



# Buying for schools and academies

- free to use
- great value deals
- bulk buying power
- significant savings
- dedicated customer support



Crown  
Commercial  
Service

## Why work with CCS

**It's estimated that schools and academies spend more than £10 billion a year on non-staffing costs such as electricity, water, IT hardware and software, photocopiers, printers, stationery, minibuses and facilities management. That's the equivalent of about 400 new secondary schools or 270,000 primary school teachers.**

And it's why at the National Association of Head Teachers' annual conference last year the Education Secretary, Damian Hinds, pledged to work with schools to help them get the most out of every pound spent - so that more money can be spent in the classroom.

As the UK's biggest public procurement organisation, Crown Commercial Service (CCS) is working closely with the Department for Education (DfE) to help you tackle your non-staffing expenditure.

We can help you save time and money, so why not join the growing number of schools and academies making great savings with CCS?

**Jenny Nugent**  
Commercial Agreement Manager  
Supply Teachers



## Here are some of our deals that you can benefit from:



Supported by:



Department  
for Education

### Supply Teachers

Recruit temporary staff from supply teachers and classroom assistants, to admin support, cleaners and head teachers. Transparency on agency mark-ups means you will know exactly what you are paying and there are no temp-to-perm fees after 12 working weeks (subject to 4 weeks notice).

### School Switch

Our online energy switching service gives you a flexible, simple way to compare quotes and buy energy without the need for specialist knowledge. You will get instant, bespoke pricing based on your requirements, transparent viewing of supplier prices, and the ability to fix prices for a term defined by you.



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## Spend Analysis and Recovery Services

Expert suppliers can identify where you have been overcharged or overpaid, or are not receiving all the benefits you could. They will recover the money for you up to 6 years after an error has occurred. They can also review your utility bills to recover errors or under-recovered balances. And it's all on a no-win no-fee basis.

## Technology Products

Our catalogue of products such as tablets, laptops, smartphones, accessories and software offers prices up to 30% cheaper than comparable items on Amazon. We also run regular bulk buying opportunities for technology hardware (and for mobile voice and data services).



## Data and Application Solutions

Software led technology applications and solutions to support your back office systems and data needs. With schools in mind, options include learning applications and platforms for virtual and distance learning, academic scheduling and management solutions for attendance monitoring, student records systems and facility/premises management.

## Fleet

Buy, lease and hire cars, minibuses and coaches including electric, alternatively fuelled and ultra low emission vehicles. An online portal gives you quotes with a full breakdown of costs, and you can also choose a local dealer for delivery and after sales service.



## Coming soon

### Education Technology - July 2019

Replacing ICT Services for Education, this new agreement has been designed in collaboration with DfE. Whether you need a one-off service or a long term technology partnership it will help you buy everything from fully managed ICT services, hardware, infrastructure, support and maintenance to broadband connectivity - all from education specialists.

# How to buy

There are a number of different ways to buy the products and services you need through our commercial deals. If you are not familiar with the procurement process you might find this quick overview helpful. For further advice and guidance please get in touch.

## Framework agreements

A framework is an overarching agreement negotiated with suppliers by CCS on your behalf. They are free to use and you will benefit from competitive prices, compliance, standard terms and conditions and supplier vetting. Each framework will tell you what buying options are available to you, as they do vary depending on what you are looking to buy.

### Further competition

Running a further competition means framework suppliers bid for your business. This helps you get a competitive price based on your specific needs. The process typically takes 6-8 weeks, although this will depend on the complexity of your requirement.

Our free eSourcing tool can help you run your further competition online, or you can use your own sourcing tool, if you have one.

You'll find a short 7 step guide to running a further competition on the how to buy page of our website.



### Direct order

If there is only one supplier on a framework, you can place a direct order (known as direct award). This may also be possible even if a framework has several suppliers. If the framework you wish to use offers a direct award option, you can use this if:

- you know what you want to buy
- you can see which supplier provides the lowest price
- you do not need to make amendments to the standard terms and conditions



### Bulk buying

Bringing together customers with similar needs means we can help you achieve great value.

It also makes the tender process simpler, as we run it on your behalf. We offer 2 different 'aggregation' options:

- online eAuctions
- national further competitions



### Online catalogues

We are continuously seeking ways to make buying quicker and simpler, and have a range of digital solutions available to help you. These include:

- supply teachers agency selection tool
- online energy switching service
- fleet portal



## We're here to help

To learn more about how we can help you please visit:

[ccs-schools.uk](https://ccs-schools.uk)

You can sign up for our regular newsletter to stay up to date with all the latest news and events, and ask any questions you have, by filling out our online enquiry form.

Alternatively, you can contact our customer service team directly:

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