



Crown
Commercial
Service

July 2016

Schools newsletter

Buying goods and services

This update provides you with the latest news on buying goods and services from the Crown Commercial Service (CCS).

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Crown Office Supplies



Our new Crown Office Supplies agreement is now available, helping you to meet your requirements for office supplies within a single solution. Based on a core list of standard specification products, the agreement covers stationery and paper, which will be supplied by Banner (lot 1), and electronic office supplies, which will be supplied by XMA (lot 2).

As there is one supplier in each lot, there is no need to run a further competition - you can just directly award a call-off contract to the supplier in either lot 1 or 2 to meet your needs:

To place a direct award call-off contract:

1. Confirm that the '[goods and delivery of purchased goods](#)' specification meets your requirements
2. Confirm that you will only purchase from the core product list in place for each lot and that one of the delivery service options meets your needs
3. Determine that all of the terms of the framework agreement and the call-off terms do not require any amendments or any supplementary terms and conditions
4. Complete and agree your call-off contract with the supplier(s)
5. Confirm details of your call-off contract with the category team

The agreement complements the existing CCS [Wider Public Sector Office Supplies agreement](#). If you would like to find out more about how you can take advantage of this great new deal or would like advice on our range of innovative solutions to best meet your specific needs, please get in touch with our category experts:

E: officesupplies@crownccommercial.gov.uk

T: 0345 410 2222



Language Services

Our new Language Services agreement, developed in conjunction with suppliers, charities, regulatory bodies and customers, is now available.

It has been designed to ensure customers have access to high quality language services at a sustainable price. Features of the new agreement include:

- 250 languages and dialects covered
- a regional structure to provide increased opportunities for small businesses - 75% of suppliers on the agreement are SMEs
- the regional structure also supports sustainability by helping reduce carbon footprint through less travel
- UK based, security cleared translators available to ensure confidentiality and security
- a range of translation formats including braille, audio, large print and transcription
- secure exchange of documents 24 hours, 7 days a week, 365 days a year

The agreement will also help customers meet their ethical and legal obligations to provide equal access to services regardless of cultural/linguistic background.

If you would like help understanding which service option will best meet your specific needs, please get in touch with our category experts:

E: face2face@crownccommercial.gov.uk

T: 0345 410 2222

W: <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1092>



Webinars

Energy for Schools

We will be holding our next [Energy for Schools](#) webinar on **28 September** at **12:30** to answer your questions about buying energy.

The webinar is part of our Energy for Schools initiative, in collaboration with the Department for Education, and is aimed specifically at the schools sector.

Numbers are limited so to reserve a place please [register](#) your interest.

G-Cloud

We run regular webinars for customers interested in learning more about G-Cloud, the Digital Marketplace and the buying process.

The next webinar will be on **10 August** at **10.30 am**. The session will last about one hour and include a presentation and Q&A session.

It may be of interest to you if your organisation is looking to buy commodity based, pay-as-you-go cloud services.

If you cannot make this date, the next sessions are scheduled for **10:30am** on:



To register for a webinar

E: cloud_digital@crownccommercial.gov.uk with your choice of date.

Software licensing

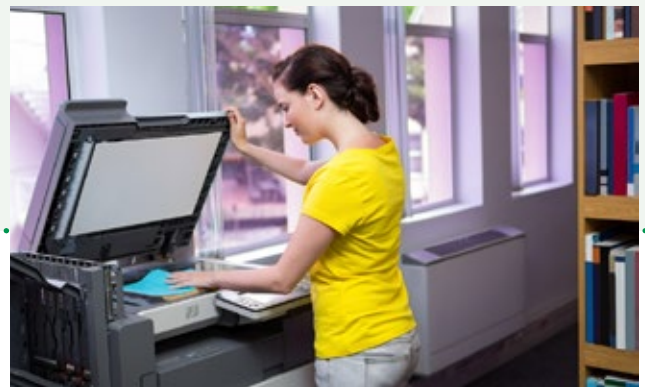
We run regular software licensing webinars for customers interested in learning more about the services we offer in this area. For example, license transfers and the latest deals with major suppliers. If you are interested in joining the next webinar please email ben.knight@crownccommercial.gov.uk or check out the latest issue of our monthly customer update.



Photocopier Case Study

We have recently issued a new case study to demonstrate the savings that can be achieved through our photocopier ([Multifunctional Devices and Services](#)) agreement.

Sir Thomas Wharton Community College, a 11-18 Co-operative Academy based in Doncaster, saved £17,000 on leases for 1 colour and 2 black and white (mono) photocopiers. Further details can be found [on our website](#).



Guidance from the Department for Education

The Department for Education (DfE) has guidance to help you follow the correct procedures when buying goods and services for your school.

The information will help you comply with current legislation and get a good deal. It also includes the recently launched procurement training which DfE have designed in collaboration with CCS.

The full suite of guidance is available [on the DfE website](#).





Technology Services 2 - Consultation

CCS are in the early stages of consultation on our new Technology Services 2 agreement, which is due to go live in March/ April 2017. We are keen to get input from the education sector on the structure and scope of this framework to help ensure that it meets your organisational needs and priorities.



If you would like to take part, please complete the following survey by Friday 22 July 2016.

W: <https://www.surveymonkey.co.uk/r/TS2education>.

Details of the existing Technology Services agreement is available [on our website](#).

Quick links to our live framework agreements and pipeline

[Full list of our agreements](#)

[Our framework pipeline](#)

[Technology aggregation opportunities](#)

Useful links for accessing our 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 framework suppliers and receive their proposals back through the system.

- [Training](#): Free training sessions are held for customers each month.
- [Guidance](#)
- [Registration](#)
- Already registered? [Log on](#)

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](#).
- Already registered? [Log on](#)
- Help and support: email eMarketplace@crownccommercial.gov.uk or call **0345 410 2222**

How to keep up to date with CCS

Sign up for email alerts

You can also sign up for immediate, daily or weekly email alerts which will tell you what we have added or updated on the GOV.UK website. It is a great way to stay up to date with the latest news and information from CCS. Simply [sign up for email alerts](#) and provide your email address and select the frequency you wish to receive updates.

Follow us on social media

We share regular news and updates on Twitter and LinkedIn so if you are not already following us why not take a minute to do so now.



twitter:@gov_procurement



LinkedIn: [Crown Commercial Service](#)

Read our monthly CCS customer update

As well as this update dedicated to schools, every month we publish a round-up of the latest news, events and training opportunities. You can view both the latest issue and back copies [on our website](#).

If you would like to receive a copy of this regular update please send your contact details, including email address, to customerhealth@crownccommercial.gov.uk

Get in touch

Our education customer team is on hand to help you achieve savings for your organisation. You can email us at education@crownccommercial.gov.uk

You can also call our helpdesk on **0345 410 2222** if you would like to talk to somebody.

