

COVID-19 Vaccination Service Site Sign-up Process Clarifications Log: 19 - 26
June 2024

As stated in the Site Sign-up Process Guidance, the deadline to receive a response before the first Interim Response Document Deadline has now passed. This means that any further queries will not be issued with a response before the Interim Response Document Deadline.

Providers who submit an expression of interest after 27 June 2024 can be considered for inclusion in the next COVID vaccination campaign (likely to be Spring 2025).

Please note, there has been an addition to answers in regards to single practice PCNS:

Single practice PCNs which have constituted a separate legal entity to that which holds the GMS/PMS/APMS contract, could hold a NHS Standard Contract under the Site Sign-up Process where they also fulfil this criteria (top of page 8 of the Process Guidance):

- *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.*

Please note that this means they would be contracted with the Standard Contract (or Short Form) which means there are implications (e.g. for payments and legal indemnity) which they should be aware of if considering this option.

1. We are currently in the process of buying:

██████████

ODS Code - ██████████

We anticipate the takeover on 1st August. The notice of commencement to the NHS will be submitted shortly.

As we will be getting a new ODS code how should we submit an EOI application. Should we use the existing ODS code and submit using the existing MYS portal login information or is there an alternative way to apply.

As stated in the COVID-19 Site Signup Process Guidance, where a Potential Supplier's ownership is expected to change during the Selection Signup 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 relevant Response Document on NHSBSA Snapsurvey noting that they should select 'Other Provider' when asked 'Do you represent a...'

2. I have submitted the response document on behalf of the practice for this campaign but there seems to be some confusion whether the PCN and GP practices need to sign up or just the PCN on behalf of the practices in their group. Please can you clarify?

Only one Response Document needs to be submitted for each PCN Grouping. The Lead Practice of the PCN grouping will be able to sign up via the NHSBSA website, here, on behalf of all practices in the PCN grouping and will be able to indicate which of the member practices wishes to be the Designated Site.

3. Our pharmacist led vaccination centre, ODS code [REDACTED], is an associated premises to [REDACTED]. Payments for vaccinations at [REDACTED] are made through [REDACTED]. [REDACTED] is an active designated site in its own right however, I've not been able to sign up for it for forthcoming COVID-19 vaccination programmes through its parent MYS account.

Please could you help either by allowing sign up for [REDACTED] through the parent account ([REDACTED]) or granting it its own MYS account?

Potential Suppliers are only permitted to have one Designated Site during this procurement process. In addition, they may also set up Short Term / Temporary Sites if notified to the Commissioner in line with the terms of the Contractual Agreement. For CPs, the Designated Site is one pharmacy and it can only be on your own GPhC registered healthcare premises.

4. I wondered if it would be possible to clarify whether practices who are going to provide Covid Vaccinations only to their patients whether they need to sign up to the ES Service?

We think the confusion may come from the site sign up process document as it only refers to PCN groupings rather than a standalone practice, but sign up is via NHS BSA and it looks like a practice can do this.

The ES specification states the following:

"Commencement Date" means 1 September 2024 where the Provider submitted a Response Document on or before 23:59 on 27 June 2024 or the date notified by the Commissioner where the Provider submitted a Response Document after 23:59 on 27 June 2024;

Would it be possible to clarify this as we have had some queries from practices.

All PCNs who are sign up in this procurement process must follow the details of the General Practice Enhanced Service Specification. Please note the following in

relation to stand alone practices. As specified in paragraph 1.5 of the General Practice Enhanced Service Specification, here, "practices are expected to collaborate with neighbouring Practices in a PCN Grouping" in order to apply to participate in the COVID-19 vaccination programme via the Site Sign-up Process. You must make arrangements with neighbouring practices in order to submit a Response Document for this service (unless you are a single practice PCN that constitutes a legal entity).

5. We, as an independent healthcare provider, are wanting to join this programme with several of our sites.
First we would like to clarify if this is in addition to the APMS /PMS primary care contract Enhanced Service provision please?

The Site Sign-up Guidance provides information on the contracting arrangements for each provider type on pages 24 and 25.

6. If we sign up as a PCN to the site sign-up process response document, are we then obliged to delivery the COVID campaign or can we choose to opt-out for whatever reason within the contract?

A Potential Supplier can choose to withdraw from the programme at any time, following the steps detailed within the contract. If the Minimum Requirements remain to be kept, a Potential Supplier would be able to reapply at a later date.

7. [REDACTED] is applying to become a COVID supplier for the first time, exclusively for our registered patients. I have submitted the site sign-up process for the supplier form. Do I need to submit any other forms as well? Please advise.

If you have submitted a Response Document, there is no more that needs to be done at present. You will receive a confirmation email to the email addresses submitted when completing the Response Document. The Commissioner may be in touch to request further information if required.

8. Does each practice as part of the PCN have to submit the response document separately, or can the 'lead' practice which typically has dealt with the vaccinations be the sole practice to sign up on behalf of the PCN, and note it in the response document?

The Lead Practice of the PCN grouping should sign up via the NHSBSA website, here, on behalf of all practices in the PCN grouping and will be able to indicate which of the member practices wishes to be the Designated Site. Please see the Site Sign-up Process Guidance, here, for the full details of the steps to follow when submitting a Response Document.

9. This excel only goes up to 50. We are looking to submit 420 sites.

Shall I just submit multiple excels together?

Yes, that is possible. The Response Document (10 or more Designated Sites) spreadsheet is limited to 50 submissions per spreadsheet due to technical reasons. However, Potential Suppliers are able to send more than 1 spreadsheet into MYS.

10. We understood that there could be two designated sites within our PCN: [REDACTED] and [REDACTED]. Within each of our two designated sites, there will be 3 GP practices operating within that grouping (we understood that there needed to be a minimum of 2 and so meet this criteria). I'm very confused as the first line of the e-mail below states that we cannot submit more than 1 Response Document within our PCN grouping?

During this procurement process, each Potential Supplier can only apply to vaccinate from one designated site and should only submit one Response Document. This means that if the six practices are one PCN Grouping, then you will only be able to apply for one designated site. However, if the six practices form two separate PCN groupings, then these will be two Potential Suppliers who can submit one Response Document each and with one Designated Site each.

11. I'm struggling to complete the sign up, online survey regarding [REDACTED] for the AW Covid Vaccination campaign. We don't hold nhs.net email accounts as Oxford Health has obtained [REDACTED] accreditation. We are on the list of [REDACTED] accredited sites on <https://digital.nhs.uk/services/nhsmail/the-secure-email-standard>, and organisations can use this to verify that emails are secure between @nhs.net and @[REDACTED].nhs.uk with no encryption. Is there any other way, I can complete the survey?

A fix has been applied by NHSBSA to allow all NHS secure emails to be accepted and provide a workaround where they legitimately don't have one. There were some issues with sites who had partially completed the response, however, this should now be resolved and you should be able to provide your secure email address and progress your response.

12. If a GP Practice is wanting to offer vaccinations to the general public from their surgery as a 100+ Vaccine site per week, can they register as an independent provider and not part of a PCN?

This is not the case. As specified in paragraph 1.5 of the General Practice Enhanced Service Specification, here, "practices are expected to collaborate with neighbouring Practices in a PCN Grouping" in order to apply to participate in the COVID-19 vaccination programme via the Site Sign-up Process. You must make arrangements with neighbouring practices in order to submit a Response Document for this service. Please contact your Regional Team to discuss in more detail. Feedback regarding single practice PCNs will be considered in future procurement processes.

13. Please can I clarify for Site lead contact name/email- can I also use the same details again for IT user 1 as in most cases the site lead will be the pharmacist and the one that needs log in and then we provide a second contact for IT user 2.

Otherwise in the past we have had login requests going to the IT user 1 who is not actually the site lead.

Yes, the Site Lead Contact can be one of the IT Users.

14. We note that the closing date for this opportunity is listed as 27th June 2024, but that responses after this point will still be accepted on an ongoing basis.

As a previous provider we are currently reflecting on this opportunity and assessing feasibility for us to submit with our expression of interest. In the event that this is something we look to support again, please could you advise how the process would work for any suppliers submitting after the formal window closes this week? Furthermore, would any expressions after this week's deadline rule suppliers out from being onboarded and delivering services this year, or would that still be a possibility?

We note within the guidance that there will be Interim and Final Response Deadlines, but there are a number of elements still listed as "to be confirmed" so would like to obtain some further details if possible please.

Providers will be able to provide submissions throughout the contractual period. This will be done in the same manner, and is detailed in the Site Sign-up Process Guidance. Any Potential Supplier that misses the Interim Response Deadline will not be onboarded for that specified campaign and will only be onboarded for the following campaign. In this case, the provider would not be onboarded until the Spring 2025 campaign.