



Buying goods and services for colleges and universities

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

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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 colleges and universities.



Postal Goods and Services

We have worked with other public sector buying organisations, ESPO and YPO, and stakeholders across the public sector to provide you with a quick and easy route for buying postal goods and services.

With a comprehensive choice of suppliers, the new deal is split into seven areas:

- **Lot 1** - Collection and delivery; bulk, standard and secure mailings.
- **Lot 2** - On-site hybrid mail solutions; printing on-site and delivery of mail.
- **Lot 3** - Off-site hybrid mail solutions; printing, addressing and enveloping off-site and delivery of mail.
- **Lot 4** - International mail services; global delivery service available including; bulk, standard and secure mailings.
- **Lot 5** - Franking machines and mail room equipment; buy or lease equipment and consumables including franking machines, folder inserters, letter openers and address systems.
- **Lot 6** - On-site inbound mail solutions; mail can be delivered pre-sorted, numbered, digitised, opened and screened.
- **Lot 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 (as explained in the section about the office supplies deal) and a series of user guides are available to help you. These can be found [here](#) in the documents tab. If you have any questions about using this deal please email Postal.Services@crownccommercial.gov.uk.

ICT Services for Education

A new agreement, ICT Services for Education, is replacing the **BECTA** agreement. Developed in collaboration with the **Department for Education** and the **Education Funding Agency (EFA)**, the agreement provides access to specialist ICT services, hardware and infrastructure for educational establishments and complements the [Information Management and Learning Services](#) agreement for software.

Through the agreement you can purchase anything from a complete solution for a new building through to ongoing IT maintenance. It is not intended for common commodity products or commercial off-the-shelf software applications. Such items can be purchased through our [Technology Products RM1054](#) deal.



Office Supplies for the Wider Public Sector

This new deal offers a competitive, single route to market for the supply and delivery of all your office supplies requirements including:

Office Stationery - General office stationery products such as pens, pencils, desktop accessories, filing, presentation items, diaries and associated office supplies including catering consumables.

- **Office Paper** - Office paper products such as cut paper and board.
- **Janitorial Products** - Janitorial cleaning products such as washroom supplies, blue roll, washing-up liquid and refuse sacks.
- **Small Office Machines** - Small office machines such as desktop printers, paper shredding machines, label making machines and laminators.
- **Personal Protection Equipment** - Personal Protection Equipment such as safety clothing, hard hats, first aid kits and eye protectors.
- **Electronic Office Supplies** - Electronic office supplies such as ink and toner printer cartridges, electronic storage media and peripherals.

There are 3 ways to access this deal:

- By contacting your preferred supplier directly with your requirements. This is sometimes referred to as a **direct award**.
- By sharing your requirements with all of the suppliers on the deal so they can bid for the work and await your decision based on your evaluation of the bids. This is often known as a **further competition**. Our online **eSourcing** tool can be used to easily carry this out and is available [here](#). You just need to register and once you have a log in you can submit your requirement and wait to receive your bids.
- By taking part in a CCS eAuction, which means you can join together with other organisations with the same/similar requirements, to combine your demand and drive down prices. Previous office supplies eAuctions have achieved in excess of 25% cost savings for customers through product standardisation, product rationalisation and aggregating spend from several organisations.

Further information on the deal is available [here](#). If you have any questions please email officesupplies@crownccommercial.gov.uk and a member of the team will be in touch to help you.



Events

We will be attending the upcoming [Education ICT Conference](#) on 11th June 2015 at the QEII Centre in London where Sarah Hurrell, Commercial Director – Technology, will deliver a key address on 'Benefiting from the £300 Million ICT Services for Education Framework'.



G-Cloud 6

Our G-Cloud deal allows you to purchase commodity based, pay as you go cloud services:

- **Lot 1:** Infrastructure as a Service (IaaS) provides the hardware that makes software work
- **Lot 2:** Platforms as a Service (PaaS) provides software platforms as a basis for building other services and applications
- **Lot 3:** Software as a Service (SaaS) is an application or service that can be run over the internet or in the cloud
- **Lot 4:** Specialist Cloud Services can support your transition to SaaS, PaaS and IaaS

For further information on the definitions of cloud computing terms, visit the National Institute of Standards and Technology's information [here](#).

All services are available via an online catalogue, called the Digital Marketplace, which can be accessed [here](#).

Some of the unique features of G-Cloud include:

- Pricing can be reduced but not increased
- No negotiation is allowed so everyone benefits from the same low prices
- Terms and conditions have already been agreed with all suppliers giving you peace of mind
- G-Cloud is updated on a regular basis to ensure you can access the best deals and latest technology

Further information is available [here](#) or you can email the team for advice at ICT_Services@crownccommercial.gov.uk

New Email Address, New Website

As you may already be aware, our website has moved to GOV.UK, the single website for government information. Our new web address is www.gov.uk/ccs and all our education pages can be found in one place here: <https://www.gov.uk/government/collections/buying-goods-and-services-in-education>.

We now also have new email addresses. Our education team email address is education@crownccommercial.gov.uk please get in touch with the team if you need any information our agreements and how to access them.

CCS customer monthly update

As well as this quarterly newsletter, every month we publish a round-up of the latest news, events and training opportunities and 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

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.