



Crown
Commercial
Service

Newsletter
July 2015

Buying Goods and Services for Schools

Welcome to the sixth edition of our newsletter for schools

In this issue you will find:

- Technology Services
- Catering Equipment and Refrigeration
- Vehicle Lease and Fleet Management
- Postal Goods and Services
- Useful links for accessing CCS agreements
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This issue provides you with the latest updates on buying goods and services from the Crown Commercial Service (CCS). Our compliant, money saving deals have been developed for the whole of the public sector, including all publicly funded schools.



Technology Services

A new [Technology Services](#) agreement is now available for schools and academies needing a scalable solution for their IT managed service requirements.

The deal replaces IT Managed Services, and was developed in collaboration with the Government Digital Service, 85 suppliers are available across 11 different areas known as 'lots':

1. Helpdesk/Service Desk
2. Desktop Support
3. Network Management
4. Network and Content Security
5. Infrastructure and Platform Maintenance and Support
6. Audit Services and Asset Management
7. IT Infrastructure Transition Services and Delivery
8. Service Integration/Service Integrator
9. Disaster Recovery/Business Continuity
10. Back Up and Data Services
11. Asset Disposal

The agreement is designed to help you break down large single supplier contracts into a number of smaller contracts, opening up market opportunities for small businesses.

By using this agreement (and all other CCS agreements) **you do not need to run a full OJEU procurement**, as CCS has already undertaken this. You simply need to identify your requirements, present these to the market, evaluate the responses and award a contract.

Access to the agreement is via a further competition process. This means you will need to provide the suppliers with information on your requirements so they can propose priced solutions to meet your needs.

You can use our eSourcing tool to help you do this and further details of how to register and access the tool can be found in the useful links section below.

If you have any questions on the agreement please email: neil.street@crowncommercial.gov.uk.

Catering Equipment and Refrigeration

We have entered into a collaboration with Eastern Shires Purchasing Organisation (ESPO) to support their agreement for Catering Equipment and Associated Services.

The agreement provides a quick, simple and competitive route to purchase or hire a large range of commercial catering equipment and associated services.

You can find further information on this agreement on the [ESPO website](#).



Vehicle Lease and Fleet Management

A new [Vehicle Lease and Fleet Management Services](#) agreement is available giving you access to a wide range of lease vehicles including passenger vehicles, commercial vehicles, alternatively fuelled vehicles (such as hybrid and electric), buses, coaches and trailers.

Fleet management services and associated services including service maintenance and repair, sale and lease-back and salary sacrifice are also available.

The benefits of the new agreement include:

- the option to nominate a preferred local dealership for delivery
- ability to further reduce pricing by taking part in eAuctions (where you can join together with other organisations with the same/similar requirements, to combine your demand and drive down prices)

Access the agreement depends on which lot you use. For standard specification vehicles from lot 1 you have 2 options. You can either:

1. Access the fleet portal for online quotations and make a direct award to your chosen supplier. You can register for an account for the fleet portal here: [fleet portal](#).
2. Run a further competition using the eSourcing tool

To access the remaining lots (2 and 3), you will need to carry out a further competition via the eSourcing tool.

If you have any questions on the agreement please email: james.rodgers@crownccommercial.gov.uk.

Postal Goods and Services

We have worked with other public sector buying organisations, ESPO and YPO, to provide you with a quick and easy route for buying [postal goods and services](#) With a comprehensive choice of suppliers, the deal is split into seven areas:

1. Collection and delivery; bulk, standard and secure mailings.
2. On-site hybrid mail solutions; printing on-site and delivery of mail.
3. Off-site hybrid mail solutions; printing, addressing and enveloping off-site and delivery of mail.
4. International mail services; global delivery service available including; bulk, standard and secure mailings.
5. Franking machines and mail room equipment; buy or lease equipment and consumables including franking machines, folder inserters, letter openers and address systems.
6. On-site inbound mail solutions; mail can be delivered pre-sorted, numbered, digitised, opened and screened.
7. Off-site inbound mail solutions; mail can be opened scanned and digitised off-site before being distributed, also includes archiving, destruction, indexing and screening services.

You can access the deal by further competition or by direct award and a series of user guides are available [online](#) to help you.

Further guidance specifically for schools will be issued in September. If you have any questions about using this deal in the meantime please email Postal.Services@crownccommercial.gov.uk.



Useful links for accessing CCS agreements

eSourcing tool

Our free to use eSourcing tool can be used to carry out both direct award and further competitions. This is an online tool where you can submit your requirements to the suppliers of your chosen deal and receive their proposals back through the system.

- **Guidance:** <https://www.gov.uk/government/publications/esourcing-suite-guidance-for-customers>
- **Registration:** <http://ccs-forms.cabinetoffice.gov.uk/using-esourcing-suite-0>
- **Already registered? Log on:** <https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp>

Government eMarketplace

You can use the Government eMarketplace to access online catalogues and carry out direct awards.

- **Full details of the Government eMarketplace and how to register can be found here:** <https://www.gov.uk/emarketplace-a-guide-for-public-sector-buyers>
- **Already registered? Log on:** <https://buyers.procserviceonline.com/otis/login.html?marketplace=gem>
- **Help and support:** email eMarketplace@crownccommercial.gov.uk or call **0345 410 2222**

Guidance from the Department for Education

A recent notification has been issued to remind academies that they must follow departmental guidance when entering into leasing arrangements including those for multi-functional devices (MFDs) and photocopiers.

They also urge you to compare leasing costs when identifying your needs and to read the small print of any lease contract carefully.

The Department for Education have published advice on MFDs and photocopiers in '[Effective Buying for your School](#)' including [hints and tips for MFD buying](#).

They recommend that you consider deals available from the [Crown Commercial Service for education](#) or other public sector buying organisations such as ESPO, YPO, NEPO and the Crescent Purchasing Consortium.

Academies must get approval from the Education Funding Agency before entering into any finance leases because this method of repayment is classified as borrowing in the [Academies Financial Handbook](#).

You should also get advice from your professional financial adviser or local authority if you are in any doubt about whether a lease involves an element of borrowing.

Get in touch

Our education team is on hand to help you create savings for your school. We recognise that schools, particularly academies and free schools, often require guidance when buying goods and services and we are here to assist at any stage of the process.

Please visit our [education pages](#) on our website for further information on our deals and how to access them or email us directly at education@crownccommercial.gov.uk

We welcome your feedback and ideas on how we can develop this newsletter to ensure we provide the information, advice and news that helps you. Please email us at education@crownccommercial.gov.uk with your thoughts, suggestions and questions.