

COVID-19 vaccination programme

Community Pharmacy Expression of Interest Process: How to Submit an Expression of Interest

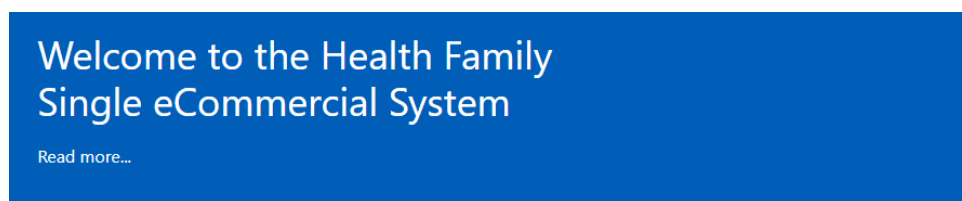
Autumn/Winter 2023-2024

This document describes the steps pharmacy contractors should follow in order to submit their expression of interest for the 2023/24 COVID-19 vaccination enhanced service using the Health Family Portal.

Guidance on use of the Health Family Portal to submit expression of interest forms

This information must be read in conjunction with the [Community Pharmacy Expression of Interest Process](#).

1. **Registration.** All Pharmacy Contractors who wish to propose a site for participation in the Autumn/Winter 2023 – 2024 Covid-19 vaccination campaign must first register on the Health Family Portal. To do this:
 - a. register as a new supplier at <https://health-family.force.com/s/Welcome>. Fields in red are mandatory.



[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](#)

Health Family Supplier Portal

Please enter all fields below to register, then click Submit (mandatory fields are marked red)

First Name	<input type="text"/>	Last Name	<input type="text"/>
Company Name	<input type="text"/>	Email	<input type="text"/>
Company Address	<input type="text"/>	Company PostCode/Zipcode	<input type="text"/>
Country	<input type="text" value="--None--"/>	Company Website	<input type="text"/>
Company Registration Number	<input type="text"/>	Contact Telephone	<input type="text"/>
Company Duns Number	<input type="text"/>	VAT Registration Number	<input type="text"/>

Please enter the characters in the image below (not case sensitive):



Submit

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

2. Finding and registering for the opportunity.

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

Home

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:

<p>My Proposals and Quotes</p> <p>View opportunities you have either registered interest in or have been sent by your customers.</p> <p>Click Here</p>	<p>Find Opportunities</p> <p>Search for opportunities to tender.</p> <p>Click Here</p>	<p>Message Centre</p> <p>View messages you have sent or received.</p> <p>Click Here</p>
<p>My Contracts</p>	<p>Complete KPI's / Service Levels</p>	<p>Discussion Forum</p>

- b. Search for the 'opportunity' by pasting "C173469" in the search bar, then selecting the opportunity ("Community Pharmacy Expression of Interest Process, COVID-19 Vaccination Programme Autumn/Winter 2023 – 2024") when it appears.

Health Family Supplier Portal

Home

Search: C173469

Sort by: Recently Published

Status: Status

Map View

Linda Brady Test 05.05.2023 (C142655)
Contract Description for Linda Brady Test 05.05.2023...
Contracting Authority: NHS North of England Commissioning Support Unit (hosted by NHS England) | Opens: 05/05/2023 | Response Deadline: 10/5/2023 12:00

- c. Register for the opportunity.

Health Family Supplier Portal

Community Pharmacy Expression of Interest Process, COVID-19 Vaccination Programme Autumn/Winter 2023 – 2024

« Back

Register interest View documents

Contract Ref: C173469

Contracting Authority: NHS England

- d. Go back to your home page and click through to 'My Proposals and quotes', which should now show a link to select this one.

3. **Selection of the correct expression(s) of interest to complete.**

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

C173469 - Community Pharmacy Expression of Interest Process, COVID-19 Vaccination Programme Autumn/Winter 2023 – 2024

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
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- a. You will need to choose which expression(s) of interest (EOI A, B, C) is/are suitable for your proposal:


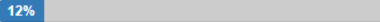
A for a single pharmacy site: To propose to deliver the service from your single pharmacy.

B for multiple pharmacy sites: To propose to deliver the service from multiple pharmacy premises. In this case you are only required to register on the portal once, and Pharmacy Contractors should complete and upload the provided excel spreadsheet (available to download from your documents file in your Health Family Portal account, and required to be uploaded onto expression of interest B).

C for single or multiple site(s) away from the pharmacy: To propose to deliver the service from premises away from your pharmacy.

4. Completion of the expression of interest.

- a. Once you have selected EOI A/B/C, click ‘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  : 

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

- b. You can save the responses and login at a later date to complete (before the deadline).
- c. For EOI B, first you must:
 - i. Go to the Documentation Folder.

All pharmacy contractors who wish to propose a site for participation in the Autumn/Winter 2023 – 2024 COVID-19 vaccination campaign

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Requirements Sections

Required Questions Remaining

Cor

- ii. A list of documents will appear, find "EOI B multiple pharmacy sites AW23 24-SUPPLIER NAME-No SITES" and select 'Download' (this should download an excel spreadsheet).

PLEASE NOTE - this form can only be used where the pharmacy contractor wishes to deliver the service from multiple pharmacy premises. Pharmacy contractors who would be interested in delivering the service from premises from their pharmacy (should there be an identified Population Need) must complete expression of interest form C on the Health Family Portal.

Category	Your contact details			About your Pharmacy		Minimum Requirements You must be able to demonstrate that you can fulfil all the requirements to be commiss service.							
Question	A1 Lead Contact name*	A2 Lead contact telephone number*	A3 Lead contact email address*	A4 Pharmacy premises ODS code*	A5 Trading Name of Pharmacy*	A6 Registered Pharmacy Post Code*	B1 Have you read, and are confident that you can meet the requirements in the ES as currently	B2 Are you able to offer (and then deliver if accepted) at least 100 Covid-19 vaccinations per week when/if	B3 Are there any ongoing investigations (for example by any NHS, System or GPHC bodies) or restrictions on	B3i If yes: Please provide details*	B4 Did the most recent GPHC inspection of the pharmacy (if one has taken place) result in 'Standards Met' for all five	B4i If no: Please provide details*	B5 Have you previously had a Covid-19 vaccination contract terminated early?*
Further information				Click here to find	Please differentiate where there would otherwise be duplicates with the same trading name	As published here	A final version of the ES will be published when we have more specific information about vaccination			Regional teams will review the details and make a determination as described in Stage 2 of the EOJ Document if you	Regional teams will review the details and make a determination as described in Stage 2 of the EOJ Document if you		
Example	Jane Bloggs	07507000000	janebloggs@tes.t.net	FM456	Test Pharmacy	XX11 1XX	Yes	Yes	No		Yes	NA	Yes

iii. Save this to your computer to complete in your own time (please save as AW23-24 EOI-NAME OF CONTRACTOR-Number of sites). Once ready, open the EOI B requirements section, acknowledge the declaration, and upload your saved and completed excel spreadsheet.

d. No information will be received by the Commissioner until you select 'Submit' on the My Processes and Quotes page. If you are completing multiple expressions of interest (eg A and C) you can submit each expression of interest separately (A then C), or choose to submit after you have completed all the ones you have selected. The system will not allow you to submit an expression of interest until all mandatory questions have been completed and saved within that expression of interest.

Health Family eCommercial System My Settings





Home

Home

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

C173469 - Community Pharmacy Expression of Interest Process, COVID-19 Vaccination Programme Autumn/Winter 2023 – 2024


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Requirements Sections Required Questions Remaining Completion Status  Status

- e. 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 EOIs or withdraw EOIs after you have submitted. You should receive a confirmation message via the system once you have submitted your EOI.

Completion Status : 12%

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

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

Requirements	Response Summary
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A4 Pharmacy premises ODS code	

5. **Support available:** see queries section of this document.

Please do not upload copies of previous expressions of interest submissions. This is a new process and will not refer to or utilise in any way responses to expressions of interest from previous phases of the COVID-19 programme. All those who want to provide the service in Autumn/Winter 2023 – 2024 (regardless of whether they have provided the service in the past) must complete all the mandatory questions as part of this process; the system will not allow you to submit until this is complete.

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This publication can be made available in a number of alternative formats on request.