NHS England

COVID-19 vaccination programme: 1 April 2025 to 31 March 2026

Site Sign-up Process for Suppliers (the "Guidance")

Version 1.0

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Contents

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Definitions

Within this document:

- the **Commissioner** means NHS England, including NHS England Regional Teams.
- the **Contractual Agreement** means the contracts that each Supplier will be commissioned under to provide COVID-19 Vaccination Services:
    - A General Practice Enhanced Service (“GP ES”) for General Medical Services ("GMS"), Personal Medical Services ("PMS") and Alternative Provider Medical Services ("APMS") contract holders); or
    - A Community Pharmacy Enhanced Service (“CP ES”) for pharmacy contractors; or
    - The NHS Standard Contract for other providers that do not hold GMS, PMS and APMS contracts or do not appear on a pharmaceutical list.
- the **COVID-19 Vaccination Service (the “Services”)** refers to the COVID-19 vaccination services that will be commissioned under a Contractual Agreement from 1 April 2025 to 31 March 2026 unless extended or terminated in accordance with that agreement.
- the **Designated Site(s)** means the primary Healthcare Premises nominated by the Potential Supplier and approved by the Commissioner, in accordance with the Designation Process, as premises to which the COVID-19 vaccine will be delivered and from which the COVID-19 vaccination will be administered to patients unless otherwise approved by the Commissioner in accordance with this Guidance and the relevant Contractual Agreement. These premises must be either premises from which the Potential Supplier routinely provides regulated activities under licence by the CQC or pharmacy premises regulated by the GPhC;
- the **Designation Process** means the process which is undertaken to ensure that any site delivering COVID-19 vaccinations meets the specified site criteria as set out in this Guidance.
- a **Healthcare Premises** means any location that falls into one or more of these categories:

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- a place to which people are admitted for the purpose of receiving a regulated activity to meet healthcare needs (for example a hospital, day surgery unit);
- a place in which people live as their main or sole place of residence or in which they are educated, and they receive care or treatment there (for example, a care home);
- an urgent care facility (for example, a walk-in centre);
- the premises where a primary care provider carries on regulated activity other than vaccinations (for example a GP, pharmacy, out-of-hours, dental, community substance misuse service or sexual assault referral centre);
- the premises from which a registered provider organises or manages care that is delivered to people in their homes (for example a domiciliary care (home care), supported living or shared lives service);
- a place from where an ambulance or patient transport service is managed;
- a stand-alone permanent diagnostic or screening facility; or
- a place from where urgent remote clinical advice and triage is managed (for example, an NHS 111 service).

Additionally, a location that does not fall into one of these categories but where regulated activities are being delivered at or managed from (for example, mobile medical facilities, online GP services, community health services) is a **Non Healthcare Premises**. This definition has been created for the purposes of the COVID-19 vaccination service only.

- the **Minimum Requirements** are the set of conditions Suppliers must be able to fulfil to be eligible to be commissioned to provide COVID-19 vaccinations to patients, as outlined in Stages 2 and 3 of this Guidance.

- a **PCN grouping** is a group of Practices which collaborate to deliver the COVID-19 vaccination service under a GP ES.

- a **Pharmacy Contractor** is a person operating a retail pharmacy business included in a pharmaceutical list maintained by the Commissioner to provide Pharmaceutical Services, where the pharmaceutical list was prepared under

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regulation 10(2)(a) of the National Health Service (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013 as amended (the “Pharmacy Regulations”) or relates to a scheme made under Part 13 of the Pharmacy Regulations (Local Pharmaceutical Services but excludes appliance contractors).

- **Potential Supplier** is the organisation falling within the below definition of "Supplier" who will submit a Response Document for the provision of the Services.
- **Potential Supplier Parties** means the legal entities falling within the below definition of "Supplier Parties" who collaborate for the purpose of submitting a Response Document for the provision of the Services.
- a **Practice** refers to a provider of essential primary medical services to a registered list of patients under a GMS, PMS or APMS contract.
- the **Provisional Network** is composed of the Designated Sites proposed via the Response Document submissions that are taken forward from Stage 1.
- **Regional Teams** are NHS England Regional Teams.
- the **Response Document** contains the set of questions to be completed by Potential Suppliers who are proposing a Designated Site to which responses are submitted to the Commissioner in the manner set out in this Guidance.
- a **Service User** is someone who receives Services under the NHS Standard Contract in accordance with the NHS Standard Contract General Conditions.
- a **Short Term / Temporary Site** is a clinically appropriate short-term or temporary clinic run by the Supplier to administer vaccinations (for example, a one-off clinic, a clinic running for a week, a clinic running twice a week for two weeks). This may be at or away from the Designated Site. The vaccine may only be stored overnight at GPhC/CQC registered premises, in accordance with approved medicines management arrangements and the Supplier will use systems, consumables and vaccine supplied to the Designated Site.
- a **Single Practice PCN** is a single primary medical services contractor which has been approved by NHS England, under the Network Contract Directed Enhanced Service, serving an identified geographical area;

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- the **Site Sign-up Process** is the process detailed in this Guidance to facilitate the commissioning of Suppliers of COVID-19 Vaccination Services in accordance with the Contractual Agreement.

- a **Standard Contract Holder** is a provider that delivers services under the NHS Standard Contract.

- the **Supplier** is the legal entity that will enter into the Contractual Agreement, unless it is a collaboration of multiple organisations, in which case it is the name of the collaboration. For the avoidance of doubt:

    - in the case of GPs, the PCN grouping (which is made up of separate legal entities), is the Supplier rather than the individual Practices which will sign the Contractual Agreement and form the PCN grouping collaboration. In a Single Practice PCN, the Practice is the Supplier;

    - the NHS community pharmacy from which the Responsible Pharmacist will be accountable for the service is the Supplier, rather than a pharmacy parent organisation; and

    - the NHS Trust is the Supplier rather than the individual hospitals that make up the Trust.

- **Supplier Parties** means the legal entities that make up the Supplier, where the Supplier is a collaboration of organisations (for the avoidance of doubt, individual Practices in a PCN grouping are the Supplier Parties).

- **Systems** refers to Integrated Care Systems and "System" refers to a single Integrated Care System.

- **Terms** means the Terms of Participation document found on the NHSBSA website.

Summary

All organisations wishing to provide the Services from their Healthcare Premises must follow the Site Sign-up Process outlined in this Guidance, including all existing COVID-19 vaccination providers.

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Potential Suppliers may submit Response Documents to propose one Designated Site on Healthcare Premises where they meet the Minimum Requirements.

This Site Sign-up Process will allow Response Documents to be submitted from the launch of the process to the Final Response Deadline (see Key Dates section for full details). However, as the COVID-19 vaccination programme is currently offered seasonally, that is, recommendations for COVID-19 vaccination Cohorts and timings are issued by the JCVI and approved by the government for defined periods in the year (a "**Campaign**"), and given the time needed to onboard new sites, there will be Interim Response Deadlines that align with the timing of the Campaigns that are approved. This is to allow for sufficient time for Designated Sites to be onboarded and commence service delivery in advance of the relevant COVID-19 vaccination Campaign.

Should there still be a need for further provision beyond that capable of being provided by this Site Sign-up Process, a separate procurement process may follow for the selection of any further Designated Sites or activity required to meet this need. Additional guidance would be issued on this in due course.

In designing the Site Sign-up Process, we have sought to minimise the burden and workload for Potential Suppliers. The process ensures that the commissioning of Potential Suppliers is equitable and transparent and provides assurance to the Commissioner that all COVID-19 vaccination Designated Sites meet the Minimum Requirements. This Guidance should be read in conjunction with the instructions set out in the Terms.

Potential Suppliers commissioned as a result of this process will be expected to participate in any Campaign throughout the duration of the Contractual Agreement unless otherwise agreed with the Commissioner or unless the Supplier or Commissioner terminates the Supplier's contract in accordance with the terms of the relevant Contractual Agreement. Please note that there is no guarantee that there will be a Campaign within the commissioned period due to the dependence on JCVI recommendations and government decisions.

This document is for:

- A Potential Supplier that wishes to provide the Services from their Healthcare Premises including:
    - Practices collaborating as a PCN grouping;

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  - Single Practice PCNs – i.e. a single primary medical services contractor which has been approved by NHS England, under the Network Contract Directed Enhanced Service, serving an identified geographical area;

  - Pharmacy Contractors (or those who will be owners of a registered pharmacy on a pharmaceutical list by the Commencement Date (as defined under the Contractual Agreement);

  - NHS Trusts or Foundation Trusts wishing to vaccinate the general public/non Service Users; and

  - Any other providers (that are legal entities and hold CQC or GPhC registration or will hold it by the Commencement Date), e.g. GP Federations, private hospitals, etc., including those who do and do not yet hold any NHS Standard Contract.

- Regional Teams, who are responsible for, in collaboration with Integrated Care Boards and other local community partners, commissioning the Services that provide equitable access for their local population.

This document is not for:

- Suppliers who have already been contracted to deliver COVID-19 vaccination services through to 31 March 2026 (for example, sites that were commissioned via the Site Sign-up Process during the May/June 2024 submission window). Please note, only one Designated Site can be assigned per Supplier via the Site Sign-up Process. Existing Suppliers cannot submit a new response for an additional Designated Site.

- Potential Suppliers who wish to provide the Services from any Non Healthcare Premises.

- Potential Suppliers who wish to be commissioned to deliver the service from more than the single Designated Site that it is possible to submit via this Site Sign-up Process.

The following providers **are exempt** from submitting a Response Document:

- NHS Standard Contract Holders which are required to deliver the Services under SC21.4 or SC21.5 of the NHS Standard Contract; and

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- NHS Standard Contract Holders who only wish to vaccinate Service Users (under a variation to their NHS Standard Contract) and NOT wider public cohorts; or

- Providers of the Services in Detained Estates settings.

Overview of the Site Sign-up Process

The purpose of this Site Sign-up Process is for the Commissioner to:

Stage 1: understand which Potential Suppliers would like to deliver the service from their Healthcare Premises and to gather information to support with timely onboarding, capacity and vaccine allocation planning ahead of the start of any Campaign(s). The requirements are as follows:

- all Potential Suppliers (who have not already been contracted to deliver COVID-19 vaccination services through to 31 March 2026) must submit a Response Document if they wish to provide the Services from their Healthcare Premises;

- Potential Suppliers may submit a Response Document for one Designated Site;

- Potential Suppliers must complete the full list of questions in the Response Document. A copy of the Response Document can be found on the NHS Business Services Authority ("NHSBSA") webpage; and

- All Response Documents must be submitted via the NHS Business Services Authority (NHSBSA). The opportunity will also be published on the Contracts Finder and Find a Tender websites;

Stage 2: assess whether Potential Suppliers proposing to deliver the Services from their Healthcare Premises meet the Minimum Requirements; and

Stage 3: perform any due diligence required before contract award.

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COVID-19 Site Sign-up Process – Response Options Guide

Potential Supplier	Proposals for Designated Sites on Healthcare Premises	MYS	SnapSurvey	Spreadsheet
Pharmacy Contractors	One Designated Site	☑	(☑) *Only where the Potential Supplier does not yet have an MYS account (see p21 on change of ownership)*	
	Pharmacy Chains (i.e. pharmacies that are made up of several legal entities) that wish to submit multiple sites	☑ *You can submit in two ways:* • *The individual site can login to their MYS account to submit their own individual Response Document; or* • *A management level user can submit Response Documents for each site they have responsibility for on MYS.*		☑ *For 10 or more Designated Sites you may request an excel spreadsheet from NHSBSA*
PCN groupings / Single practice PCNs / Trusts	One Designated Site		☑	
Other providers (e.g. independent sector)	One Designated Site		☑	
	For organisations that represent multiple Potential Suppliers that wish to submit on their behalf		☑	☑ *For 10 or more Designated Sites you may request an excel spreadsheet from NHSBSA*

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If you have any questions, please see the Clarification section of the Terms for the process of raising clarification questions.

The Commissioner reserves the right to make any changes to the process or dates at its sole discretion. All changes will be notified to Potential Suppliers via the NHSBSA landing page. Potential Suppliers should check this page regularly to ensure they are kept up to date with any changes.

Key dates

As the COVID-19 vaccination programme is currently offered through separate seasonal Campaigns, and given the time needed to onboard new sites, there will be Interim Response Deadlines associated with these Campaigns, ahead of the Final Response Deadline. These Interim Response Deadlines allow for sufficient time for sites to be onboarded in advance of the relevant Campaign. However, this does not preclude Potential Suppliers from submitting a Response Document after an Interim Response Deadline and at any point before the Final Response Deadline.

Response Documents submitted *after* an Interim Response Deadline (but before the Final Response Deadline) will lead to the Potential Supplier, if successful, commencing service delivery at the beginning of the immediately following Campaign that is announced (provided that the Response Document is submitted before the Interim or Final Response Deadline immediately preceding that Campaign (as applicable)).

For example, if a Response Document is submitted after the Interim Response Deadline for Spring 2025 but before the Interim Response Deadline for any Autumn/Winter 2025/26 Campaign, the Potential Supplier would, if successful, commence service delivery at the beginning of the Autumn/Winter 2025/26 Campaign, if announced.

For the avoidance of doubt, Suppliers who submitted a Response Document via the NHSBSA website after 23:59 on 27 June 2024 and before the Interim Response Deadline for Spring 2025, would, if successful, be contracted from 1 April 2025 and commence service delivery from the next announced campaign (earliest possible campaign is Spring/Summer 2025).

As the details of future Campaigns have not yet been confirmed, future Interim Response Deadlines (and any Final Response Deadline) will be communicated via the NHSBSA website. Please note that there is no guarantee that there will be a

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Campaign in the commissioned period due to the dependence on JCVI recommendations and government decisions.

Responses to the Site Sign-up Process must be received no later than the time and date indicated for the relevant Interim or Final Response Deadline in the Site Sign-up Process Timetable below.

For the avoidance of doubt, to be considered as having been submitted prior to the relevant Deadline, the Response Document must be fully uploaded and received by the Commissioner in full. It is the Potential Supplier's responsibility to ensure that its Response Document is fully submitted in sufficient time prior to the relevant Interim or Final Response Deadline (as applicable).

Provisional Site Sign-up Process Timetable

The timetable will follow the below general process:

- Day 1 – Submission window opens;
- From Day 1 submissions can be processed by the Commissioner;
- Two weeks prior to a Response Deadline: deadline to submit clarification questions to have them answered before a Response Deadline;
- One week prior to a Response Deadline: the Commissioner will publish responses to the clarification questions received before the deadline;
- Response Deadline (which will either be an Interim Response deadline or the Final Response deadline, as applicable);
- 30 days after the Response Deadline: the Commissioner will endeavour to notify those who have submitted a Response Document of the commissioning outcome;
- Successful Suppliers will commence service delivery for the Campaign that they submitted their Response Document for (providing they meet all requirements and that their Response Document was submitted before the Response Deadline for that campaign).

Date	**Activity / Milestone**

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29 October 2024	**Submission window** opens for all Potential Suppliers. For Pharmacy Contractors with MYS accounts here. For all others here (including any Pharmacy Contractors who do not yet have an MYS account as they are going through a change of ownership).	
Two weeks prior to an Interim Response Deadline or to the Final Response Deadline	**Clarification Deadline(s):** Deadline for Potential Suppliers to submit queries ('clarification deadline') in order to receive a response ahead of the relevant Interim Response Deadline or the Final Response Deadline (as applicable).	
One week prior to an Interim Response Deadline or to the Final Response Deadline	**Clarification Response Deadline(s):** Deadline for the Commissioner to publish responses to queries that have been submitted by Potential Suppliers no later than two weeks prior to the relevant Interim Response Deadline or the Final Response Deadline (as applicable).	
19 November 2024	**Interim Response Deadlines**	**For Spring 2025:** The Interim Response Deadline for Potential Suppliers to have submitted their Response Documents in sufficient time to be onboarded for the start of any Spring/Summer 2025 Campaign (if announced).
To be confirmed		**For further Campaigns:** Interim Response Deadlines to be announced on the NHSBSA website
To be confirmed	**Final Response Deadline:** this would provide sufficient time for Potential Suppliers to be selected and onboarded to deliver the final Campaign and will be announced on the NHSBSA website.	
30 days after the appropriate Response Deadline	Deadline for the Commissioner to notify those who have submitted a Response Document of the commissioning outcome.	

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The Minimum Requirements

In order to be commissioned to provide the Services to the public, all Potential Suppliers must be able to fulfil a set of conditions referred to in this document as Minimum Requirements (set out in Questions A1 to A8 below (inclusive, and inclusive of their sub-questions if applicable)). Only the Potential Suppliers that meet the Minimum Requirements will be permitted to provide the Services. Questions marked * are mandatory in the Response Document. The NHSBSA portal will only allow Potential Suppliers to submit Response Documents where all mandatory fields have been completed. Questions have been marked as ["MYS only"] or ["SnapSurvey only"] indicate those which appear slightly differently in each portal, but the substance of the Commissioner's requirements is the same.

A1 **Do you confirm that you have the authority of the Potential Supplier and of the Potential Supplier Parties to respond on their behalf with regard to your and their ability to meet the Minimum Requirements?*** (Yes = Pass / No = Fail)

A2 **Do the Potential Supplier and the Potential Supplier Parties have, or will they have CQC or GPhC registration by the Commencement Date, and can they confirm that the Designated Site proposed in this Response Document is their Healthcare Premises?*** (Yes = Pass / No = Fail)

For the avoidance of doubt, GP Federations must be CQC registered, it is not sufficient for each practice that makes up a GP Federation to be CQC registered in its own right.

A3 **Do you confirm that you have read the Contractual Agreement supplied as part of this Site Sign-up Process and that you:**

- **are confident that the Potential Supplier and the Potential Supplier Parties can meet all of the requirements within the Contractual Agreement; and**
- **will enter into contractual relations between the Potential Supplier, Potential Supplier Parties and the Commissioner on the basis of the Contractual Agreement and will accept any reasonable variations required by the Commissioner (for example, to reflect JCVI guidance)?*** (Yes = Pass / No= Fail)

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A4 **Are you, as the Potential Supplier, able to offer (and then deliver if commissioned and there is Patient demand) at least 100 COVID-19 vaccinations per week from your Designated Site?*** (Yes = Pass / No = Fail)

A5 **Do you confirm that no current restrictions are imposed on the Potential Supplier or any of the Potential Supplier Parties (or the clinical leadership at the proposed Designated Site) after an investigation by any NHS, System, supervisory, assurance, or regulatory body, and that there are no ongoing regulatory or assurance investigations taking place?*** (Yes = Pass / No = Decision Pending Status)

A5i **If no, provide further details.**

You must include the Potential Supplier name and sufficient details of the concluded or ongoing investigation, details of any restrictions imposed, and an explanation of the measures that have been put in place to address these restrictions and prevent the matter(s) resulting in the restrictions being implemented from recurring, to allow the Commissioner to further consider your response (free text)

A6 **Do the Potential Supplier and Potential Supplier Parties have a CQC rating of 'outstanding', 'good' or ‘requires improvement’; or, for pharmacies, has the GPhC inspection of the pharmacy resulted in ‘Standards Met’ for all five principles?*** (Yes = Pass / No = Decision Pending Status)

If an inspection has not yet taken place, please answer ‘Yes’.

A6i **If no, provide further details.**

You must include the Potential Supplier name, the rating/result and why and what you are doing to improve, which will allow the Commissioner to further consider your response. (free text)

A7 **Can you confirm that no Potential Supplier or Potential Supplier Parties have had a previously held COVID-19 vaccination contract terminated early due to performance issues?*** (Yes = Pass / No = Decision Pending Status)

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This does not include COVID-19 contracts that have been paused.

A7i **If no, provide further details.***

You must include the Potential Supplier name and what remedial actions and measures have been taken to prevent such a termination recurring here. The details you provide here will allow the Commissioner to further consider your response. (free text)

A8 **Does the Potential Supplier (or in the case of PCN Groupings, the Potential Supplier Parties) hold (or will hold by the Commencement Date): an NHS Standard Contract (not including the contract that this process may lead to); or a GMS, PMS or APMS contract; or are you (or will you be by the Commencement Date) included on the pharmaceutical list?*** (Yes = Pass / No = Decision Pending Status) [*SnapSurvey only*]

A8i **If no, please upload your completed Standard Selection Questionnaire Part 1 and Part 2 self-declaration (on behalf of the Potential Supplier/ Potential Supplier Parties) here.*** (document upload)

Please download the Standard Selection Questionnaire from the NHSBSA page and upload a completed copy here.

Each response to each Minimum Requirement will be assessed on a 'Pass/Fail' basis. A ‘Pass’ means your response demonstrates that you satisfy the relevant Minimum Requirement. If you 'Pass' all of the Minimum Requirements your Response Document will continue in the process to Stage 3 and, subject to fulfilling the Stage 3 assurance process, you will be commissioned to deliver the Service. A ‘Fail’ means that your response does not satisfy the relevant Minimum Requirement. If you 'Fail' to (i.e. do not) satisfy one of more of the Minimum Requirements you will be excluded from and will not be considered any further in the process.

‘Decision Pending Status’ means the Commissioner will further consider your response to determine whether the final outcome for the relevant Minimum Requirement(s) is that you are scored a 'Pass/Fail' (with the score of 'Pass' or 'Fail' that is ultimately awarded having the same consequences as a score of 'Pass' or 'Fail' described in the paragraph immediately above).

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Minimum Requirements A1 to A4 inclusive are scored on a 'Pass' or 'Fail' basis and cannot result in Decision Pending Status. For Minimum Requirements A5 to A8 inclusive, which may result in a Decision Pending Status, the final outcome will be determined after evaluation by a moderation panel of at least two Commissioner representatives. For each of these applicable Minimum Requirements, a Pass will be awarded where:

- For Minimum Requirement A5: the Potential Supplier demonstrates that measures have been implemented that are acceptable to the Commissioner. This may be demonstrated by the provision of suitable evidence that assures the Commissioner that the investigation and/or its outcome does not or is not likely to present a risk to patients and/or service delivery and (in the case of completed investigations) that appropriate measures have been taken to remedy the issue and/or prevent the repeat of the cause of the restrictions and/or investigations.

- For Minimum Requirement A6: the Potential Supplier confirms the rating received, provides an adequate explanation for that rating, and supplies suitable evidence of the steps being taken to improve the rating.

- For Minimum Requirement A7: the Potential Supplier demonstrates that remedial measures have been implemented that are acceptable to the Commissioner and provides evidence that the reason for the previous termination is not likely to present a risk to patients and/or service delivery.

- For Minimum Requirement A8: all requirements within Section 2 of the Standard Questionnaire are satisfied (i.e. the Potential Supplier and Potential Supplier Parties do not fall within any of the mandatory or discretionary exclusion grounds or, if they do, the Commissioner is satisfied that they have self-cleaned appropriately).

If these criteria are not satisfied for one or more of the above Minimum Requirements, the submission will be scored a 'Fail'. If insufficient detail is provided in the response (either initially or if further information is sought by the Commissioner) the response may be scored a 'Fail'. In any circumstances where the response or an element of it is scored a 'Fail', that response will be excluded from this process and the response will not be considered any further.

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Stage 1: Submission of the Response Document

This Stage will see Potential Suppliers submit details of the Service they wish to provide to the Commissioner from their Healthcare Premises. If Potential Suppliers demonstrate that they meet the Minimum Requirements and the requirements of Stage 3, they will be awarded a contract.

Submitting Response Documents

Potential Suppliers proposing to provide the Services from their Healthcare Premises must complete the Response Document via the NHSBSA. Potential Suppliers shall be entitled to propose one Designated Site through the Response Document process.

Potential Suppliers should note that:

- Response Document questions are the same for all Potential Suppliers, unless specific regulations or obligations are being referred to;
- all indicated fields in the Response Document must be completed in full in the manner required by the Response Document;
- the responses included by the Potential Supplier as part of the Response Document will provide the Commissioner with the information needed to award contracts;
- site onboarding questions are being asked as part of the Response Document in order to speed up the onboarding process and will not be used for the evaluation process;
- Potential Suppliers can save responses to complete at a later date. Saving responses to continue later does not mean the response has been submitted. Suppliers must ensure the Response Document has been correctly submitted once it is complete; and
- Potential Suppliers will be sent an email confirmation of submission of the Response Document from manage.your.service@notifications.service.gov.uk (for MYS users) or noreply@online1.snapsurveys.com (for Snap Survey users). Keep a copy of this for your records, it will also explain how to access a copy of your submission.

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How to complete a Response Document

The NHSBSA is hosting the platforms for Potential Suppliers to submit their Response Document.

- **Pharmacy Contractors have an NHSBSA Manage Your Service (MYS) account** linked to their Healthcare Premises and must submit their Response Document via the MYS platform MYS login page. They must log in to their accounts and select the 'COVID-19 vaccination programme: Site Sign-up Process for Suppliers' tab to complete the Response Document.

- **All other Potential Suppliers** must submit their Response Document via a SnapSurvey hosted on the NHSBSA website.

For PCN groupings or collaborations of legal entities

The lead Practice (or Potential Supplier) should complete a Response Document on behalf of all the Practices in the PCN grouping (the Potential Supplier Parties). The Potential Supplier must seek prior approval from all the Potential Supplier Parties to demonstrate that they have the authority of the Potential Supplier Parties to submit the Response on their behalf. We strongly recommend that approval is sought in writing and that a record is kept of this approval.

For Potential Suppliers who operate more than one Healthcare Premises as separate legal entities

Where an organisation represents multiple Potential Suppliers and wishes to submit Response Documents for each Potential Supplier on their behalf (e.g. a pharmacy or nursing home chain); and

- They are a Pharmacy multiple with management level user access on MYS, they can login to their MYS account and submit a Response Document for each of the pharmacies registered under their account one at a time; or

- They **intend to submit 10 or more Response Documents** for different Healthcare Premises, they may instead request the "Response Document (10 or more Designated Sites)" excel spreadsheet (by emailing mys@nhsbsa.nhs.uk). In this request, they must indicate the number of Designated Sites that will be included, and the type of Supplier they are (i.e., community pharmacy or other provider type), and complete and return it via email to this address: mys@nhsbsa.nhs.uk.

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Changes of ownership

Where a Potential Supplier's ownership is expected to change:

- after they have been commissioned to deliver the Services, the Potential Supplier (the current owner) must submit the relevant Response Document to provide the Services and use their current information via their NHSBSA MYS account. After this, with the permission of the Commissioner, the contract could be transferred to the new Organisation code (ODS code) when the new Supplier (the new owner) takes over if the new Supplier demonstrates that it satisfies the Minimum Requirements;

- during the Site Sign-up Process, the Potential Supplier who will be on the pharmaceutical list as the owner of a registered pharmacy by the Contract Commencement Date should complete the Response Document on NHSBSA SnapSurvey (noting that they should select 'Other Provider' when asked "Do you represent a…").

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Stage 2: Commissioner Review of the Response Document against the Minimum Requirements

All Potential Suppliers who submit a Response Document that meets the Minimum Requirements will form part of the Commissioner's Provisional Network for delivering the terms of their Contractual Agreements, subject to satisfying the requirements outlined in Stage 3. The Suppliers awarded a contract following the submission of a Response Document may not be required to administer all vaccinations from the Designated Site; they must also vaccinate eligible housebound / care home patients if required by the Commissioner and they may also set up Short Term / Temporary Sites if notified to the Commissioner in line with the terms of the Contractual Agreement.

Should the Response Document submission not meet one or more of the Minimum Requirements, then the Commissioner will document the reasons that the Response Document submission is being rejected and inform the Potential Supplier. The Potential Supplier may re-submit a Response Document if/when they are able to demonstrate that they are in a position to meet the Minimum Requirements.

The Provisional Network will be established from Potential Suppliers that demonstrate that they can satisfy the Minimum Requirements stated within the Response Document.

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Stage 3: Assurance and Site Designation

Once the Regional Team has determined that a Potential Supplier satisfies the Minimum Requirements and should be considered for their COVID-19 vaccination network following review of their Response Document(s) (Stage 2), they must perform any due diligence required before commencing contract award, confirming the site as being approved as a Designated Site, and submitting site information to workstreams for onboarding.

Assurance

Contract award is contingent on the Potential Supplier confirming they can meet the terms of the Contractual Agreement and satisfy all of the Minimum Requirements. The Commissioner reserves the right to carry out appropriate, reasonable and proportionate assurance checks if there are concerns that any confirmation by any Potential Supplier that it can meet the terms of the Contractual Agreement and/or satisfy any of the Minimum Requirements is not (or might not be) accurate.

The purpose of this assurance process is to confirm that what a Potential Supplier has stipulated in the Response Document is accurate (rather than to assess any further requirements). The Commissioner may collect further information through each NHSE Regional Team, conduct a virtual interview or review of the proposed site for the purposes of verifying the information submitted by a Potential Supplier. Notice of any assurance activity that the Commissioner determines is appropriate will be provided to Potential Suppliers and the outcome of this assurance activity may impact the Potential Supplier proceeding to contract award.

If the assurance process reveals that a response(s) provided by the Potential Supplier is inaccurate or incorrect, the Commissioner reserves the right to re-assess the Potential Supplier against the relevant Minimum Requirement(s) and, if the Potential Supplier is then assessed as failing that Minimum Requirement(s), the Potential Supplier's response will be excluded from this process and the response will not be considered any further.

The Commissioner has a responsibility to ensure that commissioned services are safe and of a suitable quality for the public. The Potential Supplier’s clinical lead (or Superintendent Pharmacist of a community pharmacy) is responsible for putting in place processes and procedures to secure safe and effective operations, and so any assurance carried out by the Commissioner will be collaborative, mindful of this legal

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responsibility and proportionate to risk so as not to impose inappropriate burden on the Potential Supplier. Note that until the Contractual Agreement is awarded, work undertaken by the Potential Supplier should be limited, and the Potential Supplier funding should not be committed.

If the Commissioner is not able to verify that the Potential Supplier is able to meet the Minimum Requirements and the terms of the Contractual Agreement to the appropriate standards, including but not limited to the requirement that the Services would be safe and of an appropriate quality based on information provided by the Clinical Lead or Superintendent Pharmacist, then the Commissioner will document the reasons that the Response Document Submission is being rejected and inform the Potential Supplier that its response will be excluded from this process and the response will not be considered any further.

Verification of plans and gathering of any additional onboarding information

For Designated Sites progressing to be commissioned, the Commissioner will inform and agree the provisional requirements* of the site with the Potential Supplier and gather any additional information required for site onboarding. Such provisional requirements will include: anticipated site capacity based on the population expected to be eligible to be vaccinated, location of the site and age cohorts to be vaccinated (where applicable) and confirmation of any additional provisional plans such as Short Term / Temporary sites.

* Requirements and plans will be provisional until the local network is complete and final JCVI recommendations for each Campaign are received and in final form.

Contract Award

The Contractual Agreement will be implemented in the manner requested by the Commissioner (depending on whether it is the varying of an existing contract or the implementation of a new Contractual Agreement and in accordance with local policies) once all of the relevant information has been supplied.

A Potential Supplier who accepts a Contractual Agreement to deliver the Services must participate in any Campaign unless otherwise agreed by the Commissioner.

The Commissioner will commission Suppliers under the following Contractual Agreements.

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- **For GPs:** The GP ES will be offered by the Commissioner to all GMS, PMS and APMS contract holders (including to each practice for GPs collaborating as a PCN grouping). By signing up to deliver the GP ES, the Practice agrees to a variation of its primary medical services contract to incorporate the provisions of the GP ES. The provisions of the GP ES are therefore deemed a part of the primary medical services contract. All GPs should note that they shall only be eligible to deliver the Services where they also offer the Seasonal Influenza Vaccination Service for 2025/26, and for 2026/27 should the Services be extended in line with the terms of the Contractual Agreement.

- **For Pharmacy Contractors:** The CP ES is commissioned by the Commissioner pursuant to the Pharmaceutical Services (Advanced and Enhanced Services) (England) Directions 2013 having consulted with the Pharmaceutical Services Negotiating Committee (Community Pharmacy England). All Pharmacy Contractors should note that they shall only be eligible to deliver the Services where they also offer the Seasonal Influenza Vaccination Advanced Service for 2025/26, and for 2026/27 should the Services be extended in line with the terms of the Contractual Agreement.

- **For all other Suppliers:** Potential Suppliers who are not a GMS, PMS or APMS contract holder or a Pharmacy Contractor will be commissioned under a variation to their existing NHS Standard Contract 2025/26 (which shall be updated in accordance with the NHS Standard Contract annually, if extended) where they already hold an NHS Standard Contract. This includes, but is not limited to, NHS Trusts, independent sector providers and GP Federations that are legal entities but do not hold a GMS, PMS or APMS contract. Schedule 2A of the Particulars of the NHS Standard Contract will detail the service requirements and must be delivered in accordance with all related schedules including Schedule 3 (Payment) and Schedule 6A (Reporting Requirements). If a Supplier does not hold an existing NHS Standard Contract and is commissioned to deliver the Services the Commissioner will issue an NHS Standard Contract short form.

Once commissioned, all Suppliers must at all times during the term of Contractual Agreement continue to meet (and be able to demonstrate to the Commissioner's reasonable satisfaction that they continue to meet) the Minimum Requirements and, if appropriate, continue to maintain and deliver the content of and standards within their response to each of the Site Sign-up Process questions. The Commissioner must be informed immediately if for any reason the Supplier ceases to meet these.

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Details of the Suppliers that are awarded a Contractual Agreement pursuant to this Site Sign-up Process will be published by the NHS England Regional Team using a notice(s) on Find a Tender. The notices will reflect the Suppliers who have been commissioned to date.

Site Designation and onboarding

There are a number of essential systems and processes that require individual site information and activity from various external partners, including Point of Care System suppliers, vaccine distribution teams, payment systems and coding partners.

Potential Suppliers who have previously (recently) delivered the Services and whose site is set up on the necessary systems may be reactivated rather than onboarded by the Regional Team (although they may be asked to reconfirm some information). This is true for all Designated Sites that have previously been paused or who remain active but not those that have been closed.

- Information relating to reactivated Designated Sites must be checked carefully by Suppliers and Regional Teams, and requests to change any out-of-date information submitted to operations workstreams. In particular, information that relates to Point of Care and national booking systems where user accounts may have become locked due to inactivity.

Site Designation and onboarding will be required for any new Designated Sites or for Designated Sites that have been closed. Information will be submitted by the Regional Teams to onboarding workstreams, who will undertake to ensure that systems are in place as rapidly as possible. Potential Suppliers should note that:

- Some activity is sequential across different partners and if all information is provided accurately then onboarding will normally take approximately 15 working days.

- Incorrect information can significantly affect timelines, and so provision of complete and accurate information will assist the speed of onboarding.

- Passwords for various systems and information relating to processes and preparations to go-live etc., will be provided to the contacts whose details were provided within the Response Document, or to the Regional Team in Stage 3.

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Site activation and vaccine allocation

Suppliers at newly onboarded or reactivated Designated Sites must inform the Commissioner that go-live preparations have been completed or are on track to be completed ahead of COVID-19 vaccinations commencing or a new Campaign (the details on how to do this will vary according to locality). The Commissioner will submit these details to the national supply functions, the site will be marked as ‘active’ and able to order / receive vaccines as appropriate.

Allocation of COVID-19 vaccines will be made to Suppliers in the network by the Commissioner in accordance with expected demand based on: modelling of the local population; patient invitation schedule; previous uptake rates in that locality; and characteristics (size, location, anticipated population) of the vaccination site network.

Designated Sites must be onboarded (with correct information) or reactivated at least a month before the start of a Campaign in order to receive a vaccine allocation prior to the Expected Service Commencement Date or Expected COVID-19 Vaccination Administration Service Commencement Date as defined in the relevant Contractual Agreement.

Potential changes

Should final advice from JCVI relating to recommendations for a Campaign included in the duration of the Contractual Agreements result in the population to be vaccinated within a geographical area being significantly lower than anticipated, the Commissioner reserves the right (but shall not be required) to undertake a selection process (to be defined and published at the time) to select an appropriate number of Potential Suppliers.

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