



Vaccine Administration Partners Program

FREQUENTLY ASKED QUESTIONS

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Document History

This is a living document. Accordingly, updates will be made as the RFT progresses to ensure equitability of information provision to all respondents. For ease of reference, these updates are detailed below.

Date	Remarks
14 September 2021	Initial release

1. Overview

1.1 What is the Vaccine Administration Partners Program?

The Commonwealth is establishing a Vaccine Administration Partners Program (VAPP) which will establish a panel of accredited COVID-19 vaccination providers that can be accessed by government entities, businesses (and other entities) to support COVID-19 vaccination priorities, including workplace vaccinations. This document has been produced to help address common questions arising from the program and assist potential providers in completing their Request for Tender (RFT) response.

1.2 Where may I direct further questions?

Contact industryliasoncell@health.gov.au.

2. Program parameters

2.1 What vaccines can I administer?

The program currently supplies mRNA-based vaccines (Pfizer Cominarty) for dispensing.

2.2 Is it envisaged that there will be further trial sites for workplace vaccination?

Due to the imminent commencement of the workplace vaccination program, pilot proposals have closed.

2.3 What is the payment model for the program?

Pricing arrangements are further outlined in Request for Tender.

2.4 Are there restrictions on subcontracting in response to the Request for Tender?

There are no restrictions on subcontracting arrangements. Providers are encouraged to collaborate, particularly where there are existing relationships to introduce greater efficiencies as appropriate.

2.5 Will the program cover booster shots?

As panel arrangements are intended to be in place until 2023, it is envisaged that these arrangements will cover the program of booster vaccination forecast in 2022 and beyond.

2.6 Will the COVID-19 Vaccine Claims Scheme apply to this program?

As outlined by the [Minister for Health and Aged Care](#), the COVID-19 Vaccine Claims Scheme offers protection to people receiving a TGA approved COVID-19 vaccine, irrespective of where that vaccination occurs. Detailed information is available on the [COVID-19 vaccine claims scheme](#) webpage.

2.7 Is there a limit to the number of vaccination providers appointed to the panel?

There is no upper limit on the number of vaccination providers to be appointed to the panel as the program is designed to accelerate the points of presence for the COVID-19 vaccine.

2.8 Are small businesses eligible to tender for this opportunity?

There is no restriction on the size of a business to tender for this opportunity, however the business should have an Australian Business Number, be a legal entity and be able to comply with the RTF conditions of participation.

2.9 What other requirements should respondents be mindful of in relation to the program?

Service providers will need to adhere to relevant Public Health Order/s in the jurisdiction of operation and also comply with local requirements on working with children and vulnerable people. An outline of working with children requirements is detailed at **Annex A**.

2.10 Will existing VAS providers need to apply under this RFT to be eligible for this program and related work streams?

Under the [Commonwealth Procurement Rules](#), when establishing new arrangements, all potential suppliers to government must be treated fairly, equitably and without discrimination. For this reason, the National COVID Vaccine Taskforce is unable to simply transition existing VAS providers to the new panel, without undertaking a value for money assessment consistent with the approach taken for all respondents to the Request for Tender.

In addition, the scope of services being sought by the Commonwealth through the RFT are different to those within the scope of the current VAS arrangements. If current VAS providers contracted to the Commonwealth wish to be part of the Vaccine Administration Partners Program panel arrangement, then they will need to submit a response to the RFT. The decision to apply to join the panel will ultimately be a commercial decision for the individual VAS provider.

2.11 How will assessments be conducted?

All applications will be assessed in accordance with the [Commonwealth Procurement Rules](#).

3. Workforce requirements

3.1 Will there be further training provided to vaccination teams?

All staff providing COVID-19 vaccinations, including through the VAPP, will need to undertake the mandatory [Commonwealth COVID-19 vaccination training program](#).

3.2 Which practitioners in the registered workforce are permitted to administer vaccination?

Arrangements governing workforce ability to administer COVID vaccines is determined by the state or territory in which the vaccination is to occur.

4. Engagement with business

4.1 We already have a list of corporate clients that are large employers keen to sign up, will we be required to provide their details to get vaccine allocation?

It is intended that VAPP providers offering workplace vaccinations will be responsible for their own scheduling and ordering doses. Consistent with the minimum requirements, providers will have responsibility for ensuring they utilise all doses ordered and minimise and report on wastage. However, the Commonwealth will not require a list of sites that the provider has presence in.

4.2 Will a provider list be published once finalised?

As the Request for Tender process is ongoing, the list of panelled providers will change over time. It is anticipated that the list of panelled providers will be updated on a weekly basis to reflect newly appointed providers. Businesses with existing relationships with corporate vaccination partners are advised to engage with those providers to determine suitability for partnership.

4.3 Is it expected that employers will consult that list and contact the provider of their choice from contact details provided on the list?

A summary sheet of panelled providers, including contact details, will be made available on the Department of Health website once available.

5. Technical requirements

5.1 Will guidelines be provided to specify technical specifications of the syringes and needles to be used?

Medical guidelines for the delivery of COVID-19 vaccines including syringe type for drawing and administration vaccines is outlined in the COVID-19 Vaccine Training Program. Further information is

available from the Australian Technical Advisory Group on Immunisation (ATAGI) [guidance on the use of multi-dose vials for COVID-19 vaccination](#).

5.2 What is the required clinical governance protocol e.g. supervision from a doctor or nurse? And are these required in person or virtually?

Providers will need to be appropriately authorised under the state and territory legislation for which they are practicing and comply with relevant state and territory requirements depending on their delivery model.

5.3 What are the minimum site requirements for the program?

Site readiness requirements are outlined in the [site requirements for COVID-19 vaccination clinics](#) guidance.

Indicative working with children and vulnerable people checks by jurisdiction guide

Please note this summary is not exhaustive. Applicants should enquire directly with the relevant authority in their jurisdiction for guidance and action as appropriate.

ACT

Not all positions in an organisation involving contact with vulnerable people require a Working with Vulnerable People (WWVP) registration. Only those persons who have more than [incidental contact](#) in [regulated activities](#) or services with vulnerable people need to be registered.

www.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwvp-registration-tab-overview

NSW

The Working With Children Check (WWCC) is a requirement for anyone who works or volunteers in child-related work in NSW. Eligibility:

- anyone aged 18 or older
- anyone whose role involves direct physical or face-to-face contact with children.

www.service.nsw.gov.au/transaction/apply-working-children-check

NT

Relevant persons must by law apply for a working with children clearance, also called an Ochre Card, to work or volunteer with children in the Northern Territory (NT).

www.nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance

QLD

To work or volunteer in regulated child-related employment or operate a regulated child-related business in Queensland, relevant persons may need a blue card.

www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply

SA

Relevant persons must not work with children unless they have had a Working with Children Check within the last 5 years. An organisation's paid employees or volunteers may require a Working with Children Check if they work in a **prescribed position**. A prescribed position includes:

- a position in which a person works with children
- a position in which, during the ordinary course of their duties, it is reasonably foreseeable that a person will work with children
- a position set out in the [Prohibited Persons Regulations \(PDF 120 KB\)](#).

www.screening.sa.gov.au/types-of-check/working-with-children-check

TAS

Relevant persons may need to apply for registration if they:

- are 16 years of age and over
- work or volunteer with children (that is, anyone under 18 years of age)
- would be expected to have more than incidental contact with children as a normal part of their duties.

<https://cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/applications/apply>

VIC

To protect children from potential harm or sexual abuse, all people who work directly with children under 18 years of age must have a Working with Children check (WWC check) unless an exemption applies.

www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply

WA

Relevant employees, volunteers or [students](#) engaging in or are about to start [child-related work](#) must apply for a WWC Check.

<https://workingwithchildren.wa.gov.au/applicants-card-holders/applying-for-a-wwc-check/how-to-apply>