

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

Site Selection Process for Suppliers (the "Guidance")

Version 1.0



Contents

Definitions	3
Summary	8
This document is for:	9
Stage 1: Communication of the opportunity	11
Stage 2: Submission of Tender Responses	11
For PCN groupings or collaborations of legal entities	12
Changes of ownership	13
Stage 3: Assessment of Tender Responses against Basic Selection Criteria	13
Stage 4: Evaluation and selection of Tender Responses	14
Stage 5: Communicating the outcome of the process	14
Stage 6: Assurance, contract award and Site Designation	14
Potential future changes	15
Annex A – Basic Selection Criteria	16
Annex B - Key Criteria Questions	19
Annex C - Guidance on use of the Health Family Portal to submit a Tender Response	20
1. Registering on the Portal	20
2. Finding and registering interest in the opportunity	21
3. Completing the Tender Response	23
4. Support available	25

Definitions

Within this document:

- the **Basic Selection Criteria** 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 Stage 3 of this Guidance.
- 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 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.
- 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.
- the **Fixed Site Contractual Agreement** means, for the purposes of this document, one of the following contracts that are awarded only through this Site Selection Process:

- Community Pharmacy Enhanced Service: COVID-19 vaccination programme: 1 April 2025 to 31 March 2026
- General Practice Enhanced Service Specification: COVID-19 vaccination programme: 1 April 2025 to 31 March 2026
- NHS Standard Contract Schedules:
 - COVID-19 vaccination programme: Schedule (2A) 1 April 2025 to 31 March 2026
 - COVID-19 vaccination programme: Schedule 3 – Payments 1 April 2025 to 31 March 2026
 - COVID-19 vaccination programme: Schedule 6A – Reporting requirements 1 April 2025 to 31 March 2026.
- **Fixed Site Service(s)** is the service(s) delivered under a Fixed Site Contractual Agreement.
- a **Healthcare Premises** means any location that falls into one or more of these categories:
 - 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.

- **ITT** means the Invitation to Tender document found on the [Health Family Portal](#).
- The **Key Criteria** are the criteria used to assess Potential Suppliers against for the award of a Contractual Agreement for the services, which are set out by the Commissioner in Annex B and the relevant ITT document (**the Key Criteria Questions**).
- the **Outreach Contractual Agreement** means, for the purposes of this document, one of the following contracts that are awarded only through this Site Selection Process:
 - Community Pharmacy Outreach Enhanced Service Specification COVID-19 vaccination programme: 1 April 2025 to 31 March 2026
 - General Practice Outreach Enhanced Service Specification COVID-19 vaccination programme: 1 April 2025 to 31 March 2026.
 - NHS Standard Contract Outreach Schedules:
 - Outreach COVID-19 vaccination programme: Schedule (2A) 1 April 2025 to 31 March 2026
 - Outreach COVID-19 vaccination programme: Schedule 3 – Payments 1 April 2025 to 31 March 2026
 - Outreach COVID-19 vaccination programme: Schedule 6A – Reporting requirements 1 April 2025 to 31 March 2026
- the **Outreach Service(s)** is the service(s) delivered under an Outreach Contractual Agreement.

- 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 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 Tender Response 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 Tender Response 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.
- "**Primary Care Network**" or "**PCN**" means a network of primary medical services contractors which has been approved by NHS England, under the Network Contract Directed Enhanced Service, serving an identified geographical area;
- **Regional Teams** are NHS England Regional Teams.
- 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;
- the **Site Sign-up Process** is the process detailed in the [COVID-19 vaccination programme: 1 April 2025 to 31 March 2026 site sign-up process for suppliers](#) to facilitate the commissioning of Suppliers of COVID-19 Vaccination Services in accordance with the Contractual Agreement.

- the **Site Selection 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.
- the **Statement of Requirements** is included in the ITT documents and contains the specification for the service, which alongside the Contractual Agreement, sets out the scope and standards that Potential Suppliers will be expected to demonstrate they meet when submitting their Tender Response.
- 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 collaborating Practices, 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 the case of a single practice PCN it is the Practice.
 - 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.
- the **Tender Response** is the set of responses provided by the Potential Suppliers and submitted to the Commissioner in the manner set out in this Guidance and the relevant ITT document.

Summary

Where Commissioners have identified that there is a need for further provision of COVID-19 vaccination services beyond that capable of being provided by the Site Sign-up Process, one or more competitive procurements will be conducted to secure further Fixed Site Services and or Outreach Services. This means there will be a competitive procurement(s) undertaken where a need is identified. Any such procurement(s) will follow the Site Selection Process stages as outlined in this document.

Potential Suppliers are invited to express their interest in any opportunity where they feel they can meet the requirements set out by the Commissioner in their ITT. ITT documents will be published on the [Health Family Portal](#).

Potential Suppliers will be commissioned using one of the following contracts:

Contract type	Potential service types	Duration
Fixed Site Contractual Agreement (published here).	For Designated Sites on non-Healthcare Premises or Designated Sites on Healthcare Premises that are in addition to those already commissioned via the Site Sign-up Process.	1 April 2025 (or the Commencement Date of the Contractual Agreement) to 31 March 2026, with the potential to extend by up to 12 months.
Outreach Contractual Agreements (published here).	Outreach services should be designed to meet the identified need of the local population and can use flexible delivery models (such as roving/mobile units). Outreach services must also include vaccination awareness and advice.	

In designing the Site Selection Process, we have sought to minimise the burden associated with the procurement process for Potential Suppliers. The Site Selection 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 and Services meet the requirements of the Contractual Agreements and this Site Selection Process.

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**"). 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.

The timetable for each individual opportunity (i.e. the identified need and the associated procurement advertised on the Health Family Portal) will be set out in the ITT document relevant to that opportunity. Procurements may be run at any time before 31 March 2026, according to the need for further provision of the Service. Tender Responses must be received no later than the time and date indicated in the relevant ITT.

If you have any questions relating to a specific procurement, please see the Clarification section of the relevant ITT document for the process of raising clarification questions once an opportunity is live.

This document is for:

- A Potential Supplier that wishes to provide the Services including:
 - Practices collaborating as a PCN grouping or as a single practice PCN;
 - 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 either registration (as applicable) 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 Services that provide equitable access for their local population.
- Potential Suppliers that have missed an Interim Response Deadline for the Site Sign-up Process, and/or that have already been commissioned under the Site Sign-up Process, and that (in each case) consider that they can meet the requirements of an opportunity(ies) under this Site Selection Process, are eligible to submit a Tender Response(s) via this Site Selection Process. Please note, Potential Suppliers who are eligible to be commissioned under the Site Sign-up Process should do so through that process.

Stage 1: Communication of the opportunity

Each opportunity will be published on the [Find a Tender](#) websites. A published opportunity may contain separate Lots for the award of (1) a Fixed Site Contractual Agreement(s); or (2) an Outreach Contractual Agreement(s).

Any such procurement(s) will follow the Site Selection Process stages as outlined in this document, which should be read and will apply in conjunction with the instructions set out in the relevant Invitation to Tender (ITT) documents. If there is any conflict or inconsistency between the provisions of this Guidance and the provisions of an ITT issued in relation to a particular opportunity, the provisions of that ITT will prevail.

The ITT for each opportunity will be published on the [Health Family Portal](#) containing further detail on the procurement process relating to that particular opportunity and specifying the requirements for the service. This may include dividing an opportunity into several individual 'Lots' which can be tendered for, for example covering different post codes or specific patient cohorts. The ITT will also contain all questions asked as part of the process and details of the evaluation process.

Stage 2: Submission of Tender Responses

This stage will see Potential Suppliers submit their Tender Response to express their interest in being commissioned to deliver the Service or Services.

As part of the Site Selection Process, Potential Suppliers will be evaluated against the Basic Selection Criteria, and their responses to Key Criteria questions.

This stage will gather:

- Responses to the Basic Selection Criteria, which will result in a pass or fail for the Tender Response (the consequences of a pass or fail are described in full in the relevant ITT document);
- Responses to the Key Criteria Questions which will be evaluated on the basis of the methodology(ies) described in full in the relevant ITT document to enable selection for commissioning;

- Site and provider information, such as address and IT user details, to support with timely onboarding, capacity and vaccine allocation planning; and
- Potential Supplier Declarations.

Potential Suppliers proposing to provide the Services must register once the advert for the relevant opportunity(ies) goes live on the [Health Family Portal](#), and complete and submit all Tender Responses in line with the specified timetable for the relevant opportunity(ies). Potential Suppliers may submit Tender Responses for any and all opportunities for which they wish to be considered.

Potential Suppliers should note that:

- Tender Response questions are the same for all Potential Suppliers, unless specific regulations or obligations are being referred to;
- 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 Tender Response has been correctly submitted before the applicable deadline once it is complete;
- Potential Suppliers will be sent a confirmation of submission of the Tender Response to their Health Family eCommerce System account. Potential Suppliers should check that they have received this to ensure that the Tender Response has been fully submitted; and
- There will be no 'bulk' submission options for this Site Selection Process as each Tender Response will need to be tailored specifically to the particular Statement of Requirements for the relevant opportunity.

Further guidance on how to use the Family Health Portal can be found in Appendix C.

For PCN groupings or collaborations of legal entities

For collaborations of legal entities, the lead organisation (i.e. the Potential Supplier) should complete a Tender Response on behalf of all entities participating within the collaborative submission (the Potential Supplier Parties). For the avoidance of doubt, in the case of PCN groupings, the lead Practice (i.e. the Potential Supplier) should complete a Tender Response on behalf of all the Practices in the PCN grouping (the Potential Supplier Parties).

The Potential Supplier must seek prior approval from all Potential Supplier Parties to demonstrate that they have the authority of each of the Potential Supplier Parties to submit the Tender Response on their behalf. We strongly recommend that approval is sought in writing and that a record is kept of this approval.

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 Tender Response to provide the Services and use their current information. After this, with the permission of the Commissioner, the contract could be transferred to the new Organisation code (ODS code) if the new Supplier (the new owner) demonstrates that it satisfies the Basic Selection Criteria;
- during the Site Selection Process, only the current legal owner at the time of submitting a Tender Response can complete the Tender Response on the [Health Family Portal](#) (e.g. for community pharmacies, only the Potential Supplier on the pharmaceutical list as the owner of a registered pharmacy at the time of submitting a Tender Response). If the Potential Supplier changes ownership between submitting a Tender Response and being awarded a contract, they should notify the Commissioner and the associated Tender Response will be re-evaluated on the impact (if any) of the change of ownership. For the avoidance of doubt, a potential future owner is not eligible to submit a Tender Response.

Stage 3: Assessment of Tender Responses against Basic Selection Criteria

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 Basic Selection Criteria (set out in Questions A1 to A8 (inclusive, and inclusive of their sub-questions if applicable)) in Annex A below. The Basic Selection Criteria are several pass/fail questions to determine the Potential Supplier's capacity and capability to hold a contract. Only the Potential Suppliers that satisfy all Basic Selection Criteria will be eligible to progress to Stage 4. See the relevant ITT document for further details on how the Basic Selection Criteria will be evaluated.

Stage 4: Evaluation and selection of Tender Responses

Potential Suppliers that pass the Basic Selection Criteria and proceed to Stage 4, will then be evaluated against their responses to the Key Criteria Questions, which will be scored in line with the published evaluation criteria in the relevant ITT documents. The Key Criteria are outlined in Annex B and the Statement of Requirements and scoring methodology are outlined in the relevant ITT document(s).

Stage 5: Communicating the outcome of the process

Following Stage 4, the Commissioner will communicate to Potential Suppliers via the Health Family Portal messaging centre the outcome of their submission. For unsuccessful Potential Suppliers this will include the contract title and reference, the contract award criteria, the reasons why the successful Potential Supplier was successful and the reasons why the unsuccessful Potential Supplier was unsuccessful. A Notice(s) of an Intention to make an Award to the successful Potential Supplier(s) will then be published on Find a Tender Service (FTS).

Once the Notice(s) of an Intention to make an Award has/have been published, the Standstill period will be initiated which will last for 8 working days beginning on the day after the day that the relevant Notice(s) of an Intention to make an Award is/are published. Please see the relevant ITT for further details of what the standstill period entails.

Stage 6: Assurance, contract award and Site Designation

Once the Commissioner has evaluated all the Tender Responses submitted for the Lot, and selected a Potential Supplier(s), the Commissioner 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. Further details of assurance and Site Designation can be found in Section 3 of the [COVID-19 vaccination programme: 1 April 2025 to 31 March 2026 Site Sign-up Process for Suppliers document](#).

Details of the Suppliers that are awarded a Contractual Agreement pursuant to this Site Selection Process will be published by the Commissioner using a notice(s) on Find a Tender.

Potential future changes

As System requirements change over time, for example where a Supplier is no longer able to fulfil the terms of the Contractual Agreement or there is a change in recommendations from JCVI, and there is a need for further provision beyond that capable of being provided by the Site Sign-up Process, the Commissioner may choose to commission additional Suppliers. In this case, further procurement processes may follow for the selection of any further Fixed Site or Outreach Services required to meet this need in line with the stages in this Site Selection Process.

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(es) (to be defined and published at the time) to select an appropriate number of Potential Suppliers to deliver the number of vaccinations and Outreach Services for the reduced JCVI defined population(s).

Annex A – Basic Selection Criteria

Questions marked * are mandatory in the Tender Response. The Health Family Portal will only allow Potential Suppliers to submit Tender Responses where all mandatory fields have been completed. The methodology for assessing the Basic Selection Criteria set out in full in the relevant ITT document;

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 Basic Selection Criteria?*
(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?*
(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 Selection 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)**

[For Fixed Site Services only:

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)

Note this criterion is only applicable to Opportunities for a Fixed Site Contractual Agreement, not an Outreach Contractual Agreement.]

- 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)

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 or respond to the questions in the Portal as appropriate.* (document upload)

Please download the Standard Selection Questionnaire from the Documents Folder of the relevant Opportunity on the Portal [Health Family Portal](#) and upload a completed copy there.

Annex B - Key Criteria Questions

Key Criteria	Evaluation Criteria
Integration, collaboration and service sustainability	<p>Please explain how the team at your proposed vaccination site will work with the community and other providers or potential providers of healthcare services to ensure that the service is delivered in an integrated, collaborative and sustainable manner.</p> <p>You may support the proposal within your response with examples of how you have deployed similar working arrangements elsewhere.</p>
Improving access, reducing health inequalities and facilitating choice	<p>How will you ensure the service is tailored specifically to the eligible population covered by the Statement of Requirements ("population") in order to ensure uptake is high and that inequalities in access are reduced?</p> <p>Your response must address the following:</p> <ul style="list-style-type: none"> The days and time that you will deliver the proposed service, and how those days and times will enable you to deliver the services in a manner that provides consistency and equality of access to the Population. The measures that you will implement to ensure that the service is accessible to all the eligible cohorts within the Population, as well as eligible persons with protected characteristics (Equality Act, 2010), including access, language or communication.
Quality and Innovation	How do you intend to use innovative approaches to reach the intended populations when providing the services over and above the core requirements of the specification?
Social Value	Detail how your service will improve social value, for example through increasing overall diversity and inclusion in your workforce.
Value – for set price procurements only	<p>Do you accept the financial terms set out in the Contractual Agreement and Commercial envelope?</p> <p>(Yes = Pass or No = Fail)</p>
Value – for competitions on price only	What is your proposed price to deliver this Contractual Agreement?

Annex C - Guidance on use of the Health Family Portal to submit a Tender Response

This section describes the steps Potential Suppliers should follow in order to submit a Tender Response for the COVID-19 vaccination programme Site Selection Process using the Health Family Portal.

1. Registering on the Portal

All Potential Suppliers who wish to propose a site or service under the Site Selection Process for participation in the Covid-19 vaccination campaign must first register on the [Health Family Portal \(the Portal\)](#). To do this:

- a. register as a new supplier at <https://health-family.force.com/s/Welcome>. Fields in red are mandatory. Note: You may need to 'Accept Cookies' when prompted in order to click the 'Register here' button.

Welcome to the Health Family Single eCommercial System

Read more...

Supplier Login
Buyer Login

View our Live Opportunities

Register here

Click here to watch our Video that shows how to register

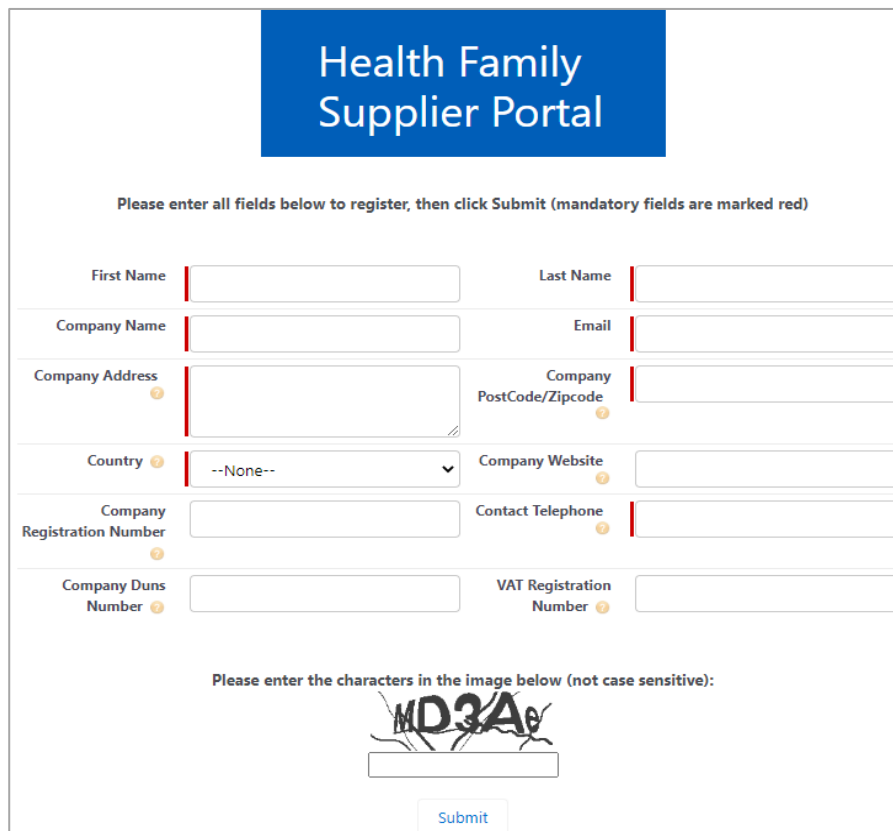
User Agreement

Health Family eCommercial System

1.2 Access to and use of the System by each Registered User, in any way, shall be subject to you at all times observing and complying with these Terms of Use and with the terms of use at [Health Family eCommercial System Terms of Use \(All User TOUs\)](#), and any further rules expressed and presented in the Portal. In these Terms of Use, "TOUs" refers collectively to these Terms of Use, the All User TOUs and such further rules. In the event that there is any conflict between any such further rules, these Terms of Use and the All User TOUs, the order of precedence shall be: the further rules, these Terms of Use, and the All User TOUs.

1.3 The aim of the parts of the Public Website which are available to Registered Users (**Portal**) is to support DHSC and members of the Health Family with undertaking the following, including in relation to sustainability, information security/assurance, Supplier policies, supply chain spend, contracts

Agree Do Not Agree Cancel



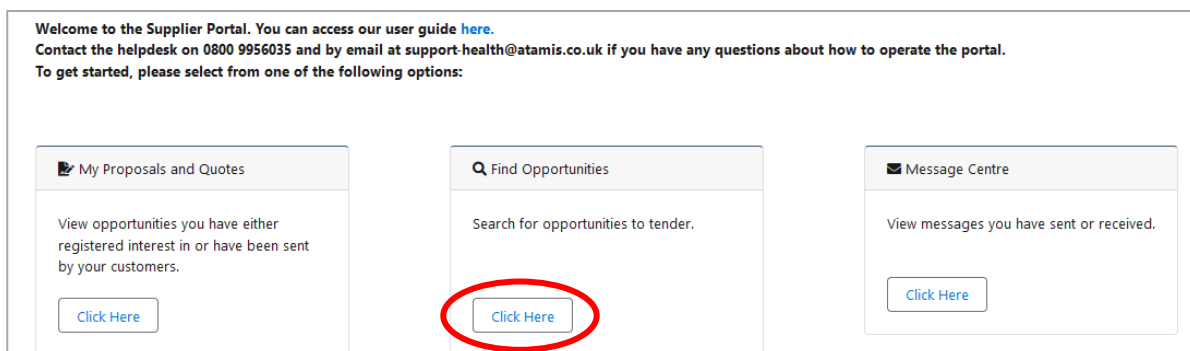
The registration form for the Health Family Supplier Portal. It features a blue header with the text 'Health Family Supplier Portal'. Below the header, a instruction states: 'Please enter all fields below to register, then click Submit (mandatory fields are marked red)'. The form contains several input fields: 'First Name', 'Last Name', 'Company Name', 'Email', 'Company Address', 'Company PostCode/Zipcode', 'Country' (a dropdown menu currently showing '--None--'), 'Company Website', 'Company Registration Number', 'Contact Telephone', 'Company Duns Number', and 'VAT Registration Number'. Mandatory fields are indicated by a red vertical line to the left of the input box. There are also small yellow circular icons with a question mark next to 'Company Address', 'Company PostCode/Zipcode', 'Country', 'Company Website', 'Contact Telephone', 'Company Duns Number', and 'VAT Registration Number'. Below the input fields, a CAPTCHA image shows the characters 'MD3Ae' with the instruction 'Please enter the characters in the image below (not case sensitive):'. A 'Submit' button is located at the bottom of the form.

- b. Set up your password once you receive the email from Health Family Portal.

2. Finding and registering interest in the opportunity

This step adds the opportunity to your homepage and allows you to track your progress.

- a. Login to your account through 'Supplier Login' using your email address and new password and select 'Find Opportunities'.



The Supplier Portal homepage. It features a welcome message: 'Welcome to the Supplier Portal. You can access our user guide [here](#). Contact the helpdesk on 0800 9956035 and by email at support-health@atamis.co.uk if you have any questions about how to operate the portal. To get started, please select from one of the following options:'. Below the welcome message, there are three main sections: 'My Proposals and Quotes', 'Find Opportunities', and 'Message Centre'. Each section has a 'Click Here' button. The 'Find Opportunities' button is circled in red. The 'Find Opportunities' section also includes the text 'Search for opportunities to tender.'

- b. Search for the 'opportunity' by searching keywords or entering the relevant contract reference number into search bar – the reference number is in the form "CXXXXXX" and can be found on:

- Contracts Finder;
- Find a Tender; or
- may have been communicated by your local Commissioner.

Please note that there may be multiple procurements run by your Commissioner (e.g. one for fixed designated sites and one for outreach).



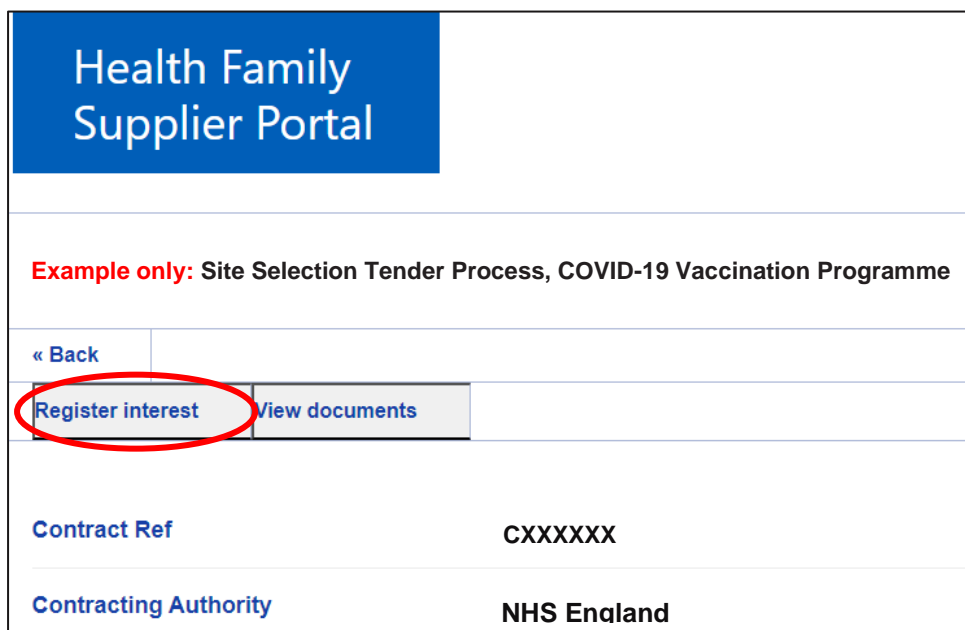
Health Family Supplier Portal

Search ...  Sort by: Recently Published Status: Status Map View

Provision of Resident Medical Officers (C294466)

Contracting Authority: Warrington and Halton Teaching Hospitals NHS Foundation Trust | Opens: 02/07/2024 | Response Deadline: 23/7/2024 11:00 | Procurement Route: PSR Competitive Process

- c. Select 'Register Interest' to register for the opportunity.



Health Family Supplier Portal

Example only: Site Selection Tender Process, COVID-19 Vaccination Programme

« Back

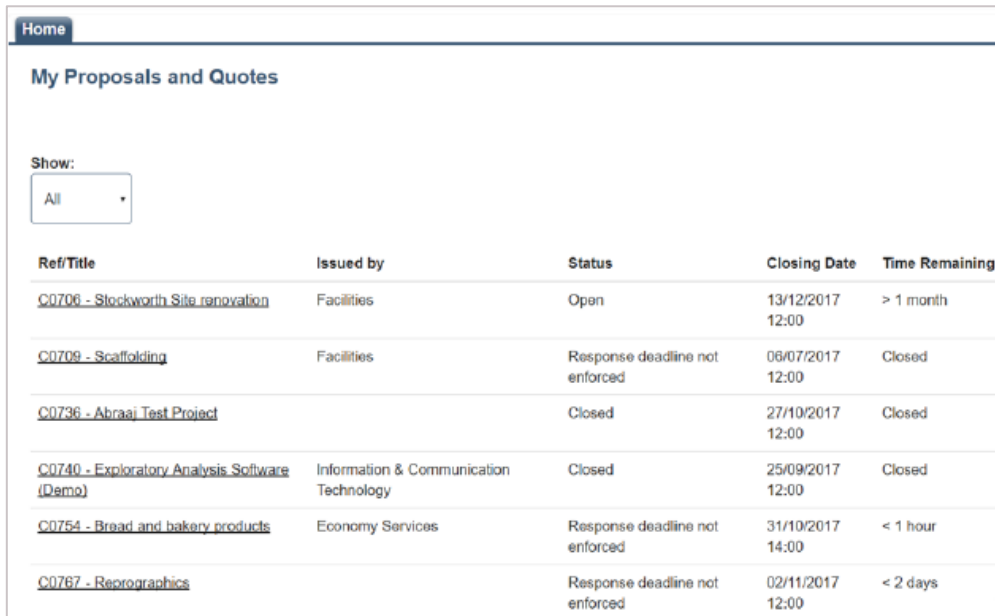
Register interest View documents

Contract Ref CXXXXXX

Contracting Authority NHS England

3. Completing the Tender Response

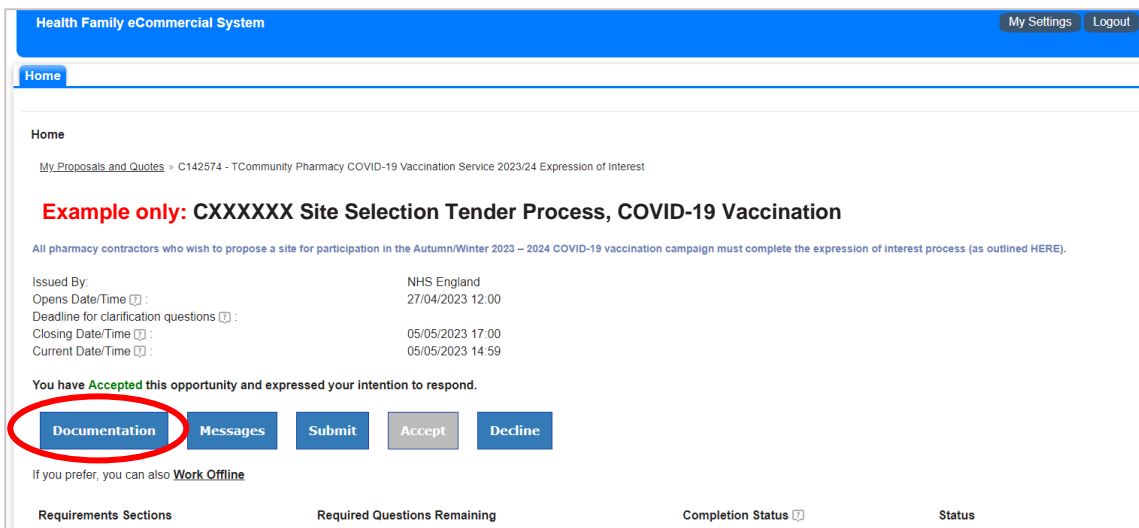
- a. Go to the home page and select 'My Proposals and quotes'. Select the opportunity you wish to submit a tender for.



The screenshot shows a web interface with a 'Home' tab and a section titled 'My Proposals and Quotes'. Below this is a 'Show:' dropdown menu set to 'All'. A table lists several opportunities with columns for Ref/Title, Issued by, Status, Closing Date, and Time Remaining.

Ref/Title	Issued by	Status	Closing Date	Time Remaining
C0706 - Stockworth Site renovation	Facilities	Open	13/12/2017 12:00	> 1 month
C0709 - Scaffolding	Facilities	Response deadline not enforced	06/07/2017 12:00	Closed
C0736 - Abraaj Test Project		Closed	27/10/2017 12:00	Closed
C0740 - Exploratory Analysis Software (Demo)	Information & Communication Technology	Closed	25/09/2017 12:00	Closed
C0754 - Bread and bakery products	Economy Services	Response deadline not enforced	31/10/2017 14:00	< 1 hour
C0767 - Reprographics		Response deadline not enforced	02/11/2017 12:00	< 2 days

- b. Select Documentation to view the ITT pack, which contains further detail on the procurement process relating to that particular opportunity and specifies the requirements for the service.



The screenshot shows a web interface for the 'Health Family eCommercial System'. It displays a page titled 'Example only: CXXXXXX Site Selection Tender Process, COVID-19 Vaccination'. The page includes a breadcrumb trail, a title, a description, and a table of key dates. At the bottom, there are buttons for 'Documentation', 'Messages', 'Submit', 'Accept', and 'Decline'. The 'Documentation' button is highlighted with a red circle.

Health Family eCommercial System My Settings Logout

Home

Home

My Proposals and Quotes > C142574 - TCommunity Pharmacy COVID-19 Vaccination Service 2023/24 Expression of Interest

Example only: CXXXXXX Site Selection Tender Process, COVID-19 Vaccination

All pharmacy contractors who wish to propose a site for participation in the Autumn/Winter 2023 – 2024 COVID-19 vaccination campaign must complete the expression of interest process (as outlined HERE).

Issued By:	NHS England
Opens Date/Time ☐ :	27/04/2023 12:00
Deadline for clarification questions ☐ :	
Closing Date/Time ☐ :	05/05/2023 17:00
Current Date/Time ☐ :	05/05/2023 14:59

You have **Accepted** this opportunity and expressed your intention to respond.

Documentation Messages Submit Accept Decline

If you prefer, you can also [Work Offline](#)

Requirements Sections Required Questions Remaining Completion Status ☐ Status

- c. Select 'Edit Responses' to open up the response fields next to each question (rather than having to click into each question individually). Remember to save after each answer you input.

Completion Status  : 12%

If you prefer, you can also [Work Offline](#)

[Back to Summary](#)
[Compact View](#)
[Edit Responses](#)
[Download Response](#)

Requirements	Response Summary
A1 Lead Contact Name - This should be the person that we can speak to about this expression of interest	
A2 Lead contact telephone number - Please provide a UK mobile telephone number	
A3 Lead contact email address -	
A4 Pharmacy premises ODS code	

- d. You can save the responses and login at a later date to complete (before the deadline).
- e. No information will be received by the Commissioner until you select 'Submit' on the My Processes and Quotes page. If you are submitting multiple Tender Responses you can submit each one separately, or choose to submit after you have completed all the ones you have selected. The system will not allow you to submit a Tender Response until all mandatory questions have been completed and saved within that tender.

Health Family eCommercial System [My Settings](#)





[Home](#)

Home

[My Proposals and Quotes](#) » C142574 - TCommunity Pharmacy COVID-19 Vaccination Service 2023/24 Expression of Interest

Example only: CXXXXXX Site Selection Tender Process, COVID-19 Vaccination Programme


All pharmacy contractors who wish to propose a site for participation in the Autumn/Winter 2023 – 2024 COVID-19 vaccination campaign must complete the expression of interest process (as outlined HERE).

Issued By: NHS England
 Opens Date/Time  : 27/04/2023 12:00
 Deadline for clarification questions  :
 Closing Date/Time  : 05/05/2023 17:00
 Current Date/Time  : 05/05/2023 14:59

You have **Accepted** this opportunity and expressed your intention to respond.

[Documentation](#)
[Messages](#)
[Submit](#)
[Accept](#)
[Decline](#)

If you prefer, you can also [Work Offline](#)

Requirements Sections	Required Questions Remaining	Completion Status 	Status
-----------------------	------------------------------	---	--------

- f. You can view your response within the system at any time after you have submitted, or you can download and save a copy of your responses at any time (click 'Download Response') within the expression of interest page, but you cannot make changes to your Tender Response or withdraw your Tender Response after you have submitted. You should receive a confirmation message via the system once you have submitted your Tender Response.



Completion Status  12%

If you prefer, you can also [Work Offline](#)

[Back to Summary](#) [Compact View](#) [Edit Responses](#) [Download Response](#)

Requirements	Response Summary
A1 Lead Contact Name - This should be the person that we can speak to about this expression of interest	
A2 Lead contact telephone number - Please provide a UK mobile telephone number	
A3 Lead contact email address -	
A4 Pharmacy premises ODS code	

Please do not upload copies of previous submissions. This is a new process and will not refer to or utilise in any way responses from previous phases of the COVID-19 programme. All mandatory questions must be completed as part of this process; the system will not allow you to submit until this is complete.

4. Support available

If you have any clarification questions regarding the process or the service requirements, please use the Messaging Centre on the Portal. You will need to [register for an opportunity](#) to send a message. Once you have registered, you can navigate to the Message Centre directly from the Homepage or select the "Messages" button within each opportunity.

Detailed guidance on using the Portal is available on the [Atamis Guide to Using the Supplier Portal](#).