



CONTRACT REPORTING 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.

CONTRACT REPORTING SCHEDULE

Purpose

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

- approaches to market
- procurement outcomes
- contracts.

This schedule does not apply to:

- any contracts valued below \$55,000
- public disclosure of contracts, which is managed according to Premier and Cabinet Circular 027 – Disclosure of government contracts.
- public authority reporting of future procurements, which is managed according to the Procurement Forecasting Schedule.

Reporting systems

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

Reporting to Procurement SA

Reporting data

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.

Confirming data

Public authorities will confirm data reported to Procurement SA by submitting a certificate signed by the Chief Executive (or authorised person). Public authorities may use the attached template or develop their own approach, however, certificates must include all information required by this schedule.

Internal public authority reporting

Public authorities will maintain an internal contract register of all goods and services contracts valued above \$55,000 including contracts established through secondary procurements. Public authorities may elect to use the PARS or may develop their own approach to satisfying this requirement, however, internal contract reporting must include all information required by this schedule.

CONTRACT REPORTING SCHEDULE

Reporting procurement outcomes – approaches to market

Within 60 days of a contract being executed (or approval of the procurement outcome if no contract is awarded) or by 1 August, whichever comes first, public authorities will report the following information for **all market approaches except** those arising from secondary procurements.

PARS fields to be completed

Actual market approach type	
Actual market approach date	
Contract awarded to SA business	Yes/no
Approval (if not awarded to an SA business)	Chief Executive, authorised person, no approval
For limited market approaches	
Number of suppliers approached	
Number of SA businesses approached	
For limited and direct market approaches	
Reason for limited or direct approach	
Limited or direct approach approver	

Reporting procurement outcomes – executed contracts

Within 60 days of a contract being executed or 1 August of the following financial year¹, whichever comes first, public authorities will use PARS to report the following for **all contracts except** those arising from secondary procurements under the mandated across-government contracts listed in this schedule.

TI 18.10 Reporting contracts

By 1 August of each year, public authorities will provide to Procurement SA a certificate signed by the Chief Executive (or authorised person) confirming that the contract information reported for the previous financial year is true, accurate and complete.

PARS fields to be completed

Name of public authority(ies)	
Procurement approved value	
Public authority contract reference	
Public authority project reference	
Contract title and description	
Contract dates	Execution, start, end (including extension options)
Contract structure	Stand-alone, multi-award, panel, pre-qualification list
Contract duration	One-off purchase, fixed term, perpetual
Contract type	Standing offer, committed value
Government parties	Single agency, multi-agency, across-government

¹ For example, a contract executed on 15 June must be reported by 1 August of that calendar year (which is also 1 August of the next financial year) as that date occurs before the 60 day due date. A contract executed on 15 July must be reported within 60 days as due date this occurs before 1 August of the following financial year (which is also 1 August of that calendar year).

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Supplier details

Entity name	
Business name	
Entity type	
ABN or ACN	
Contact person details	
Address(es)	
Location	SA, Australia, NZ, other
Status	SA Aboriginal business, women-owned business, not-for profit

For multi-award and panel contracts, and pre-qualification lists

Approval if 1 or more suppliers are non-SA businesses

Changes to contract information

Where a contract's value is initially less than \$55,000 but increases to a value above \$55,000, the contract will be reported in PARS **within 60 days of the date the increase takes effect or 1 August, whichever comes first.**

Where any contract information that has been recorded in PARS, and is listed in the table above, changes for any reason those changes will be reported in PARS **within 60 days of the date the change takes effect or 1 August, whichever comes first.**

Secondary procurement contract reporting exceptions

Contracts arising from secondary procurements under the following **mandated, across-government contracts** do not require reporting in PARS.

GOODS AND SERVICES	ENERGY	ICT
Stationery and office supplies (P)	Bulk fuel and lubricants (P)	Adobe Value Incentive Plan (VIP) Agreement (S)
Temporary staff services (P)	Electricity retail agreement (S)	Esri software products and services (S)
Travel management services (S)	Fuel card (P)	Microsoft enterprise enrolment (S)
	Natural gas (S)	Microsoft licensing solution provider (S)
		Microsoft unified support services (S)
		Network hardware and services marketplace (S)
P: panel S: Single provider		



CONTRACT REPORTING SCHEDULE

[Name of Treasurer]

Treasurer of South Australia

This certificate is presented to meet the [insert] financial year requirements of the *Contract Reporting Schedule* under the SA Government Procurement Framework.

This certificate verifies that the details reported through the *Procurement Activity and Reporting System* in respect of all contracts arising from procurements conducted in the [insert] financial year with a contract value exceeding \$55 000 is true, correct and complete.

This certificate confirms that [public authority] executed in [financial year]:

Total number of contracts	[insert #]	Total value of contracts	\$ [insert value]
Of these contracts:			
Total number of contracts with a South Australian business	[insert #]	Total value of contracts with a South Australian business	\$ [insert value]
Total number of contracts with a non-South Australian business	[insert #]	Total value of contracts with a non-South Australian business	\$ [insert value]

Submitted on behalf of the [public authority] by:

Full name of Chief Executive or authorised person

Position

Date _____ Signature _____