/Gardasil9** (HPV)
- **RotaTeq** (Rotavirus)
- **Pneumovax 23** (Pneumococcal)



- **Polio** (IPOL), **Pertussis**, **HIB** (ActHib)
- **Menactra** (Meningococcal)
- **Tdap** (Adacel)

By selecting the Merck/Sanofi Pasteur option, your practice must agree not to purchase the following Merck product:



- **Pedvax Hib** (HIB)

By selecting the Merck/Sanofi Pasteur option, your practice also agrees not to purchase any product that competes with the Merck or Sanofi Pasteur products listed above, including but not limited to the following GSK products:



- **Havrix** (Hepatitis A)
- **Engerix-B** (Hepatitis B)
- **Twinrix** (Hepatitis A-Hepatitis B combination)
- **Cervarix** (HPV)
- **Rotarix** (Rotavirus)
- **Hiberix** (HIB)
- **Pediarix** (Polio-DTap-Hepatitis B combination)
- **Kinrix** (Polio-DTaP combination)
- **Infanrix** (DTaP)
- **Boostrix** (Tdap)
- **Menveo** (Meningococcal)

Information Regarding CCPAPP's Agreement with Merck:



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 pg. 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 GSK, we strongly encourage you to review carefully the compliance requirements of our Merck and/or Sanofi Pasteur contracts prior to participating.

What must I submit to CCPAPP in order to participate in the Merck 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). You may also complete it online by logging into your member account on CCPAPP's website: <https://www.ccpapp.org/members/>. On this form, your practice will indicate your intent to participate in the Merck (or Merck/Sanofi Pasteur) agreement and agree to the compliance requirements outlined above.

What must I submit to Merck in order to participate in the Merck contract?

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. The application may also be found online at www.merckvaccines.com (click on *register* at the top) or on CCPAPP's website: www.ccpapp.org/vendor-partners/vaccine-forms/. Once completed, it must be submitted directly to Merck. You must notify CCPAPP once you have received your Merck account number so that we may proceed with linking it to our agreement.

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/Merck, what is the process for getting linked to CCPAPP's contract and pricing with Merck?

Once your paperwork is received by CCPAPP, we will request Merck 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 add you 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 Merck application to CCPAPP instead of to Merck?

CCPAPP would be happy to forward your Merck application to Merck on your behalf; however, it may add to the time that it takes to process your application. For the quickest results, please submit your application directly to Merck. Once you receive your Merck account number, you will need to complete CCPAPP's *Vaccine Contracting & Compliance Form* and include your Merck account number on the form. If you have already submitted CCPAPP's *Vaccine Contracting & Compliance Form* without your Merck account number, please be sure to contact CCPAPP to request that your Merck account be linked to our agreement. CCPAPP may not be aware that you have a new account set up with Merck that should be linked to the CCPAPP agreement.

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

CCPAPP cannot guarantee the timeframe for getting linked to our agreement as this is managed by Merck. However, if your practice already has a Merck account set up, 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 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 as 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 prior to placing your order. Thank you for your understanding.

Information Regarding CCPAPP's Agreement with Merck:



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 passed for getting linked up to the CCPAPP-Merck contract, you may contact CCPAPP to verify your participation. You may also contact Merck directly to verify your participation.

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

You may place your Merck orders directly with Merck by phone (**877.829.6372**) or online at www.merckvaccines.com. You may also order **indirectly** from Merck from an authorized Merck Prime Distributor, including McKesson. Please contact Merck for a full listing of Merck Prime Distributors as this list may change from time to time. **If you do not order your Merck vaccines directly from Merck or indirectly through an authorized Merck Prime Distributor, you will not receive CCPAPP's discounted pricing.**

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, Merck will notify CCPAPP in writing of such affected product(s). CCPAPP will 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. Merck will not reimburse members for the difference between the contract discount price and the acquisition price of any product that is not purchased directly from Merck.

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/members/vendor-vaccines-pricing/. 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. We would be happy to provide the information by phone or email.

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 contact CCPAPP to confirm or to be added to the distribution. You may also view all updates and member communications on CCPAPP's website: <https://www.ccpapp.org/members/member-communications/>.

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 and outlined in this guide. 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 agreement.

Information Regarding CCPAPP's Agreement with Merck:



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 or an updated *Vaccine Contracting & Compliance Form*. You will still be welcome to participate in CCPAPP's other vaccine contracts; however, 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 complete Merck's *Request to Modify an Existing Direct-Purchase Account* form. This form can be obtained either from CCPAPP or from Merck. It can also be found on CCPAPP's website: <https://www.ccpapp.org/vendor-partners/vaccine-forms/>. Once completed, please submit the form directly to Merck; however, please provide the information to CCPAPP as well so that we may update our own records.

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 CCPAP 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.

Once the account is established, it must be linked to the CCPAPP contract. You will need to submit your New Account Application directly to Merck and inform CCPAPP once you have your new Merck Account number so that we may proceed with linking it to our agreement. 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?

Please contact your Merck Representative or call Merck Customer Service at **877.829.6372**.

You are also welcome to contact one of the following CCPAPP staff members at any time with questions:

Paresh Patel, National Sales Manager: **312.227.7436** or papatel@ccpapp.org

Priya Stemler, Director of Operations: **312.227.7437** or pstemler@ccpapp.org

Information Regarding CCPAPP's Agreement 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/applicable the following Sanofi Pasteur vaccine products:



- **Polio** (IPOL), **Pertussis, HIB** (ActHIB)
- **Menactra** (Meningococcal)
- **Tdap** (Adacel)

By selecting the Sanofi Pasteur option, your practice must agree not to purchase any product that competes with the Sanofi Pasteur products listed above, including but not limited to the following GSK products:



- **Hiberix** (HIB)
- **Pediarix** (Polio-DTap-Hepatitis B combination)
- **Kinrix** (Polio-DTaP combination)
- **Infanrix** (DTaP),
- **Boostrix** (Tdap),
- **Menveo** (Meningococcal)

If your practice is participating in **both** the Merck and the Sanofi Pasteur agreements, your practice must agree to purchase as needed/applicable:



- **Vaqta** (Hepatitis A)
- **Recombivax HB** (Hepatitis B)
- **M-M-R-II** (Measles, Mumps and Rubella)
- **Varivax** (Varicella)
- **Gardasil/Gardasil9** (HPV)
- **RotaTeq** (Rotavirus)
- **Pneumovax 23** (Pneumococcal)



- **Polio, Pertussis, HIB**
- **Menactra** (Meningococcal)
- **Tdap** (Adacel)

By selecting the Merck/Sanofi Pasteur option, your practice must agree not to purchase the following Merck product:



- **Pedvax Hib** (HIB)

Information Regarding CCPAPP's Agreement with Sanofi Pasteur:



By selecting the Merck/Sanofi Pasteur option, your practice also must agree not to purchase any product that competes with the Merck or Sanofi Pasteur products listed above, including but not limited to the following GSK products:



- **Havrix** (Hepatitis A)
- **Engerix-B** (Hepatitis B)
- **Twinrix** (Hepatitis A-Hepatitis B combination)
- **Cervarix** (HPV)
- **Rotarix** (Rotavirus)
- **Hiberix** (HIB)
- **Pediarix** (Polio-DTap-Hepatitis B combination)
- **Kinrix** (Polio-DTaP combination)
- **Infanrix** (DTaP)
- **Boostrix** (Tdap)
- **Menveo** (Meningococcal)

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 pg. 1), 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 GSK, we strongly encourage you to review carefully the compliance requirements of our Merck and/or Sanofi Pasteur agreements 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). You may also complete it online by logging in to your member account on CCPAPP's website: <https://www.ccpapp.org/members/>.

What do I need to submit to Sanofi Pasteur in order to participate in the Sanofi Pasteur contract?

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. The application may also be found online at www.vaccineshoppe.com (click on *register* at the top) or on CCPAPP's website: www.ccpapp.org/vendor-partners/vaccine-forms/. Once completed, it must be submitted directly to Sanofi Pasteur. You must notify CCPAPP once you have received your Sanofi account number so that we may proceed with linking it to our agreement.

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, you must still complete a one-page *Sanofi Pasteur General Information Form* and submit it to CCPAPP. If this form has not been included with this packet, please feel free to contact CCPAPP or Sanofi Pasteur directly for this form. You may also access it on the CCPAPP website: www.ccpapp.org/vendor-partners/vaccine-forms/.

Once I have submitted my paperwork to CCPAPP/Sanofi Pasteur, 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 request Sanofi Pasteur 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 add you 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 Agreement with Sanofi Pasteur:



What if I submit my Sanofi Pasteur New Customer Form to CCPAPP instead of to Sanofi?

CCPAPP would be happy to forward your Sanofi Pasteur New Customer Form to Sanofi on your behalf; however, it may add to the time that it takes to process your application. For the quickest results, please submit your application directly to Sanofi Pasteur. Once you receive your Sanofi account number, you will need to complete CCPAPP's *Vaccine Contracting & Compliance Form* and include your Sanofi account number on the form. If you have already submitted CCPAPP's *Contracting & Compliance Form* without your Sanofi Pasteur account number, please be sure to contact CCPAPP to request that your account be linked to our agreement. CCPAPP may not be aware that you have a new account set up with Sanofi Pasteur that should be linked to the CCPAPP agreement.

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

CCPAPP cannot guarantee the timeframe for getting linked to our agreement as this is managed by Sanofi Pasteur. However, 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. 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 as 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 prior to 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 passed for getting linked up to the CCPAPP-Sanofi Pasteur contract, you may contact CCPAPP to verify your participation. You may also contact 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 online at www.vaccineshoppe.com.

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 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. Sanofi Pasteur will not reimburse members for the difference between the contract discount price and the acquisition price of any product that is not purchased directly from Sanofi Pasteur.

Information Regarding CCPAPP's Agreement with Sanofi Pasteur:



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

You may view CCPAPP's current pricing with Sanofi Pasteur at any time via our website:

www.ccpapp.org/members/vendor-vaccines-pricing/. 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. We would be happy to provide the information by phone or email.

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 contact CCPAPP to confirm or to be added to the distribution. You may also view all updates and member communications on CCPAPP's website: <https://www.ccpapp.org/members/member-communications/>.

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 agreement.

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 or an updated *Vaccine Contracting & Compliance Form*. You will still be welcome to participate in CCPAPP's other vaccine contracts; however, 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?

Please contact your Sanofi Pasteur Representative or call Sanofi Pasteur's Customer Service at **800.822.2463**.

You are also welcome to contact one of the following CCPAPP staff members at any time with questions:

Paresh Patel, National Sales Manager: **312.227.7436** or papatel@ccpapp.org

Priya Stemler, Director of Operations: **312.227.7437** or pstemler@ccpapp.org

Information Regarding CCPAPP's Agreement with Pfizer:



What are the compliance requirements of this contract?

If your practice is participating in the Pfizer agreement, your practice must agree to purchase as needed/applicable:



- **Trumenba** Serogroup B Meningococcal)

PLEASE NOTE: CCPAPP's Agreement with Pfizer does not include Prevnar 13 at this time.

By selecting the Pfizer option, your practice must agree not to purchase any product that competes with the Pfizer product listed above, including but not limited to the following GSK product:



GlaxoSmithKline

- **Bexsero** (Serogroup B Meningococcal)

Am I required to participate in this contract?

No. Practices may elect to opt in or out of this agreement. If your practice purchases GSK's Bexsero vaccine, we strongly encourage you to review carefully the compliance requirements of this agreement 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). You may also complete it online by logging in to your member account on CCPAPP's website: <https://www.ccpapp.org/members/>.

What do I need to submit to Pfizer in order to participate in the Pfizer contract?

A Pfizer New Ordering Account application is required for practices that **do not** currently have a Pfizer account set up. Please feel free to contact CCPAPP or Pfizer directly for an application. The application may also be found online at www.pfizerpro.com/ (click on *register* at the top) or on CCPAPP's website: www.ccpapp.org/vendor-partners/vaccine-forms/. Once completed, it must be submitted directly to Pfizer. You must notify CCPAPP once you have received your Pfizer account number so that we may proceed with linking it to our agreement.

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

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

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

Once your paperwork is received by CCPAPP, we will request Pfizer 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 add you 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 Agreement with Pfizer



What if I submit my Pfizer New Customer Form to CCPAPP instead of to Pfizer?

CCPAPP would be happy to forward your Pfizer New Customer Form to Pfizer on your behalf; however, it may add to the time that it takes to process your application. For the quickest results, please submit your application directly to Pfizer. Once you receive your Pfizer account number, you will need to complete CCPAPP's *Vaccine Contracting & Compliance Form* and include your Pfizer account number on the form. If you have already submitted CCPAPP's *Contracting & Compliance Form* without your Pfizer account number, please be sure to contact CCPAPP to request that your account be linked to our agreement. CCPAPP may not be aware that you have a new account set up with Pfizer that should be linked to the CCPAPP agreement.

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

CCPAPP cannot guarantee the timeframe for getting linked to our agreement as this is managed by Pfizer; however, it should take no more than 15 business days from the time CCPAPP receives your *Vaccine Contracting & Compliance Form* to the time you become effective with our Pfizer contract. If your practice is currently participating with Pfizer through another group purchasing contract, it may take additional time for Pfizer 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 as this is handled by Pfizer. Any orders placed before your CCPAPP contract effective date will not receive our pricing. Please verify your CCPAPP contract effective date with Pfizer 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 Pfizer?

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 passed for getting linked up to the CCPAPP-Pfizer contract, you may contact CCPAPP to verify your participation. You may also contact Pfizer directly to verify your participation.

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

In order to receive CCPAPP's contracted pricing with Pfizer, you must order **directly** from Pfizer. This is the only way CCPAPP and Pfizer can guarantee that you will receive CCPAPP's discounted pricing. **If you order Pfizer products from a third-party distributor or an entity other than Pfizer, you will not receive CCPAPP's discounted pricing.** You may place your order with Pfizer via phone (**800.666.7248**) or online at www.pfizerpro.com.

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

In the event Pfizer 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, 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. Once the Pfizer product becomes available again for purchase, all compliance terms will go back into effect. Members may check the supply status of Pfizer products by contacting your Pfizer Representative or CCPAPP. Pfizer will not reimburse members for the difference between the contract discount price and the acquisition price of the product that is not purchased directly from Pfizer.

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

You may view CCPAPP's current pricing with Pfizer at any time via our website: www.ccpapp.org/members/vendor-vaccines-pricing/. 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. We would be happy to provide the information by phone or email.

Information Regarding CCPAPP's Agreement with Pfizer:



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 contact CCPAPP to confirm or to be added to the distribution. You may also view all updates and member communications on CCPAPP's website: <https://www.ccpapp.org/members/member-communications/>.

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 Pfizer 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 or an updated *Vaccine Contracting & Compliance Form*. You will still be welcome to participate in CCPAPP's other vaccine contracts; however, 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 Pfizer's customer service by calling **1.800.666.7248**. 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.

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

Please contact your Pfizer Representative or call Pfizer's Customer Service at **800.666.6335**.

You are also welcome to contact one of the following CCPAPP staff members at any time with questions:

Paresh Patel, National Sales Manager: **312.227.7436** or papatel@ccpapp.org

Priya Stemler, Director of Operations: **312.227.7437** or pstemler@ccpapp.org

Information Regarding CCPAPP's Agreement with AstraZeneca:



What are the compliance requirements of this contract?

There are no compliance requirements for this agreement. Once enrolled, members may determine if and when they will purchase FluMist, in what quantity, and from which authorized distributor.

Am I required to participate in this contract?

No. Practices may elect to opt in or out of this agreement.

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). You may also complete it online by logging in to your member account on CCPAPP's website: <https://www.ccpapp.org/members/>

What do I need to submit to AstraZeneca in order to participate in the AstraZeneca contract?

The AstraZeneca/MedImmune GPO Declaration Form is required for practices that **have not** previously completed this form. Please feel free to contact CCPAPP or AstraZeneca directly for the AstraZeneca GPO Declaration Form. The form may also be found on CCPAPP's website: www.ccpapp.org/vendor-partners/vaccine-forms/. Once completed, it must be submitted directly to AstraZeneca. Please notify CCPAPP once you have submitted your form (or provide CCPAPP with a copy of the form) so that we may help to ensure you have been linked to our agreement.

What if I submit my AstraZeneca GPO Declaration Form to CCPAPP instead of to AstraZeneca?

CCPAPP would be happy to forward your AstraZeneca GPO Declaration Form to AstraZeneca on your behalf; however, it may add to the time that it takes to process your application. For the quickest results, please submit your form directly to AstraZeneca and provide a copy to CCPAPP. Because AstraZeneca's FluMist product is purchased through an authorized distributor, you will not receive an AstraZeneca Ordering Account number. Therefore, it is helpful to alert CCPAPP as to when you have submitted your GPO Declaration Form to AstraZeneca so that we may confirm with AstraZeneca that you have been added to our roster.

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

CCPAPP cannot guarantee the timeframe for getting linked to our agreement as this is managed by AstraZeneca. However, it should take no more than 10 days from the time AstraZeneca receives your GPO Declaration Form. If your practice is currently participating with AstraZeneca through another group purchasing contract, it may additional time for AstraZeneca 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 as this is handled by AstraZeneca. Any orders placed before your CCPAPP contract effective date may not receive our discount. Please verify your CCPAPP contract effective date with AstraZeneca and/or CCPAPP before placing your order.

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

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 passed for getting linked up to the CCPAPP-AstraZeneca contract, you may contact CCPAPP to verify your participation. You may also contact AstraZeneca directly to verify your participation.

How do I place an order with AstraZeneca once I am linked to the CCPAPP contract?

In order to receive CCPAPP's contracted pricing with AstraZeneca, you must order from an authorized distributor. You will need to contact the distributor directly to set up an ordering account if you do not have one.

Information Regarding CCPAPP's Agreement with AstraZeneca:



What if the AstraZeneca product that I need to order is not available?

Because AstraZeneca sells their FluMist vaccine through authorized distributors, it is at the discretion of the distributor how and when they will allocate the product. Please contact your distributor directly to inquire.

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

You may view CCPAPP's current pricing with AstraZeneca at any time via our website:

www.ccpapp.org/members/vendor-vaccines-pricing/. 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. We would be happy to provide the information by phone or email.

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 contact CCPAPP to confirm or to be added to the distribution. You may also view all updates and member communications on CCPAPP's website: <https://www.ccpapp.org/members/member-communications/>.

Am I allowed to ever opt out of this contract?

Yes. If at any time your practice would like to be removed from the contract, CCPAPP would be happy to remove your practice after receiving written notice or an updated *Vaccine Contracting & Compliance Form*. You will still be welcome to participate in CCPAPP's other vaccine contracts; however, a new CCPA Purchasing Partners *Vaccine Contracting & Compliance Form* will be needed to do so.

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

Please contact your authorized distributor to make any updates to the ordering account that you have with your distributor. Please also contact CCPAPP so that we are aware of the changes to your account.

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

Please contact your authorized distributor to inquire.

Who do I contact with questions regarding AstraZeneca purchases and/or invoices?

Please contact your distributor or Tracy Dubin, Senior Manager for AstraZeneca, at **301.398.1335**.

You are also welcome to contact one of the following CCPAPP staff members at any time with questions:

Paresh Patel, National Sales Manager: **312.227.7436** or papatel@ccpapp.org

Priya Stemler, Director of Operations: **312.227.7437** or pstemler@ccpapp.org