



Crown  
Commercial  
Service

*Newsletter*  
April 2016

# Buying goods and services for colleges and universities

Welcome to the latest edition of our newsletter for colleges and universities

In this issue you will find:

- Our agreement for temporary non-teaching staff
- Insurance Services
- How to keep up to date with CCS
- Upcoming events
- List of agreements
- Useful links for accessing our agreements
- How to get in touch

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 colleges and universities.



# Agreement for temporary non-teaching staff

Did you know we have an agreement (contract number RM971) that provides you with a simple way to compliantly access temporary staff, interims and contractors to help you fill your non-teaching roles?

The agreement can help you source temporary non-teaching staff across a wide range of skill sets including:

- Administrative and clerical
- HR
- Finance
- IT
- Legal
- Catering
- Maintenance

The benefits of using the agreement include:

- A single supplier can manage all your requirements for you (this is known as a neutral or master vendor).
- Specialised suppliers are also available for individual requirements.
- A choice of pay rates and a fixed agency fee.
- Compliance with Agency Worker Regulations following 12 weeks of service.
- A straightforward rate card showing both pay as you earn tax (PAYE) and limited company temporary workers rates based on a range of pay bands.
- Peace of mind as suppliers are audited to ensure compliance with Employers Employment Check Standards and the latest procurement rules.
- No temporary to permanent charges provided you comply with the transfer fee rules.
- Advice and support from our customer team.
- Process efficiencies through consolidated invoicing.
- Nationwide access to 177 suppliers.

## How do I use the agreement?

There is no charge to use our agreement to source your chosen supplier.

Assuming that a supplier's offer meets your requirements, you will be able to engage directly with them as a shortlisted supplier. No tender or pre-qualification process is required if you are able to identify the most economically advantageous offer using our award support tool. We can also supply you with details of the prices charged by temporary staff agencies on this agreement to assist you in your decision.

If our standard terms do not match your requirements, you can also run a further competition to help you identify a suitable supplier if you have specific criteria and we will support you through this process.

## Find out more

[Find out more about the agreement on our website.](#)

Email:

[nmnc@crowcommercial.gov.uk](mailto:nmnc@crowcommercial.gov.uk)

**if you would like advice and support from the team with your temporary staff requirements or to request access to pricing and the award support tool.**



# Insurance Services

Following on from the success of the first Insurance Services agreement (RM958), we have worked collaboratively with 3 purchasing organisations - YPO, ESPO and NEPO - to develop a new, improved and customer focused Insurance Services agreement for the public sector, including colleges and universities.

The agreement covers a wide range of insurance and insurance brokerage services including, but not limited to liability, travel and personal accident, motor, property and construction. There are also a number of support services available, for example claims handling and risk management.

The agreement complements DfE's Risk Protection Agreement, covering classes of insurance that fall outside of the scheme, such as:

- Motor
- Engineering Inspection
- Overseas Personal Accident / Travel
- Works of Art

[Find out more about the Risk Protection Agreement](#)

[Find out more about how to access the Insurance Services agreement](#)

You can also find out more about the new agreement and how it can deliver benefits for your organisation at a launch event in London on 12 May 2016. If you would like to attend, please email [insurance@crownccommercial.gov.uk](mailto:insurance@crownccommercial.gov.uk).



## How to keep up to date with CCS

### Sign up for email alerts

You can 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 newsletter dedicated to colleges and universities, every month we publish a round-up of the latest news, events and training opportunities. You can view the latest issue [here](#).

If you would like to receive a copy of this regular update please send your contact details, including email address, to [education@crownccommercial.gov.uk](mailto:education@crownccommercial.gov.uk)



## Events

### G-Cloud Webinar

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 **11 May 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 you are 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 email [cloud\\_digital@crownccommercial.gov.uk](mailto:cloud_digital@crownccommercial.gov.uk) with your choice of date.

### Crescent Purchasing Consortium Conference

Crescent Purchasing Consortium is holding a 2 day Procurement for Education conference on **11 and 12 May** 2016. It is aimed at anyone interested in learning more about procurement. There will be sessions specifically tailored for colleges and universities, including presentations from DfE. [Find out more](#).

## Full list of our agreements

We provide a wide range of agreements that you can use to buy common goods and services, such as stationery, printers, photocopiers, electricity and IT equipment, without having to carry out your own tender process.

[View a list of all of our agreements](#).

## 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 the suppliers of your chosen deal and receive their proposals back through the system.

- Training: [Free training sessions are held for customers each month](#).
- Guidance: <https://www.gov.uk/government/publications/esourcing-suite-guidance-for-customers>
- [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](mailto:eMarketplace@crownccommercial.gov.uk) or call **0345 410 2222**



## Get in touch

Our education team is on hand to help you create savings for your college and university. We recognise that you may 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](mailto:education@crownccommercial.gov.uk)