



PROCUREMENT FORECASTING SCHEDULE

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NOTES:

- Terms used throughout this schedule have the same meaning as defined in the *Public Finance and Audit Act 1987*, *Treasurer's Instructions 18 – Procurement*, and the Procurement Glossary.
- All values identified in the framework are in Australian Dollars and are GST inclusive.

PROCUREMENT FORECASTING SCHEDULE

Purpose

This schedule details the minimum requirements for public authority reporting to Procurement SA of:

- planned (future) procurements.

It also describes how information reported about future procurements is published on the Forward Procurement Plan to support supplier engagement.

This schedule does not apply to:

- any procurements valued below \$55,000
- the forecast of any secondary procurements.
- the forecast of the disposal of goods
- public authority reporting of contracts, which is managed according to the Contract Reporting Schedule.

Reporting systems

The Chief Executive (or equivalent) is responsible for ensuring their public authority meets its reporting requirements, including procurement forecasting.

Reporting to Procurement SA

Public authorities will report data to Procurement SA through the Procurement Activity and Reporting System (PARS) either directly or via integration of a public authority's alternative system(s) with PARS. Public authorities will report as much information through PARS as possible.

Reporting future procurements (procurement forecasts)

By 1 July of each calendar year public authorities will use PARS to report their planned:

- **goods, services and construction project procurements** for the coming **24-month period**
- **construction project procurements valued above \$10 million** for the coming **36-month period**.

TI 18.10 Reporting future procurements

A procurement may not proceed unless it has been reported in PARS and published on the Forward Procurement Plan **at least 3 months** before approaching the market. An individual procurement activity may be exempt from this 3 month requirement if the Chief Executive (or authorised person) approves that the procurement is an urgent pressing need that could not have been foreseen. In this case, details of the procurement must be recorded in PARS as soon as possible, and prior to approaching the market.

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Forward Procurement Plan

Procurement SA will use the procurement forecasts reported by public authorities to publish a Forward Procurement Plan on the [Buying4SA website](#) on behalf of public authorities.

Public authorities will keep forecasting information in PARS up to date and will review and update their procurement forecasts in PARS at least every 3 months. This includes adding new planned procurement activities and updating existing procurement activities.

Procurement SA may, from time to time and without warning, review, update, or remove procurement activities from the Forward Procurement Plan if the activity appears to be inactive, outdated, or of sufficiently poor data quality.

PARS fields to be completed and published on the Forward Procurement Plan

Procurement title and description	
Public authority name and division	
Public authority contact person email	
Government parties	<i>Single agency, multi-agency, across-government</i>
Planned market approach date	
Planned market approach type	<i>Open, limited, direct</i>
Planned market approach method	<i>SA Tenders and Contracts, email, letter, other</i>
Likelihood to proceed to market	<i>Certain, almost certain, probable, possible</i>
Procurement type	<i>New requirement, recompetete expiring contract</i>
Procurement stage	<i>Initiating, procurement planning</i>
Procurement basic category	<i>Goods and services, construction, consultancy</i>
Procurement simple category	<i>[Drop-down list provided]</i>

PARS fields to be completed and not published on the Forward Procurement Plan

Estimated value	
Engagement type	<i>Procurement, emergency, grant, innovation, sponsorship</i>
Procurement risk	<i>Low, medium, high, extreme</i>
Procurement complexity	<i>Transactional, routine, complex, strategic</i>
Forward Procurement Plan publication	<i>Yes, no</i>
Reason for non-publication if applicable	<i>[Drop-down list provided]</i>

For limited or direct market approaches

Reason and approval for limited or direct approach	
Intended number of suppliers to approach	
Intended number of SA suppliers to approach	
Reason and approval for not approaching SA suppliers	

For construction projects

Date funding available	
If valued above \$500 million – approval information if procurement not broken into smaller procurements	

PROCUREMENT FORECASTING SCHEDULE

Reporting across-government or multi-agency procurements

Where more than one public authority is to be involved in a planned procurement activity, the public authorities should reach an agreement on which is the lead authority. This authority will be responsible for all data entry relating to the procurement.

Procurement SA and the Department for Infrastructure and Transport will enter all procurement forecasts for the establishment or renewal of across-government contracts that will be under their respective management.

Exclusions from publication

There are no exclusions from the requirement to report forecast procurements in PARS other than for:

- secondary procurements
- the disposal of goods under *Treasurer's Instructions 18 – Procurement*.

Certain forecast procurement activities may be excluded from publication on the Forward Procurement Plan where the Chief Executive (or authorised person) has given approval and one or more of the following conditions exist:

- the procurement relates to the care or support of a member of the community (e.g. in the case of child protection)
- the procurement is considered sensitive, for instance in relation to special projects undertaken by the government (e.g. feasibility of commercial projects) or genuinely confidential business information
- the procurement relates to an investigation of misconduct or fraud.