



# Primary Care Enhanced Services - Pharmacy User Guide

*To be used in conjunction with:*

**CSW - JETS**

Coventry | Solihull | Warwickshire  
Joint E-Tendering System

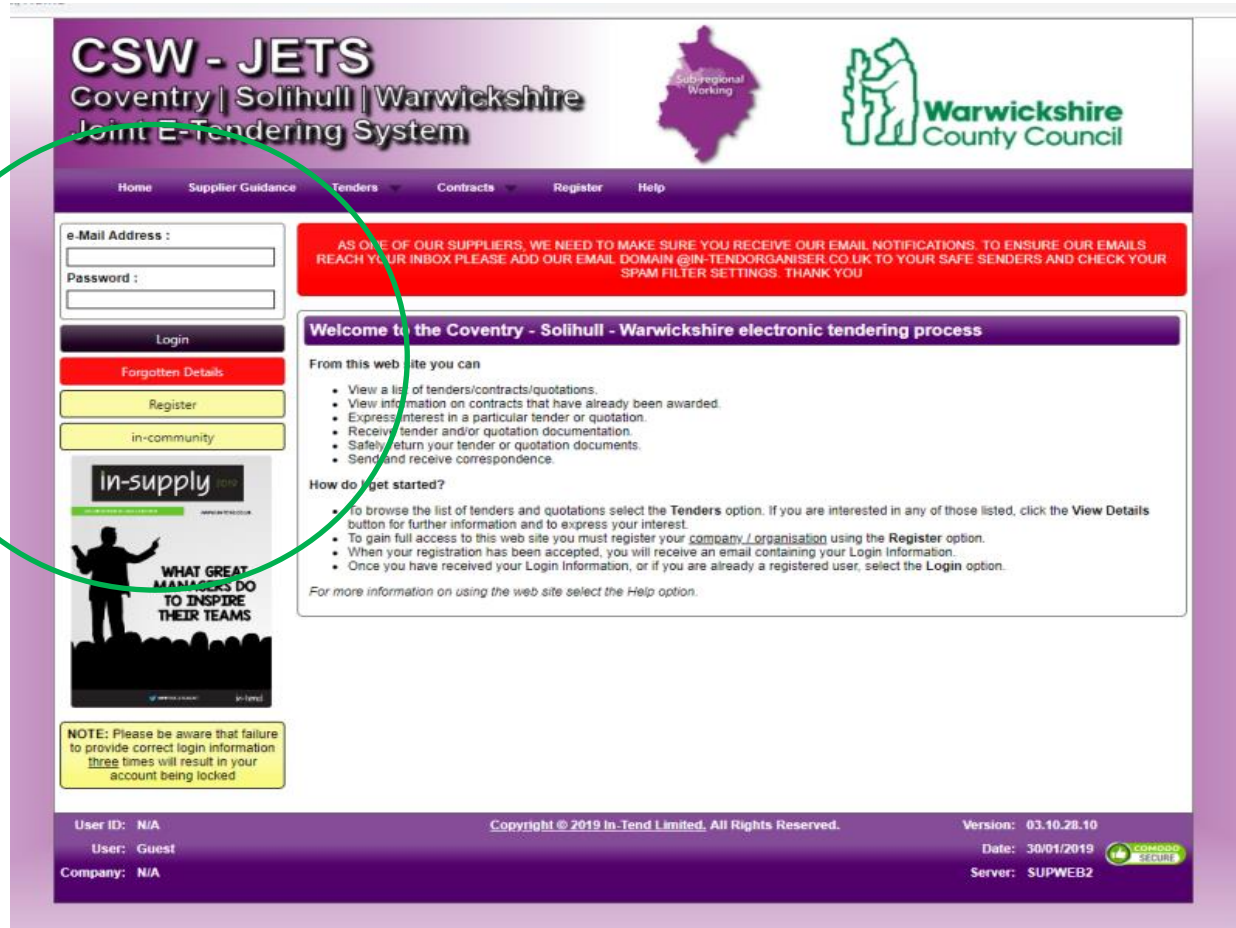


[www.csw-jets.co.uk](http://www.csw-jets.co.uk)



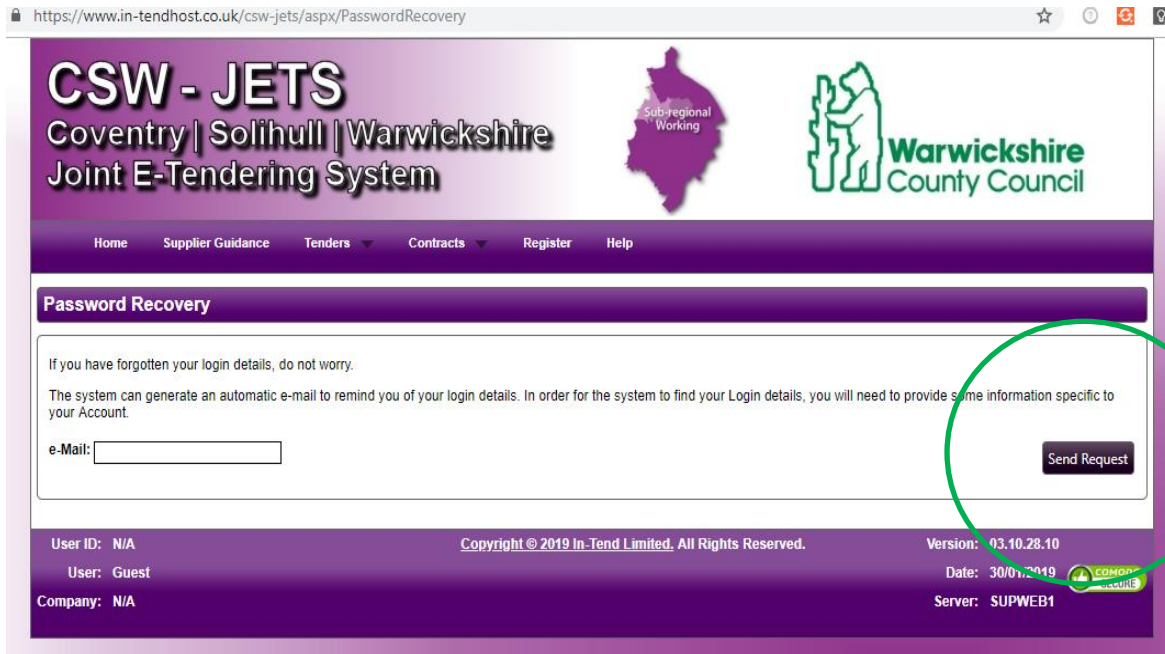
This guide explains the process of updating your response as well as how to update your CSW Jets account details.

*Disclaimer: These screenshots have been created using ‘dummy’ supplier accounts therefore the detail contained within the screenshots will not reflect any real information or data ascertaining to a real organisation.*

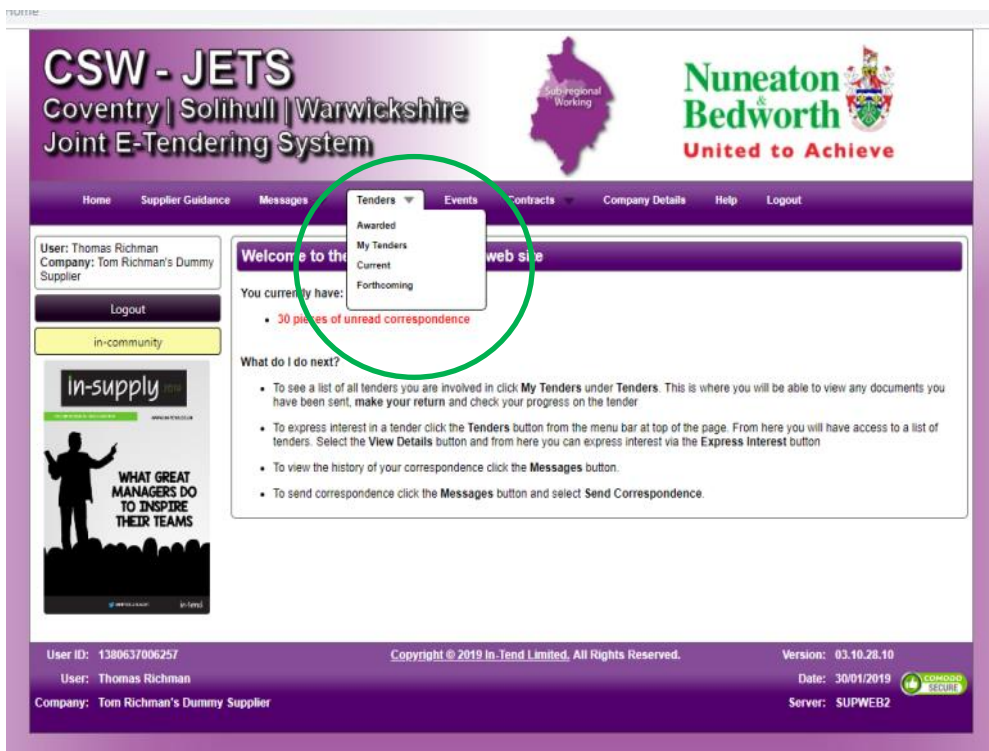


You will need to login to your CSW Jets account that you would have used to make your initial submission. Please scroll down to the end of this user guide for information regarding accessing your account. The link to the system is [www.csw-jets.co.uk](http://www.csw-jets.co.uk).

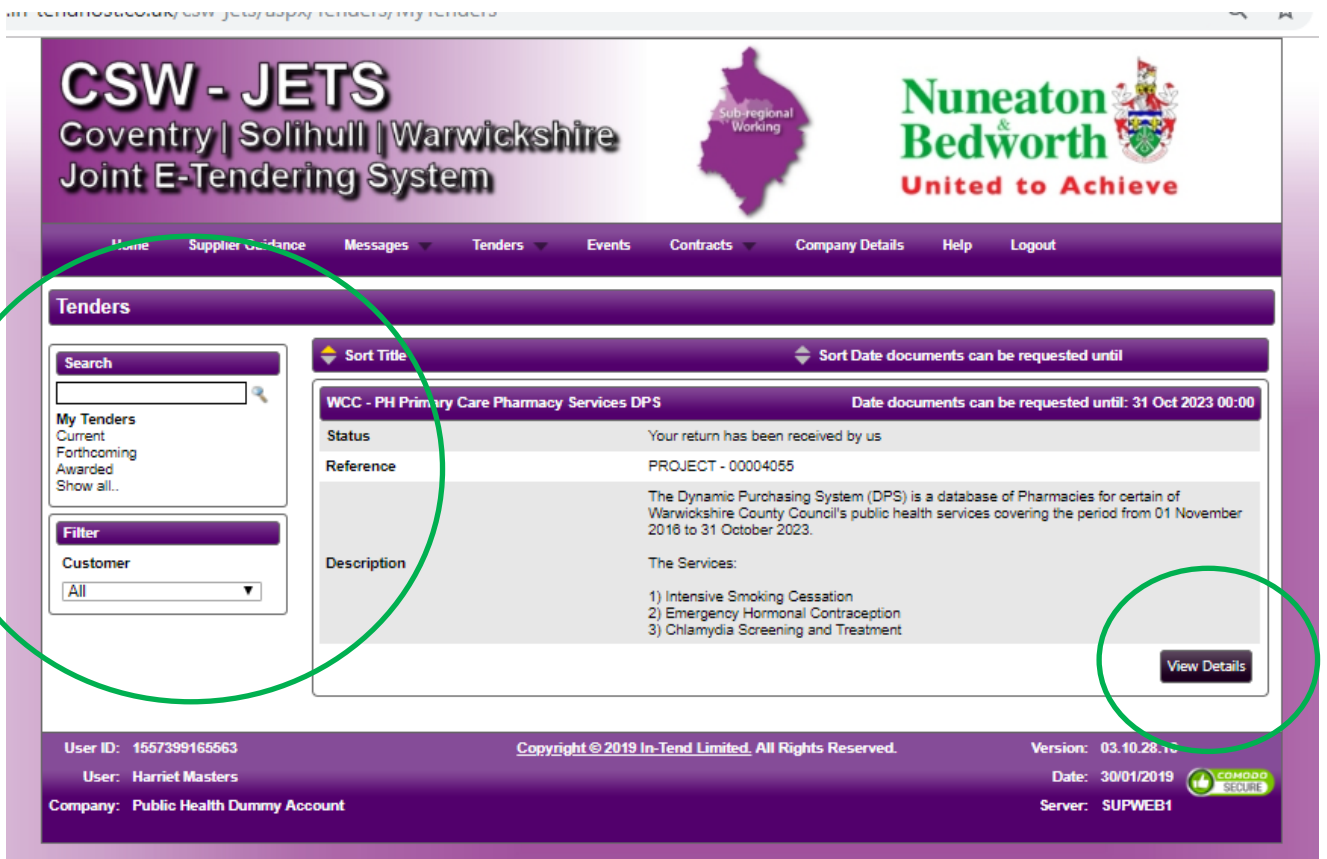
Please be aware that failure to provide correct login information three times will result in your account being locked and you will need to reset your login. Please do so by pressing on the red ‘**Forgotten Details**’ button on the left hand side.



This screen will prompt you to enter your email address to reset your password. Then press 'Send Request'. A dialog box will appear and you will receive an email with a link and text explaining how to do this.



Once you have logged in you will need to go to 'My Tenders' within the navigation bar at the top of the page.



Within the **'My Tenders'** area of the system, it will display Projects that you would have previously expressed an interest in/have been involved in. As you have previously made a submission against this Project it should appear here.

To locate this Project click in the search bar highlighted on the left-hand side of the page and search for **'WCC - PH Primary Care Pharmacy Services DPS'**. You will need to click on the magnifying glass to complete the search.

Once you have completed your search the screenshot above is how your screen should then appear. You will need to click on **'View Details'** for the Project titled **'WCC - PH Primary Care Pharmacy Services DPS'** to proceed to the document set and your previous submission.

**CSW - JETS**  
Coventry | Solihull | Warwickshire  
Joint E-Tendering System

Subregional Working

**Solihull**  
METROPOLITAN BOROUGH COUNCIL

Home Supplier Guidance Messages Tenders Events Contracts Company Details Help Logout

**Tender Management**

Your return has been received by us

Tender **DPS - Primary Care Enhanced Services - Pharmacy** Correspondence Clarifications (1) History

**How To Attach & Submit Documents**

1. If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button.
2. If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the **My Tender Return** section. It is mandatory that any Questionnaire's must be completed.
3. To attach additional documents you wish to submit as part of your tender return, click the **Attach Documents** button under the **My Tender Return** section (if available). These will then appear in the **My Tender Return** section.

NOTE: Large files may take some time to upload.

4. When you have completed all the above steps and are ready to submit your tender return, click the red **Submit Return** at the bottom of this page.

Server Time: 10 May 2019 10:35:43 Due Date: 31 Oct 2023 12:00:00 Time Remaining: 233 Weeks 4 Days 1 Hour 24 Minutes 16 Seconds

**Tender Details**

Stage Name	DPS - Primary Care Enhanced Services - Pharmacy
Closing Date	31 October 2023
Stage Start Date	31 October 2016
Project Title	WCC - PH Primary Care Pharmacy Services DPS

The Dynamic Purchasing System (DPS) is a database of Pharmacies for certain of Warwickshire County Council's public health services covering the period from 01 November 2016 to 31 October 2023.

The 'View Details' screen will take you to the page as shown in the screenshot above. You will need to make sure that you have clicked on the 'DPS Primary Care Enhanced Services- Pharmacy' tab.

As you scroll down the page you will see the below screenshots as the document set contains a large number of files.

Tender Details

Stage Name	DPS - Primary Care Enhanced Services - Pharmacy
Closing Date	31 October 2023
Stage Start Date	31 October 2016
Project Title	WCC - PH Primary Care Pharmacy Services DPS

Project Description

The Services:

- 1) Intensive Smoking Cessation
- 2) Emergency Hormonal Contraception
- 3) Chlamydia Screening and Treatment

**Tender Documents Received - Main**

Document Name	Description	Options
Pharmacy How to Guide for Pharmoutcomes April 2019.pdf	How to Guide to using Pharmoutcomes	View Download
Pharmacy SSS Specification 2019-2023 with appendix.pdf	2019 - 2023 Pharmacy Stop Smoking Service Specification. This has been updated and has new information inside. Including a guide to using Pharmoutcomes within the appendix.	View Download
Pharmacy Enhanced Services terms and conditions.pdf		View Download
New PGD (Varenicline).pdf	PGD for Varenicline (Champix®) valid until 31st March 2019	View Download
pgd for ehc ulipristal acetate 30mg 2017.pdf	Patient Group Direction for EHC for Ulipristal Acetate 2017 to 2020	View Download
pgd for ehc levonorgestrel 2017.pdf	Patient Group Direction for EHC- Levonorgestrel 2017-2020	View Download
service spec ehc 2017.pdf	Specification- Emergency Hormonal Contraception Services until 31st Oct 2023	View Download
FINAL Pharmacy Supervised Consumption Service Specification (V4).pdf		View Download
FINAL Pharmacy Needle Exchange Specification (V4).pdf		View Download
Contract_Variation_Notice (Pharmacy) s (1) (2).pdf		View Download
Application for Supervised Consumption & Needle Exchange Form.pdf		View Download

in-tendhost.co.uk/csw-jets/asp/ProjectManage/4055

Application for Supervised Consumption & Needle Exchange Form.pdf		<a href="#">View</a>	<a href="#">Download</a>
03 SLA for Chlamydia.pdf	Service Specification for Chlamydia Services- Valid until 31st October 2023 however PDGs need to be updated before a pharmacy is able to provide this service.	<a href="#">View</a>	<a href="#">Download</a>
Pharmacy SSS Specification 2018-19 (1).pdf	OOD - Valid until 31st March 2019	<a href="#">View</a>	<a href="#">Download</a>
01 PGD - Varenicline.pdf	OOD- Valid until March 2017	<a href="#">View</a>	<a href="#">Download</a>
01 Pharmacy Smoking Cessation Specification FINAL 2015-18 (1) .pdf	OOD- Valid until March 2018	<a href="#">View</a>	<a href="#">Download</a>
03 PGD - Azithromycin.pdf	OOD- Valid until October 2018	<a href="#">View</a>	<a href="#">Download</a>
03 PGD - Doxycycline.pdf	OOD- Valid until October 2018	<a href="#">View</a>	<a href="#">Download</a>
Pharmacy SSS Spec.pdf	OOD- Valid until March 2018	<a href="#">View</a>	<a href="#">Download</a>
contract variation to the service spec.pdf	OOD- Valid until March 2018	<a href="#">View</a>	<a href="#">Download</a>

My Tender Return - Main	Description	Options
WCC - Primary Care Enhanced Services DPS - Pharmacies v3	Completed	<a href="#">View Questionnaire</a>

**Return Submitted**

You have made a previous return for this tender on **10 May 2019**

It is possible to modify the your return by selecting the 'Modify Return' button. *Please note that any documents not included in the subsequent return will not be considered. All tender documents you wish to return must be included in your modified bid as this replaces your first and existing bids.*

You must press the 'Submit' button again, in order to submit any subsequent modified returns.

[Modify Return](#)

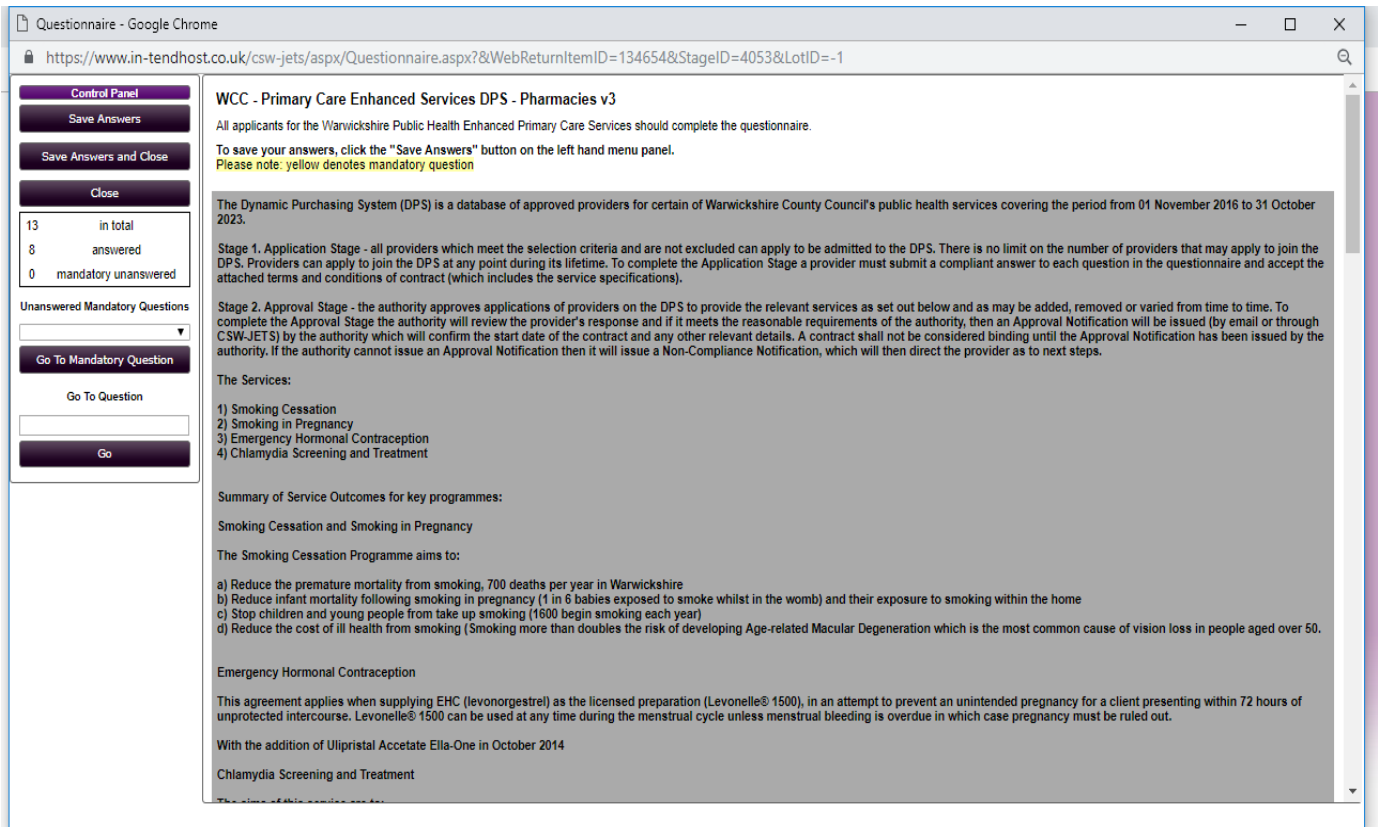
User ID: 1557399165563      Copyright © 2019 In-Tend Limited. All Rights Reserved.      Version: 03.10.28.10  
 User: Harriet Masters      Date: 30/01/2019  
 Company: Public Health Dummy Account      Server: SUPWEB1

- 1) If you continue to scroll down the page you will see the **'Tender Documents Received - Main'** section which will show the documents that have been attached to the Project by the Council (as per the screenshot on the previous page)
- 2) The **'My Tender Return - Main'** area is where the questionnaire will be located that you would have completed previously alongside any documentation (certificates, accreditations etc.) that you had previously attached (as per the screenshot above)
- 3) You will need to click on **'Modify Return'** in order to be able to update your response (as per the screenshot above).

Once you have clicked on **'Modify Return'**, you will need to click on the tab titled **'DPS - Primary Care Enhanced Services - Pharmacy'**. Following this, you will need to scroll down the page to access **'My Tender Return - Main'** which will contain documents previously provided alongside the questionnaire which was initially completed when submitting an application.

For some practices, this might have been completed when this Project was first established therefore some of the details within may be out of date. To update these you will need to click on **'View Questionnaire'**.

Once you have opened the questionnaire, it will open a new window. Please scroll through the questionnaire and update any information if applicable.



Questionnaire - Google Chrome  
 https://www.in-tendhost.co.uk/csw-jets/asp/Questionnaire.aspx?&WebReturnItemID=134654&StageID=4053&LotID=-1

**Control Panel**  
 Save Answers  
 Save Answers and Close  
 Close

13 in total  
 8 answered  
 0 mandatory unanswered

Unanswered Mandatory Questions  
 Go To Mandatory Question  
 Go To Question  
 Go

**WCC - Primary Care Enhanced Services DPS - Pharmacies v3**  
 All applicants for the Warwickshire Public Health Enhanced Primary Care Services should complete the questionnaire.  
 To save your answers, click the "Save Answers" button on the left hand menu panel.  
 Please note: yellow denotes mandatory question

The Dynamic Purchasing System (DPS) is a database of approved providers for certain of Warwickshire County Council's public health services covering the period from 01 November 2016 to 31 October 2023.

Stage 1. Application Stage - all providers which meet the selection criteria and are not excluded can apply to be admitted to the DPS. There is no limit on the number of providers that may apply to join the DPS. Providers can apply to join the DPS at any point during its lifetime. To complete the Application Stage a provider must submit a compliant answer to each question in the questionnaire and accept the attached terms and conditions of contract (which includes the service specifications).

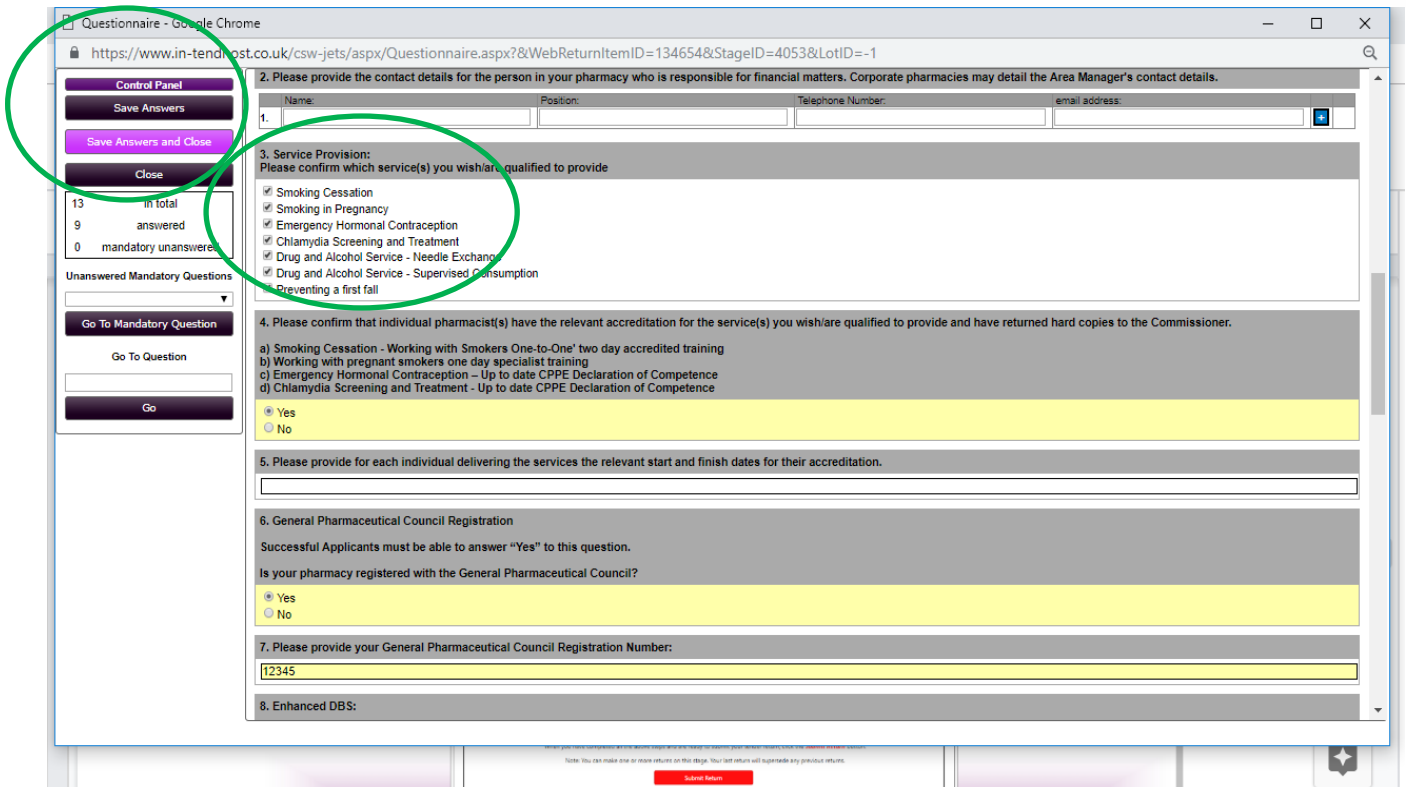
Stage 2. Approval Stage - the authority approves applications of providers on the DPS to provide the relevant services as set out below and as may be added, removed or varied from time to time. To complete the Approval Stage the authority will review the provider's response and if it meets the reasonable requirements of the authority, then an Approval Notification will be issued (by email or through CSW-JET S) by the authority which will confirm the start date of the contract and any other relevant details. A contract shall not be considered binding until the Approval Notification has been issued by the authority. If the authority cannot issue an Approval Notification then it will issue a Non-Compliance Notification, which will then direct the provider as to next steps.

The Services:  
 1) Smoking Cessation  
 2) Smoking in Pregnancy  
 3) Emergency Hormonal Contraception  
 4) Chlamydia Screening and Treatment

Summary of Service Outcomes for key programmes:  
 Smoking Cessation and Smoking in Pregnancy  
 The Smoking Cessation Programme aims to:  
 a) Reduce the premature mortality from smoking, 700 deaths per year in Warwickshire  
 b) Reduce infant mortality following smoking in pregnancy (1 in 6 babies exposed to smoke whilst in the womb) and their exposure to smoking within the home  
 c) Stop children and young people from take up smoking (1600 begin smoking each year)  
 d) Reduce the cost of ill health from smoking (Smoking more than doubles the risk of developing Age-related Macular Degeneration which is the most common cause of vision loss in people aged over 50.

Emergency Hormonal Contraception  
 This agreement applies when supplying EHC (Levonorgestrel) as the licensed preparation (Levonelle® 1500), in an attempt to prevent an unintended pregnancy for a client presenting within 72 hours of unprotected intercourse. Levonelle® 1500 can be used at any time during the menstrual cycle unless menstrual bleeding is overdue in which case pregnancy must be ruled out.

With the addition of Ulipristal Acetate Ella-One in October 2014  
 Chlamydia Screening and Treatment



Questionnaire - Google Chrome  
 https://www.in-ten.../csw-jets/asp/Questionnaire.aspx?&WebReturnItemID=134654&StageID=4053&LotID=-1

**Control Panel**  
 Save Answers  
 Save Answers and Close  
 Close

13 in total  
 9 answered  
 0 mandatory unanswered

Unanswered Mandatory Questions  
 Go To Mandatory Question  
 Go To Question  
 Go

2. Please provide the contact details for the person in your pharmacy who is responsible for financial matters. Corporate pharmacies may detail the Area Manager's contact details.

1. Name: Position: Telephone Number: email address:

3. Service Provision:  
 Please confirm which service(s) you wish are qualified to provide

- Smoking Cessation
- Smoking in Pregnancy
- Emergency Hormonal Contraception
- Chlamydia Screening and Treatment
- Drug and Alcohol Service - Needle Exchange
- Drug and Alcohol Service - Supervised Consumption
- Preventing a first fall

4. Please confirm that individual pharmacist(s) have the relevant accreditation for the service(s) you wish are qualified to provide and have returned hard copies to the Commissioner.

a) Smoking Cessation - Working with Smokers One-to-One' two day accredited training  
 b) Working with pregnant smokers one day specialist training  
 c) Emergency Hormonal Contraception - Up to date CPPE Declaration of Competence  
 d) Chlamydia Screening and Treatment - Up to date CPPE Declaration of Competence

Yes  
 No

5. Please provide for each individual delivering the services the relevant start and finish dates for their accreditation.

6. General Pharmaceutical Council Registration  
 Successful Applicants must be able to answer "Yes" to this question.  
 Is your pharmacy registered with the General Pharmaceutical Council?  
 Yes  
 No

7. Please provide your General Pharmaceutical Council Registration Number:  
 12345

8. Enhanced DBS:

Submit Return

This includes question 3 which captures which services you are now providing as per the screenshot above. If you start to provide an additional service you will need to update your questionnaire, highlighting the new services you have started to provide within question 3.

Upon finishing the questionnaire, you will need to click on '**Save Answers and Close**' on the top left hand side of the screen.



To add any additional documents such as; training certificates, letters of competencies, updated service specifications, or contract variations please click on '**Attach documents**'.

This will open a new dialog box in which you can choose the files from your computer and upload to the CSW-Jets portal.

**It is helpful to ensure that your file name for the document you are uploading reflects what the document is and the date which it applies to.**

An example filename could be '*HMasters.SmokingCessationTrainingCertificate.April18.doc*'.

in-tendhost.co.uk/csw-jets.aspx/ProjectManage/4055

Pharmacy SSS Specification 2018-19 (1).pdf	OOD - Valid until 31st March 2019	<a href="#">View</a>	<a href="#">Download</a>
01 PGD - Varenicline.pdf	OOD- Valid until March 2017	<a href="#">View</a>	<a href="#">Download</a>
01 Pharmacy Smoking Cessation Specification FINAL 2015-18 (1) .pdf	OOD- Valid until March 2018	<a href="#">View</a>	<a href="#">Download</a>
03 PGD - Azithromycin.pdf	OOD- Valid until October 2018	<a href="#">View</a>	<a href="#">Download</a>
03 PGD - Doxycycline.pdf	OOD- Valid until October 2018	<a href="#">View</a>	<a href="#">Download</a>
Pharmacy SSS Spec.pdf	OOD- Valid until March 2018	<a href="#">View</a>	<a href="#">Download</a>
contract variation to the service spec.pdf	OOD- Valid until March 2018	<a href="#">View</a>	<a href="#">Download</a>

My Tender Return - Main	Description	Options
WCC - Primary Care Enhanced Services DPS - Pharmacies v3	Completed	<a href="#">View Questionnaire</a>

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE: Large files can take some time to upload.

[Attach Documents](#)


No file chosen

Submit My Return
When you have completed all the above steps and are ready to submit your tender return, click the <b>Submit Return</b> button.
Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.
<a href="#">Submit Return</a>

User ID: 1557399165563	Copyright © 2019 In-Tend Limited. All Rights Reserved.	Version: 03.10.28.10
User: Harriet Masters		Date: 30/01/2019
Company: Public Health Dummy Account		Server: SUPWEB1



in-tendhost.co.uk/csw-jets/asp/ProjectManage/4055

Pharmacy SSS Specification 2018-19 (1).pdf	OOD - Valid until 31st March 2019	<a href="#">View</a>	<a href="#">Download</a>
01 PGD - Varenicline.pdf	OOD- Valid until March 2017	<a href="#">View</a>	<a href="#">Download</a>
01 Pharmacy Smoking Cessation Specification FINAL 2015-18 (1) .pdf	OOD- Valid until March 2018	<a href="#">View</a>	<a href="#">Download</a>
03 PGD - Azithromycin.pdf	OOD- Valid until October 2018	<a href="#">View</a>	<a href="#">Download</a>
03 PGD - Doxycycline.pdf	OOD- Valid until October 2018	<a href="#">View</a>	<a href="#">Download</a>
Pharmacy SSS Spec.pdf	OOD- Valid until March 2018	<a href="#">View</a>	<a href="#">Download</a>
contract variation to the service spec.pdf	OOD- Valid until March 2018	<a href="#">View</a>	<a href="#">Download</a>

My Tender Return - Main		Description	Options
WCC - Primary Care Enhanced Services DPS - Pharmacies v3	Completed		<a href="#">View Questionnaire</a>
Pharmacy SSS Specification 2019-2020 with appendix.docx	(Microsoft Word Document)		<a href="#">View</a> <a href="#">Download</a> <a href="#">Remove</a>

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.

[Attach Documents](#)

**Submit My Return**

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

[Submit Return](#)

User ID: 1557399165563      Copyright © 2019 In-Tend Limited. All Rights Reserved.      Version: 03.10.28.10  
 User: Harriet Masters      Date: 30/01/2019

The screenshot above now shows that further documents have been added within the 'My Tender Return - Main' area of the page.

**IMPORTANT:** To submit your updated response, click on the **red** button 'Submit Return' as shown in the screenshot above. Upon which a new dialog box will open with a receipt and the option to print will appear.

**Additional Information:**

It is pivotal that the account which you have used to submit a response is kept updated as the system uses the email addresses on the account as the recipient(s) for any Correspondence which is issued by the Council. Correspondence issued may include, but is not limited to, payment information, changes to Contract specifications or National guidance/legislation.

If the person who had access to the account previously has not handed over these details then you will need to contact Thomas Richman on 01926 414980 who will be able to assist you.

If you are the main account holder and need to transfer this responsibility then you will need to follow the instructions below:





You will need to be logged-in to the account you wish to amend the details for.

Please go to '**Company Details**' on the main navigation bar, followed by '**Contact Details**' as shown in the screenshot below.

px/CompanyDetails

## CSW - JETS

Coventry | Solihull | Warwickshire  
Joint E-Tendering System

Home Supplier Guidance Messages Tenders Events Contracts Company Details Help Logout

### Company Details

Details Documents Business Categories **Contact Details**

Contact : --New Contact--

Title :

First Name :

Surname :

Telephone :

Fax :

e-Mail :

Confirm Email :

Mobile :

Job Title :

Department :

Office :

Password :

Confirm Password :

Send a copy of all e-Mails to this user

Don't send project correspondence

Don't send contract correspondence

**Save Contact**

Key : Mandatory



User ID: 4380637006257 Copyright © 2019 In-Tend Limited. All Rights Reserved. Version: 03.10.28.10

As shown in the screenshot above a blank form is provided for you to add the additional users. Please note that for each user that you wish to add, you will have to complete a separate form as it is one per user. Once you have filled in these details you will need to click on **'Save Contact'** on the bottom right hand side of the screen.

px/CompanyDetails

## CSW - JETS

Coventry | Solihull | Warwickshire  
Joint E-Tendering System

Home Supplier Guidance Messages Tenders Events Contracts Company Details Help Logout

### Company Details

Details Documents Business Categories **Contact Details**

Contact : Thomas Richman

Title :

First Name : Thomas

Surname : Richman

Telephone : 01789 299348

Fax :

e-Mail : thomasrichman@warwickshire.gov.uk

Confirm Email : thomasrichman@warwickshire.gov.uk

Mobile :

Job Title :

Department :

Office :

Password : \*\*\*\*\*

Confirm Password : \*\*\*\*\*

Send a copy of all e-Mails to this user

Don't send project correspondence

Don't send contract correspondence

**Remove Contact** **Save Contact**

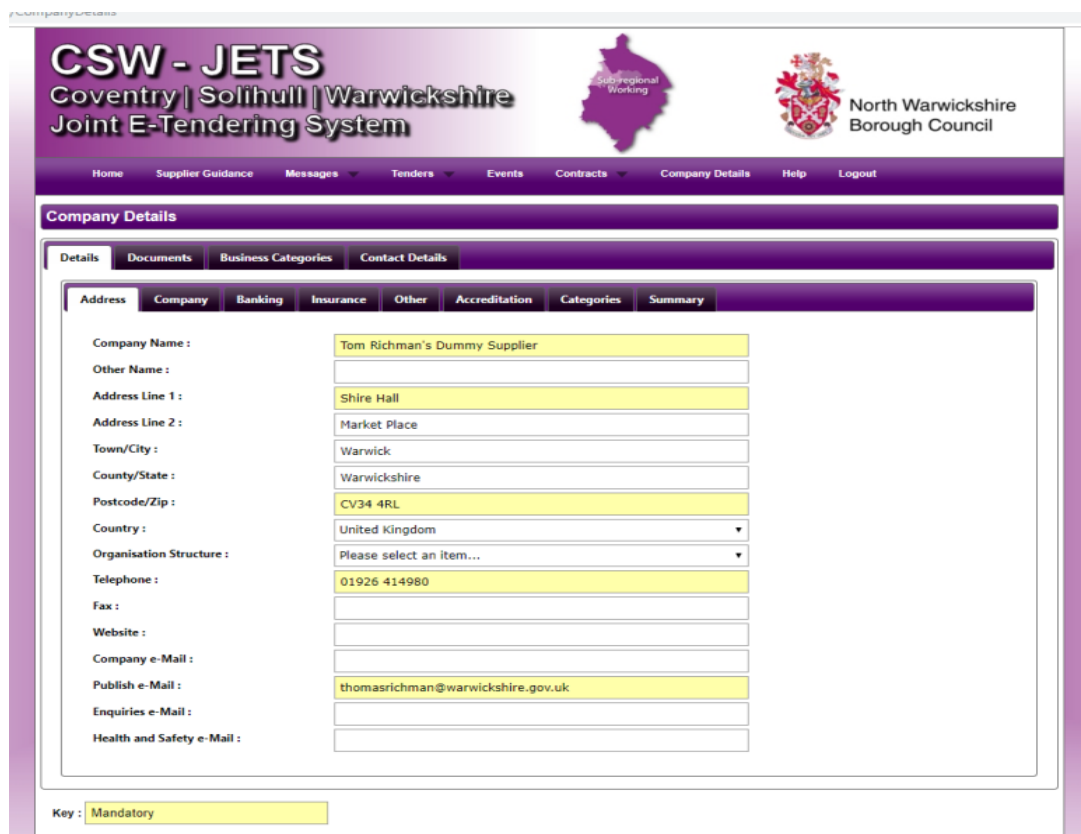
Key : Mandatory

User ID: 4380637006257 Copyright © 2019 In-Tend Limited. All Rights Reserved. Version: 03.10.28.10

If you wish to remove a user or amend their details you will need to click on the ‘**Contact**’ drop down box at the top of the form and select the user that you wish to amend.

To update details once you have selected the user that you wish to amend, simply delete or enter data as appropriate and complete the process by clicking on ‘**Save Contact**’.

Alternatively if you wish to delete a user (for example, if a staff member has left or changed roles) please click on the ‘**Remove Contact**’ on the left hand side.



**CSW - JETS**  
Coventry | Solihull | Warwickshire  
Joint E-Tendering System

Home Supplier Guidance Messages Tenders Events Contracts Company Details Help Logout

**Company Details**

Details Documents Business Categories Contact Details

Address Company Banking Insurance Other Accreditation Categories Summary

Company Name : Tom Richman's Dummy Supplier

Other Name :

Address Line 1 : Shire Hall

Address Line 2 : Market Place

Town/City : Warwick

County/State : Warwickshire

Postcode/Zip : CV34 4RL

Country : United Kingdom

Organisation Structure : Please select an item...

Telephone : 01926 414980

Fax :

Website :

Company e-Mail :

Publish e-Mail : thomasrichman@warwickshire.gov.uk

Enquiries e-Mail :

Health and Safety e-Mail :

Key : Mandatory

Whilst you are changing user details, please ensure that the main contact details are correct remembering to click on the ‘**Save Details**’ button on the bottom of each page.

As one of our suppliers, we need to make sure you receive our email notifications. To ensure our emails reach your inbox please add our email domain@in-tendorganiser.co.uk to your safe senders and check your spam filter settings.