EVERYTHING ICT

Buyers Guide and FAQs

The ICT Procurement partner for education



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Why use Everything ICT?



Compliance

- Tendered under the Procurement Act 2023
- PA 2023 compliant
- Pre-approved suppliers



Protection

- Value for money
- Support if things go wrong



Support

- We do the work for you
- Fast, easy, streamlined administration

What can I buy through Everything ICT?

- Hardware such as PCs, laptops, tablets, servers, multi-functional devices and interactive and passive AV boards.
- Software such as MIS, Finance, Budgeting, HRIS, Payroll, Safeguarding, Assessment software, Parent Engagement software, Microsoft Office 365, and Google.
- Internet connectivity such as broadband, dedicated lines, 4G, 5G and Starlink. Infrastructure such as WIFI, cabling, wide area networks and network management.
- Cloud services, including cloud hosting, AI, cybersecurity software, filtering, automated backup services, remote desktop, disaster recovery, internet-based telephony systems (VoIP).
- ICT managed and support services.
- IT Support, including staff training, onsite support technicians and helpdesk services.
- Consultancy services, including procurement support, review of technical infrastructure and existing contract reviews.

For a full list of the CPV Codes go to https://everythingict.org/trust-compliance-centre/

What are the benefits of using Everything ICT?

- Free for customers to use.
- Multiple independent quotes from one source, meeting local procurement policies for low value purchases.
- A compliant framework to support higher value purchases.
- No registration or 'joining' process.
- Choose from over 350 pre-checked and pre-approved value for money suppliers.
- Save time getting quotes which are relevant to you, often within 24 hours.
- Save money with reduced pricing through national agreements with manufacturers.
- Choice of procurement routes: mini-competition, multiple quote, price benchmarking, direct award.
- Better value through suppliers benchmarked on cost, quality and service.
- Free advice on procurement regulations, tendering processes, and recommended suppliers.
- Pre-agreed terms and conditions which Everything ICT enforces for you.



How do I buy through Everything ICT?

Step 1 - Tell us what you want

If you know exactly what you need – great. If not, we're happy to offer recommendations and help you scope your request.



Step 2 - We help you select the best supplier for your requirements

We can quickly gather multiple quotes from different suppliers on your behalf. You'll get a clear, online quote to review.

If your requirements are complex or you want to ensure the best value for money, we can run a mini-competition tailored to your specific needs.

Step 3 - Sign and raise a purchase order

Once you're happy with the quote or outcome of the competition, let us know. You then raise a Purchase Order and confirm it with us.

Step 4 - The supplier delivers

The chosen supplier provides the goods or services in line with the agreed specifications and pricing. Delivery dates are confirmed in advance, and installation or setup (where required) is carried out as planned.

Step 5 - Invoicing

We send you an invoice referencing your Purchase Order. Once you confirm you're happy with what's been delivered, you complete payment.

Step 6 - Ongoing support

If there is an issue with an order, Everything ICT continues to support customers after the procurement has been completed. Our helpdesk can help resolve queries with the relevant supplier and keep things moving.

How do I get a quote?



1. Go to the website https://everythingict.org/contact/



2. Fill in the form



3. If we need further clarification, we'll get in contact



4. That's it. We send you the quote as fast as we can

Less frequently asked detailed questions

What if my trusted supplier isn't on the list?

Easy, ask them to contact suppliers@everythingict.org and we'll send them a sign-in to an online application process. If they pass our evaluation process, they will join our approved supplier list (see below). On occasion, we can do this at pace so they can join your mini competition.

How does Everything ICT select suppliers?

Any supplier can apply to join Everything ICT's approved supplier list. There is no fee for them to join, but there is a rigorous evaluation process that tests, among other things, that they comply with all the usual Public Sector requirements (e.g. DBS checks, GDPR, Modern Slavery). They must also sign up to certain terms and conditions, including that customers must not be able to buy direct from the supplier.

Who can use our services?

Any Public Sector organisation that qualifies as a Contracting Authority can use our frameworks. A full list of organisations can be found on the website at: https://everythingict.org/trust-compliance-centre/

Why do I pay Everything ICT and not the supplier?

Your contract is with us, not the supplier. We do this to ensure your procurement is compliant and to provide protection to you. We don't pay suppliers until you sign off that you are happy. If something goes wrong with that supplier, it's our responsibility to sort it out on your behalf.

Less frequently asked detailed questions cont.

How do you ensure value for money?

- Suppliers must agree that **customers cannot buy cheaper directly** from them, guaranteeing best value through Everything ICT.
- **National agreements with major suppliers** provide reduced pricing, negotiated for maximum value.
- Thousands of orders each year enable **benchmarking and price comparisons** to keep costs competitive.
- Like-for-like testing of specifications ensures you get the **best price on equipment** that meets your needs.
- The Everything ICT procurement service is **free to customers**, with costs covered by suppliers — meaning you save on every purchase.

Who are WCL (UK)?

WCL (UK) is the registered name of the limited company that runs our procurement service and is the neutral vendor on the frameworks we operate. When the company was set up in 2011, we didn't know we would have such a high-profile role, otherwise we would have picked a better name. While we trade as Everything ICT (for obvious reasons) we invoice and will show in your finance systems as WCL (UK).

Why can I sometimes find things cheaper on Google, Amazon or ebay?

Often there are sensible reasons like: it's not a like-for-like specification; it comes without a warranty; it's end-of-range, or there are limited volumes. Value for Money is defined in the DfE Buying Guidance as more than about price; quality and service are also important factors to take into consideration. And if you buy from these other sources we can't help when things go wrong.

What do I do if I have a question or a problem?

We recommend contacting your named point of contact at EICT if you have any questions or issues. Please use the below email addresses if you have not yet been assigned a named contact.

Quotes, order enquiries, or delivery issues	Email: info@everythingict.org
Supplier enquiries	Email: suppliers@everythingict.org
Finance/ Payments/ Invoicing enquiries	Email: finance@everythingict.org
General enquiries	Email: info@everythingict.org



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