

School Resource Management

in partnership with



Department
for Education

Step-by-Step Guidance to Using DfE Frameworks



Frameworks

<https://www.gov.uk/guidance/buying-procedures-and-procurement-law-for-schools/select-a-supplier-direct-from-a-framework-agreement>

Frameworks are a type of contract you can use to buy goods, works or services for your school.

They are generally easier to use than running a full buying process.

From this page click on the link 'Find a DfE approved framework'.

[Home](#)

Buying procedures and procurement law for schools

[Give feedback about this page](#)

From: [Department for Education](#)
Published: 1 July 2019
Updated: 28 October 2020, [see all updates](#)

Search this manual

[Contents](#) > [Select a supplier direct from a framework agreement](#)

Select a supplier direct from a framework agreement

How schools can buy from a framework agreement where they're allowed to select the supplier directly.

[Find a DfE approved framework.](#)

The [framework agreement](#) will say if you're allowed to select the supplier yourself, without [running a mini-competition](#) and will set out the rules for doing so which you must follow.

The terms and conditions, or 'service order terms', are set as part of the framework agreement. You cannot usually change them.



Finding a Framework

<https://www.gov.uk/guidance/find-a-dfe-approved-framework-for-your-school>

Once you have clicked on the link you will go to the header page. From here you can either click on 'Find a Framework' or 'See a list of all frameworks'. Click on the 'Find a framework' button.

Guidance

Find a DfE-approved framework for your school

Find quality-checked suppliers of goods and services for your school.

Published 1 July 2019

From: [Department for Education](#)

Applies to: **England**

 [Print this page](#)

This service is for school buying professionals.

It will help you to:

- find ways to buy goods or services, recommended by the Department for Education (DfE)
- get value for money
- comply with buying procedures and procurement law (OJEU)

This service replaces deals for schools.

Find a framework >



Benefits of Using a Framework

This page summarises the benefits of using a framework and the fact that it can be quicker and easier than getting bids or quotes - click continue.

Benefits of using a framework

You can use frameworks without having to run a full buying process.

Each framework agreement has:

- details of products, services and suppliers available
- an agreed pricing structure and terms and conditions
- guidance on how to buy

Buying from a framework can be quicker and easier than getting bids or quotes because the agreements:

- have already been through a full competitive tender process
- have been quality checked
- are checked to make sure they comply with the law
- may have draft specifications and help available

Continue



How Frameworks are Selected

‘How frameworks are selected’ summarises how the Schools Commercial Team review a range of frameworks - click continue.

How frameworks are selected

The Schools Commercial Team (SCT) within DfE reviews a range of frameworks. These frameworks are assessed for compliance with procurement regulations, ease of use, suitability and value for money. Feedback from schools is also considered when selecting frameworks.

SCT continues to review and add to the list of recommended frameworks.

[Continue](#)



After You've Used the Service

'After you've used the service' summarises that you will be given the most suitable framework based on your answers – click continue.

After you've used the service

When you've answered the relevant questions, you'll be given the most suitable framework based on your answers. This will point you to the providers' website where you can get quotes from suppliers on the framework.

If you need help

The DfE [buying for schools guidance](#) will help you prepare and research before buying to help you get the best deal and save money.

Continue

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Using the Service

entrust
Inspiring Futures

At this stage you choose what you are buying: goods or services.

What are you buying?



Goods



Services

Continue



What goods do you need?

- ☐ Books and related materials
- ☐ Furniture
- ☒ ICT
- ☐ Personal protective equipment (PPE) and cleaning

Continue

Once you select 'goods' it gives you the option to expand on the type of goods.



What goods are you looking for in ICT?



Hardware



Networking equipment



Printers, copiers and multi-functional devices (MFDs)



Software

Continue

If selecting ICT it then breaks
this down further for selection.

Previous answers

[Start again](#)

What are you buying?	Goods	Change
What goods do you need?	ICT	Change

Matching frameworks

Based on your answers, there are multiple approved frameworks to choose from.

ICT, cloud, support and related services

Provider: Everything ICT

Education technology

Provider: CCS

Previous answers

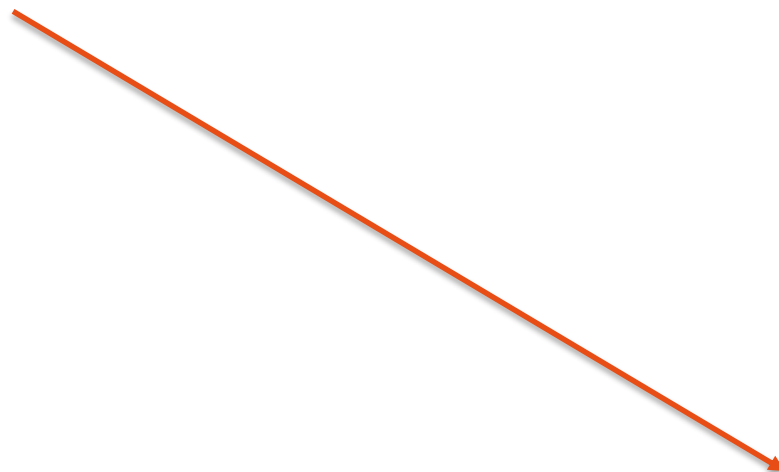
[Start again](#)

What are you buying?	Goods	Change
What goods do you need?	ICT	Change
What goods are you looking for in ICT?	Hardware	Change

Once you have selected all criteria it provides you with matching frameworks to select from.



The next stage provides you with a summary of what that framework offers you – you would then click to visit the identified website at the bottom of the page.



← → ↺ 🏠 find-dfe-approved-framework.service.gov.uk/find/type/buying/what/ict/ict-categories/hardware/ict-cloud

GOV.UK Find a DfE approved framework for your school

BETA This is a new service – your [feedback](#) will help us to improve it.

Your recommendation
ICT, cloud, support and related services

Based on your answers, we think you should use the Everything ICT framework.

What it offers

- Hardware such as PCs, laptops, tablets, servers, printers, multi-functional devices.
- Software such as Microsoft O365, Google, Adobe, cyber security, mobile device management, educational content, MIS and financial packages.
- Connectivity such as broadband, dedicated lines, 4G, 5G and satellite.
- Infrastructure such as wifi, cabling, wide area networks and network management.
- Cloud services, including Microsoft Azure, automated backup services, remote desktop, disaster recovery, VoIP systems.
- Mix of fully and partially managed services.
- IT Support, including staff training, onsite support technicians and remote helpdesk.
- Consultancy services, including cloud readiness assessment, review of technical infrastructure and existing contract reviews.

Related content

[Buying for schools guidance](#)

Benefits

- Choose from over 100 suppliers, including Microsoft, Dell, HP, Cisco, SMART, Promethean and niche providers.
- Save time with quotes which are relevant to you, often within 24 hours.
- Save money with reduced pricing through national deals.
- Multiple quotes or direct awards.
- Better value through suppliers benchmarked on cost, quality and service.
- Free advice on cloud solutions, relevant suppliers, procurement regulations and tendering processes.

All frameworks also offer:

- compliance with The Official Journal of the European Union (OJEU) principles and regulations
- a list of checked suppliers
- pre-agreed terms and conditions

[Visit the Everything ICT website](#)



Mini-Competition

When you enter onto a framework the framework will say if you can select a preferred supplier or if you have to run a mini-competition. Some frameworks may set out the process you must follow or provide help.

Information on how to prepare and run a mini-competition can be found within the online gov.uk guidance.

<https://www.gov.uk/guidance/buying-procedures-and-procurement-law-for-schools/run-a-mini-competition>

The screenshot shows the homepage of the Entrust Public Sector ICT Procurement Framework. At the top, there is a navigation bar with links: Home, Get a Quote, Benefits, Framework Info, Suppliers, FAQs, Contact, and Log In. The main header features the 'EVERYTHING ICT' logo. The central banner has a blue background with a blurred image of a hand holding a pen over a document. The text on the banner reads: 'The Public Sector ICT Procurement Framework', followed by 'Helping you buy the right ICT, at the right price, at the right time, in the right way', and a prominent orange 'Get a quote' button. Below this, a light blue section displays '£1,238,104 In Additional Savings Since July 2018' with a smaller note 'Savings reported to DfE since July 2018'. At the bottom, there are three tabs: 'Who can use it?' (highlighted with a blue bar), 'What can I buy?' (highlighted with a red bar), and 'The benefits' (highlighted with an orange bar).



What Frameworks are Available

You can search on the DfE website for all frameworks that are available.

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Find a framework >

[See a list of all frameworks.](#)



All Frameworks

This provides you with a full list of the frameworks available and whether there are any that may meet your procurement needs.

DfE approved

All frameworks

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SCT continues to review and add to the list of recommended frameworks.

Contents

- [Books and related materials](#)
- [Consultancy services](#)
- [Energy and utilities](#)
- [Facilities management and estates](#)
- [Financial](#)
- [ICT](#)
- [Legal](#)
- [Personal protective equipment \(PPE\) and cleaning](#)
- [Recruitment and HR](#)

Books and related materials

[Library resources](#)

Includes the provision of books, e-books, journals/ periodicals, e-journals, audio books, audio summary, library discovery and associated services split into 4 lots with 12 suppliers. Curriculum books are also available via this deal.

Expires: 08/10/2022

Consultancy services

[Specialist Professional Services](#)

Specifically designed for the procurement of specialist professional services by the public sector covering a range of spend areas, including facilities management, catering, construction, environment, sustainability, waste, ICT and education consultancy. Extensive experience within the local authority and school sector.

Expires: 30/11/2023



Contract Management

Writing contracts and managing a contract

What should be in a school's contract with their supplier, and how they should manage them throughout the buying process.

[Open all](#) [Close all](#)

You should get legal advice before entering into a contract.

Contracts should include:

- a detailed description of the goods, works or services you've agreed to buy, linked to your specification
- a pricing schedule – what will be paid when
- terms and conditions
- the level of service you want
- any contract management arrangements such as regular meetings or contact
- an 'implementation plan' saying who is responsible for what – for instance if you're buying ICT equipment, who'll do the cabling and install it
- what happens at the end of the contract
- [your specification](#) as an appendix

<https://www.gov.uk/guidance/buying-procedures-and-procurement-law-for-schools/writing-contracts-and-managing-a-contract>

This guidance provides you with support in writing and managing a contract during and after procurement.

Contract Renewal

Extending a contract

If you included an option to extend your contract in your original invitation to tender, you can extend it for the length of time you set, using a variation agreement.

If you did not include this option, you can only extend in certain circumstances. Seek legal advice or contact the Department for Education (DfE).



Fraud – How to Avoid

Fraud

How to avoid fraud and what to do if you suspect it.

Fraud is a deliberate deception intended to make a financial gain or cause a loss.

[How to avoid it](#)

[What to do if you suspect it](#)

<https://www.gov.uk/guidance/buying-procedures-and-procurement-law-for-schools/fraud>

It could happen, but this easy to follow guidance can help you in considering the measures that could be in place to avoid it and also what to do if you suspect it.



<https://www.gov.uk/guidance/buying-for-schools/get-help-with-buying-for-schools>

Information of where to find peer to peer support from other school business professionals – easy to follow process and highly recommended to join a local network.

Get help with buying for schools

Support for school business professionals.

Get support

Find a network for school business professionals

To find out more browse the Department for Education's directory of more than 100 [networks for school business professionals](#).

Set up a network for school business professionals

Find out more about [networks for school business professionals](#).

[Read how one school business professional established a peer-support network](#) linking 50 schools, improving financial health.

Find a regional hub

The DfE currently funds 2 regional buying hubs, following pilot schemes in the [north-west](#) and [south-west](#). As part of the next stage of this project, from January 2020, all schools in those regions are registered and can now access the hub services, free of charge.

The regional schools buying hubs offer:

- advice and guidance on buying
- support with complex contracts, in areas such as catering, cleaning, premises and technology services
- promotion of local collaboration, where there is an opportunity to reduce costs

If your school is outside the pilot area, one of your local [networks for school business professionals](#) could provide the buying support you need.