



Market Engagement Virtual Information Event

06/03/2026

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- Scope and aims
- An overview of our contract proposals
- Our requirements
- What the successful tenderer can expect from us
- Procurement: accessing systems/information



Scope and Aim of the Service

- To deliver a timely and efficient service to the eligible workforce of Lancashire County Council (LCC);
- To support the reduction in employee numbers with influenza, reducing absenteeism and associated costs in the workplace during the winter period;
- To support the reduction of the impact on council services, including business critical and frontline services;
- To provide a vaccination to all eligible staff that make a request.



Overview

- LCC intend to provide an on-site vaccination clinic model, whereby staff can attend for a free vaccination at their work setting, during working hours, increasing public health access.
- The Service aims to provide clinics across the 12 districts of Lancashire, where settings request attendance.



- The contract could commence in early October and run for eight weeks, until the end of November, when all clinic delivery will have taken place.
- The initial contract period will be for two years with a potential extension for another year.



Pricing information and previous uptake



- LCC is currently considering an all-inclusive vaccine model between £28 to £32;
- Proposed maximum budget is £55k for Year 1 and 2;
- LCC is considering an invoicing process period of 2/4 weeks;
- Uptake in previous programmes - circa 1,250 individuals per season.



Expectations of the service

- Staff delivering the clinic have the appropriate registration and training;
- Requirement for punctual arrival to deliver the clinic and effective management of the flow of appointments – hence meet and greet/chaperone role in addition to Provider duties;
- The vaccination service must be able to deliver all clinics put forward by LCC.



Contract delivery model

- Based on previous contracts, the Service averaged 10 appointments an hour, with each appointment taking approximately 6 to 10 minutes – LCC would expect this to remain the same;
- Programme delivery may require an early start, e.g. highway depot staff shift patterns – provides the opportunity to have the vaccination before leaving for work duties across county.



LCC support to programme

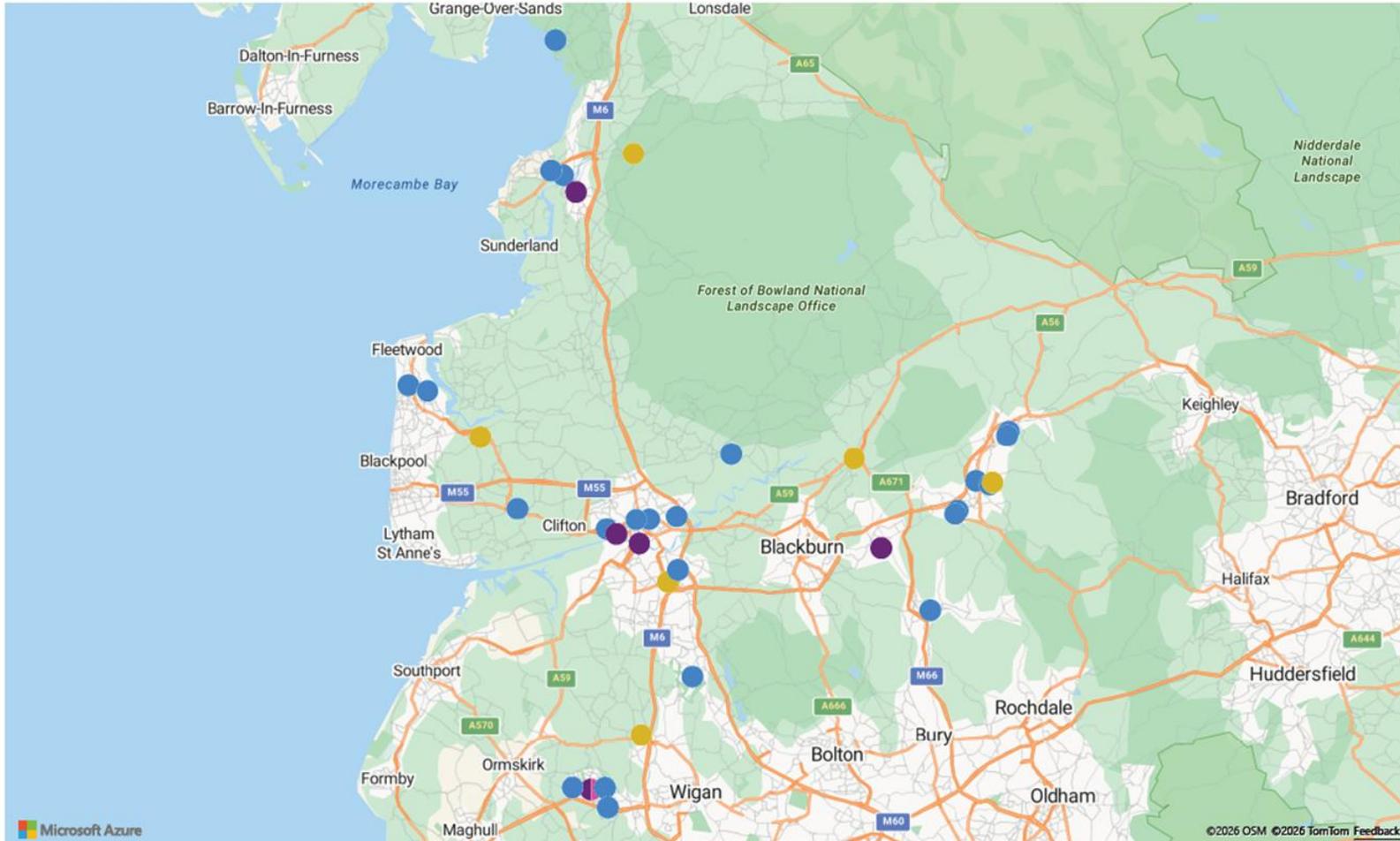
- LCC will advertise and promote the programme from September onwards – staff newsletters, workforce intranet, online booking system, Management Team agendas for cascade;
- LCC will aim to undertake the appointment bookings and provide a list of staff by clinic date and appointment time 48/72 hours prior to clinic.



Example of potential site locations

2025/26 LCC Workforce Flu Clinic Locations

- Setting Type
- Depot
 - Library
 - Office
 - Special School



Example of potential site locations

- Site locations from County Hall, Preston:

Miles	No of sites
1-9	9
10-19	7
20-29	13
30+	8

*Other sites based at County Hall, Preston

- As part of the tender pack, we will provide a list of sites by district and setting type.
- Generally, uptake is highest within special schools and office-based settings.



Clinic delivery requirements on the day

- Oversee waiting area to meet and greet staff on arrival;
- Requirement for council staff ID badge check against clinic booking list;
- Data recording of staff area of work and returned to LCC within 72 hours of clinic completion – this will allow in-house analysis by service area.



Clinic delivery requirements on the day

- LCC will support the Provider with an initial eligibility check prior to appointment booking;
- LCC will support the Provider in with the final eligibility decision made at the time of consent form completion;
- Timely communication with LCC, should any unexpected issues arise, to ensure continuity of service.



Additional points

- Dedicated mailbox to link directly with the LCC Flu Team, as and when required - Monday to Friday, 7am to 5pm.
- The Flu Team will:
 - make all site bookings and undertake an introductory email;
 - identify named site contact for liaising with on the day;
 - provide all directions and relevant telephone numbers;
 - arrange any security measures, such as ID which, if required.



Procurement

This section will give you an introduction on how to access the procurement information and how to do business with Lancashire County Council. We want to implement **fairness** and **transparency**.

The Council reserves the right to amend what is set out today and the procurement process will be conducted only in accordance with any procurement documents that are published.

The Council is required by law to tender services at regular intervals to encourage competition and value for money.



Where to Find Information



Key Sources:

How to do business with the County Council:



Information for suppliers on how to work with LCC, including registration steps, procurement guidance and access to live opportunities. Future market-engagement updates will be published on the Tender Opportunities page. [How to do business with the county council](#)

Procurement Portal (Oracle Fusion):



The e-tendering portal for live tenders advertised by LCC including supplier registration, tender information and bidding opportunities. Help centre information and step by step guidance is available. Adverts will also be published on the LCC website and the Central Digital Platform (CDP).

Common Procurement Vocabulary - CPV Codes:



Used to classify procurement categories — ensure your profile includes relevant codes. Once you register with a CPV code you will receive notifications of opportunities linked to these codes. [CPV Codes 2025 | Find the right code for free CPV Codes - BiP Solutions](#)

CDP (Central Digital Platform):



The Central Digital Platform (CDP), also known as the Find a Tender Service (FATS), is the official UK platform for high-value public contract notices, including market-engagement announcements and tender advertisements. [Find a Tender](#)

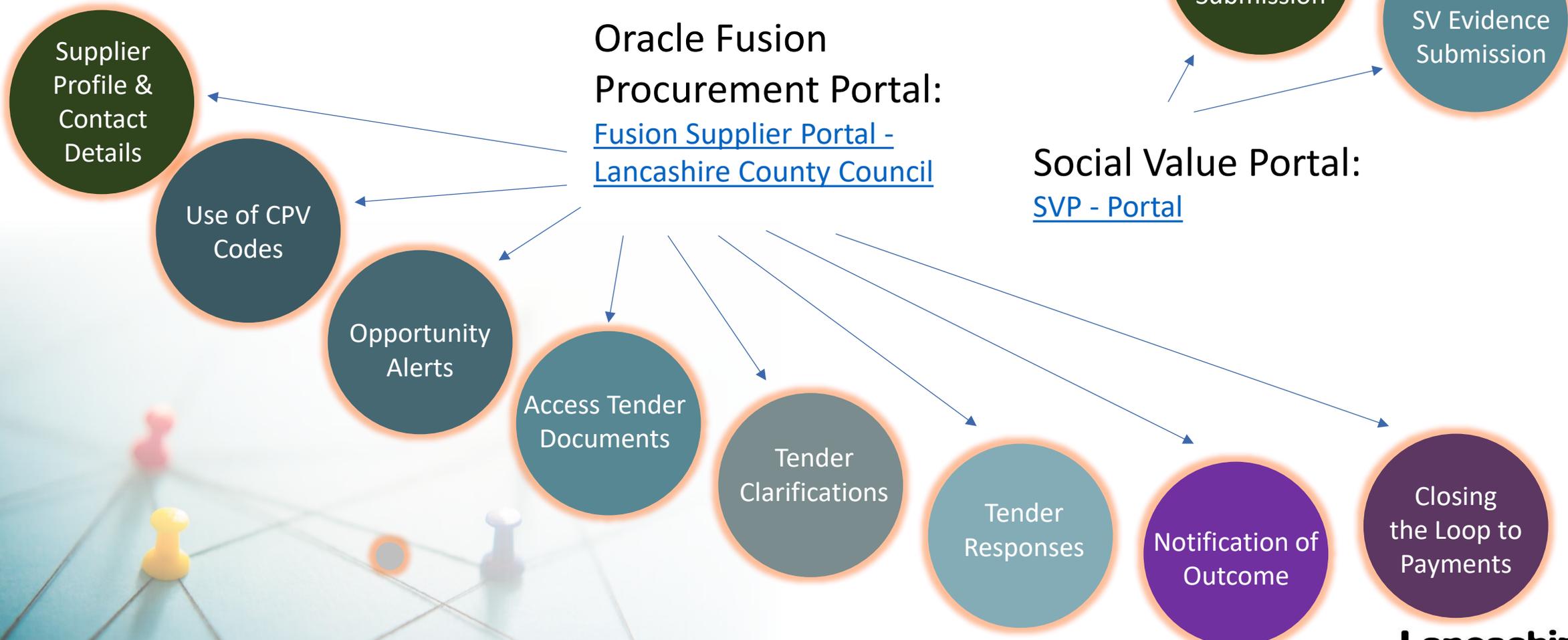
Consortium Exchange:



Part of the LCC website, an opportunity to share contact information for the purpose of building consortiums for opportunities. [Consortium exchange - Lancashire County Council](#)



Portals for submissions



Links / HELP

<https://www.lancashire.gov.uk/fusion-supplier-portal/>

How to change your password

Please click on the 'Forgot password' button, enter your username or email, select Forgot password and then click Submit.

A new link will be sent to your email address to reset your password. The email may take a few minutes to arrive. Please remember to check your email SPAM folder if you don't see it in your inbox.

Further support

If you are having problems resetting your password or you are unable to login, please [log the details](#).

[Log into Oracle Fusion](#)

[Register for Oracle Fusion](#)

Please note: Registering as a supplier using the following link grants access to LCC's e-tendering system within Oracle Fusion, allowing you to respond to negotiations and bid for work. It is not a guarantee of business and will not allow you to receive payments from LCC. To set up as a spend authorised supplier please get in touch with your contact at LCC.

What is different in Fusion

A guide to what will change in the new version of Oracle.

Supplier information

Further information and support for suppliers.

Training and support

Training sessions on how Suppliers will use the Oracle Fusion platform.

Password reset

Guide to resetting your Oracle Fusion password.

iSupplier portal log in

Login to iSupplier portal for access to historic information.

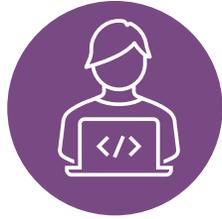
Contacts

Contacts for advice and support.

Support line: 01772 534966



Initial Actions



Oracle Fusion Portal

- Ensure you are **registered** on the Fusion Supplier Portal
- If you are already registered ensure all **contact details** are up to date
- Support is available via the LCC Procurement Information Management (PIM) team



Social Value Portal

- Ensure you are registered with the social value portal – links may be provided for each individual tender you are interested in (via the Tender documents on the Fusion Portal)
- Support is available via the Social Value Portal help centre



Central Digital Platform

- Ensure you are registered on the Central Digital Platform
- If you are already registered ensure all details are kept up to date regularly
- [Suppliers: How to register your organisation and first administrator on Find a Tender in three easy steps \(HTML\) - GOV.UK](#)



LCC's Tender Documents

Invitation to Tender (ITT)

Outlines scope, evaluation criteria, and submission instructions.

Specification & Associated Appendices

Details the goods/services required.

Evaluation Criteria

Explanation of how your bid will be evaluated and scored.

Contract/Agreement

Published draft terms and conditions of the Contract/Agreement that must be accepted by the successful Tender(s)

*For Information
(no submission
required)*

*Contain key
information &
must be read
thoroughly*

*Outline the
requirements &
terms which
will be legally
required*



Procurement Specific Questionnaire (PSQ)

Procurement Specific Questionnaire, which will supplement the information held on the Central Digital Platform (CDP).

Award Criteria Questionnaire (ACQ)

Quality Questions / Method Statement Requirements: Template for submitting qualitative responses to key questions, linked to the specification.

Price Schedule

Template for submitting prices.

Supplier Incentive Scheme (SIS)

Optional form used for most tenders, to provide opportunity to be part of the Supplier Incentive Scheme linking early payments and rebates.

Commercially Sensitive Information

To capture a record of any information contained within your bid you deem to be commercially sensitive to your organisation e.g. completed price file.

Form of Tender

Confirmation you are abiding by the requirements of the tender and are submitting a true and valid tender.

Documents for completion & submission

Must be tailored and accurate to your intentions

Form part of the contract deliverables and legal documents



Any
Questions

