



# Buying goods and services for schools

Welcome to the latest edition of our newsletter for schools

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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.



## Facilities Management Assurance Services

A [Facilities Management \(FM\) Assurance Services](#) agreement was launched in September providing customers with a helpdesk solution to help them manage their FM services.

The agreement complements the government-wide [FM Services agreement](#), which launched in July, giving you access to a comprehensive range of FM Services including mechanical and electrical maintenance, mail services, cleaning and security.

Accessing the new FM Assurance Services agreement is straightforward. Firstly you issue a 'request for quote' to the supplier, Kellogg, Brown & Root Limited inviting them to submit a quotation. This process can be carried out on our eSourcing tool, however, as this is a single supplier agreement, we advise you to contact Kellogg Brown and Root Ltd directly to discuss your requirement.

If you have any further questions, please email [FMCM@crowcommercial.gov.uk](mailto:FMCM@crowcommercial.gov.uk).

## Vehicle Hire Services

A new [Vehicle Hire Services](#) agreement is now live giving schools access to a wide range of vehicles including passenger vehicles, off road 4x4s and minibuses.

Features include an innovative new car sharing option, price protection for 4 years, international vehicle hire and access to electric and ultra-low emission vehicles.

The car sharing option gives you access to a shared fleet of vehicles, along with pay as you go models, which have been shown to save 20-30% in mileage, whilst also supporting the move away from the use of private vehicles.

The agreement offers a choice of 12 suppliers and can be accessed by either 'direct award' or by 'further competition' depending on your needs.

Email [travel@crowcommercial.gov.uk](mailto:travel@crowcommercial.gov.uk) to request a copy of the pricing or any other information you require.

## ICT Services for Education

The ICT Services for Education agreement, which was developed in collaboration with the Department for Education and the Education Funding Agency, has been created specifically for education providers. It replaces the previous BECTA agreement, providing access to specialist technology services, hardware and infrastructure.

It covers the full range of ICT goods, services and solutions needed by education providers including design, specification, supply, integration, implementation and testing, as well as training, support and maintenance. These are available together as a packaged solution or in any combination you require, helping you save both time and money.

The ICT solutions available include:

- **hardware** – servers and user computing devices
- **software** – operating systems, office productivity, network, security
- **networks** – routers, switching, cabling, local area network infrastructures
- **peripheral equipment** – printers, peripherals to support specialist curriculum provision audio visual equipment
- **user devices** – desktop computers, tablets, high specification devices
- **mobile connectivity** – as an integrated package within user devices

To use the agreement, you will need to run a further competition so suppliers on the agreement can provide you with a priced solution to meet your specific requirements. Our eSourcing tool is available free of charge to help you run the further competition. The section on 'useful links for accessing our agreements' below provides more details on the tool.

For more information please email [mark.etherton@crowcommercial.gov.uk](mailto:mark.etherton@crowcommercial.gov.uk).



## Buying technology: how we can help

We have a pipeline of technology opportunities you can join so that your requirements can be combined with those of other organisations to help you achieve greater value for money.

Taking part in an aggregated competition is a straightforward process:

- simply sign a Memorandum of Understanding to confirm your commitment
- tell us what your requirements are
- validate the supplier tenders
- sign a contract with the successful supplier

An opportunity for mobile voice and data services specifically for the education sector is under consideration but is dependent on demand and the complexity of going to market.

If you are interested in getting involved please email [technologyaggregation@crowcommercial.gov.uk](mailto:technologyaggregation@crowcommercial.gov.uk)

Other opportunities include technology hardware and software. You can find further guidance and information about this and other future aggregated purchasing opportunities here - <https://www.gov.uk/government/publications/buying-technology-how-ccs-can-help>

## Public sector discounts for software

Significant discounts are available with a number of software organisations. Eligibility criteria apply so please email [softwarelicensing@crowcommercial.gov.uk](mailto:softwarelicensing@crowcommercial.gov.uk) for advice and further information. The discounts include:

1. Commercial terms with Microsoft offer a range of product discounts.
2. An agreement with Adobe provides discounts across a wide range of products.
3. An agreement with Collabora Productivity provides access to negotiated licence discounts and engineering support.

Further details can be found online here: <https://www.gov.uk/government/publications/public-sector-discounts-for-software>

## All 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. To view a list of all our agreements, please visit: <https://www.gov.uk/government/publications/crown-commercial-service-agreements/ccs-agreement-list>

## Data security guidance from the Department for Education

Once again the subject of data protection in the “cloud” has hit the headlines. The consequences of school data being accessed and misused by unauthorised individuals or organisations can be very serious. It’s therefore vital that schools ensure they are complying with their obligations under the Data Protection Act 1998 (DPA).

The Department for Education has produced useful guidance for schools using cloud services and how to ensure suppliers enable compliance – see <https://www.gov.uk/government/publications/cloud-software-services-and-the-data-protection-act>

The Information Commissioner’s Office also has a range of helpful guidance at [www.ico.org.uk](http://www.ico.org.uk)

## 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. [Sign up for email alerts](#) and provide your email address and select the frequency you wish to receive updates.

## Monthly customer update

As well as this newsletter dedicated to schools, 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@crowcommercial.gov.uk](mailto:education@crowcommercial.gov.uk)

## Upcoming events

### Academies Show

We will be speaking and exhibiting at the next [Academies Show](#) in Birmingham on 25 November.

The event is free to attend so if you are planning to visit please come to see us at our session on the conference programme or visit us at our stand.

### Webinars

We are hosting webinars to help you understand how the [Digital Marketplace](#) works and the difference between the [G-Cloud](#) and [Digital Services agreements](#). There will also be the opportunity to ask the team your questions.

Each session will last about an hour:

- 27 November at 11am
- 16 December at 10am

To reserve your place at your preferred date please email [Cloud\\_digital@crownccommercial.gov.uk](mailto:Cloud_digital@crownccommercial.gov.uk)

### TechUK meet up: Digital Marketplace

On 25 November from 4-6pm TechUK is hosting a Digital Marketplace meet up to bring together public sector buyers and suppliers. You can use the [Digital Marketplace](#) to find:

- cloud technology and support, e.g. web hosting and IT health checks
- people to work on digital projects, e.g. technical architects and web designers
- physical datacentre space for legacy systems

We will be attending the event and if you would like to join in you can register for free at:

<http://www.techuk.org/events/social-event/item/4555-digital-marketplace-meet-up-november-2015>



## 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. To sign up, please visit: <http://ccs-forms.cabinetoffice.gov.uk/booking>
- **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.procserveonline.com/otis/login.html?marketplace=gem>
- **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 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](mailto:education@crownccommercial.gov.uk)