

Guidance on the GOS Contract application process

Stage 1 Applying for a contract

- Contact your [NHS England local office](#) to request a contract application form
- The NHS England Commissioner will check whether you are:
 - intending to provide mandatory or additional services (or both); and
 - applying for a contract as: a) an individual; b) a partnership; or c) a body corporate
- You will be sent the appropriate application form to complete

Note: If you are an existing contractor who is applying for additional premises, the commissioner will treat this as a variation to an existing contract and not a new contract application.

Stage 2 Practice visit

- Once you have submitted a contract application form the NHS England office will contact you to arrange a practice visit
- If you are applying to provide additional services, you will be required to present all appropriate equipment and relevant policy paperwork at a location agreed by both parties
- The Commissioner will advise you if any improvements to the premises, equipment, record-keeping facilities or staffing arrangements are required
- If the necessary improvements are made within a specified period of time, a contract may then be awarded

Note: If an application is left undetermined for longer than three months without any evidence from you that you intend to make the required improvements, the Commissioner may advise you to withdraw the contract application without prejudice and then re-apply once you have carried out the required improvements

Stage 3 Contract signatures

- Once your application has been approved, the Commissioner will draw up a GOS contract to be signed. You are allowed to provide NHS services from the contract start date assuming the contract has been signed
- The Commissioner will issue you with a GOS signatories template to complete which will be kept as a record of who is authorised to sign and submit GOS claims on behalf of the contractor

Stage 4 NHS England administration steps

Once the contract has been signed and returned, a number of admin activities will be undertaken in parallel:

- The Commissioner will provide you with a bank mandate to complete which they will submit to NHS SBS requesting that you are set up as an NHS supplier
 - NHS SBS will issue an ISFE Vendor Supplier Reference (VSR) number and Supplier code to the commissioner to confirm you have been set up
- The Commissioner will signpost you to the Organisation Data Service (ODS) Code request form which you need to complete and submit to NHS Digital
 - once you have received an ODS code you must email it to the commissioner for them to add to your record
- The Commissioner will ask you to confirm the details of the key contact for payments and enquiries and to identify a SuperUser for PCSE online

Stage 5 PCSE System set up

Once all of the required information has been obtained, the Commissioner will submit a Contractor Set Up request to PCSE, along with the record of GOS signatories.

- The PCSE payments team will:
 - complete the new contractor set up process on the ophthalmic payments system
 - email tailored headers to the contractor's payment contact

GOS forms can be submitted to PCSE once the headers have been received. See https://pcse.england.nhs.uk/media/1063/pcse_opt_claimformsubmissiondates_oct2016.pdf for 'submission cut off' and 'in bank' dates for different areas.

- The PCSE supplies team will:
 - contact the nominated SuperUser to complete the PCSE online set up process so that the contractor can order supplies of GOS forms and submit telephone and email enquiries to PCSE.

Guidance on submitting GOS claims can be found at www.locsu.co.uk/pcse/#submit GOS

Please note: existing GOS contractors who wish to change their bank account details or move premises etc. should contact their [NHS England local office](#) and not PCSE.