

**Workforce Influenza Vaccination Programme: On-site Settings Delivery Model**  
**Questions and Answers received as part of market engagement.**

Any responses provided during market engagement are indicative only, do not form part of any future procurement, and will be shared with the wider market where relevant to ensure transparency and equal treatment

Question	Answer
<p><b>1. Estimated Programme Uptake</b>            Could you please confirm the estimated total number of individuals expected to participate in the programme across all 12 borough locations? This will enable accurate workforce planning and vaccine supply forecasting.</p>	<p><b>Generally around the 1,250 figure, however this is based on historic demand and the Council cannot guarantee the volume of participants.</b></p>
<p><b>2. Electronic Medical Records (EMR) / Data Collection System</b>            Section 12.1 requires providers to have a “robust electronic system for Service and Service user management and data collection” in place prior to mobilisation. Could you confirm whether LCC will supply an approved EMR or data collection platform, or whether providers must utilise and maintain their own compliant system?</p>	<p><b>For recording of patient confidentiality and consent information.</b></p> <p><b>LCC do not provide a data collection system, it would be for the contracted provider to have their own compliant system.</b></p> <p><b>Excel sheets to be used for clinic lists;</b></p> <p><b>Pharmacy system for storing patient consent information, maximising patient confidentiality.</b></p>
<p><b>3. Policy Submission Requirements</b>            The specification references multiple policy areas (e.g., Clinical Governance, Safeguarding, Information Governance, Records</p>	<p><b>Requirements will be specified within the published procurement documents.</b></p>

<p>Management).</p> <p>For tender submission, will providers be required to submit full versions of these policies, or is it sufficient to evidence their existence and confirm compliance, with full documents to be supplied post-award?</p>	
<p><b>4. Single Point of Contact</b> Will LCC appoint a mobilisation lead or central point of contact to coordinate activity across all 12 borough locations?</p>	<p><b>Yes, there will be a dedicated LCC Team to book clinics and communicate clinic lists to the Provider.</b></p>
<p><b>5. Consortium / Subcontracting Arrangements</b> Would the Authority consider bids submitted as part of a consortium where the clinical delivery partner operates under a subcontracting arrangement?</p>	<p><b>Please see the procurement documents when they are published.</b></p> <p><a href="#">Consortium exchange - Lancashire County Council</a></p> <p><b>The Authority does not prohibit subcontracting or consortium bids. Tenderers may adopt any delivery model they choose, as long as they can demonstrate that all requirements will be met and that clear accountability for delivery is in place.</b></p>
<p><b>6. Clinic Planning Guidance</b> a. Could you provide an indication of the expected number of clinics per district? b. Are weekend clinics mandatory, recommended, or optional?</p>	<p><b>a. This may be detailed in the published procurement documents.</b></p> <p><b>b. Generally, we do not envisage weekend working.</b></p>
<p><b>7. Patient Group Directions (PGDs)</b> In reference to Section 2.1.5, will LCC review or approve the provider's PGDs prior to service commencement?</p>	<p><b>This aspect is currently being considered, and details will be confirmed in the tender documents.</b></p>
<p><b>8. Patient Group Directions (PGDs)</b> Are there any anticipated local amendments or additional requirements providers should incorporate into their PGDs?</p>	<p><b>This aspect is currently being considered, and details will be confirmed in the tender documents.</b></p>

<p><b>9. Vaccine Procurement Responsibility</b></p> <p>Will the Commissioner supply influenza vaccines centrally, or will providers be responsible for procuring and managing all vaccine stock?</p>	<p><b>It is intended that the contracted provider will be responsible for procuring and managing all stock.</b></p> <p><b>Please see the procurement documents when they are published for any requirements.</b></p>
<p><b>10. Payment Model</b></p> <p>Could you confirm whether the contract will operate on:</p> <ul style="list-style-type: none"> <li>• a per vaccination payment model,</li> <li>• a per clinic session fee, or</li> <li>• a fixed annual contract value?</li> </ul>	<p><b>Unfortunately, we cannot confirm at this time. This would be detailed in the published procurement documents.</b></p>
<p><b>11. Waste Disposal Costs</b></p> <p>Section 3.2.7 requires providers to have a waste contract in place. Will clinical waste disposal costs be funded by LCC, or should providers assume full responsibility for these costs?</p>	<p><b>This is aspect is currently being considered, and details will be confirmed in the tender documents.</b></p>
<p><b>12. Provision of Clinic Furniture &amp; Setup</b></p> <p>Section 3.3.1 assigns providers responsibility for supplying vaccine delivery equipment. Could you confirm whether clinic furniture (chairs, tables, screens, examination couches, etc.) will be supplied at each LCC location, or whether providers should plan to supply these items?</p>	<p><b>LCC intend to ensure all clinic rooms are appropriate for privacy and dignity aspects and are equipped with the appropriate furniture.</b></p>
<p><b>13. Software</b></p>	<p><b>Software required is likely to be standard systems used for pharmacy consent forms.</b></p>

Is a participant recording software package required? And if so, do you provide this or do we?	
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