

PARS Flow Chart - Forecasting the Procurement

Forecasting in PARS is only applicable if there is a need for a future procurement valued above \$55k (inc GST) that is in scope of TI 18 Procurement.

Details of the forecast procurement, as well as any resulting procurement process and contract is to be entered into PARS.

This PARS Flowchart on Page 1 deals with the Forecasting of the Procurement. Please see the PARS Flowchart on Page 2 for guidance on entering details for the procurement process and contract.

Note - A streamlined process called 'Total Forecast Activity' applies when the procurement activity occurs under an Across-Government Panel or Contract, or an Agency Panel. Please refer to the separate PSSA Policy Fact Sheet available on the PSSA website under the Policy page, then under Tools tab.

The spirit of forecasting procurements is to provide transparency and advanced notice to the public supply market as early as possible. As such, it is important to publish as much as possible as soon as possible. Should there be any material changes to the forecast procurement that becomes known later, the forecast procurement should be updated in PARS as quickly as possible. It is a TI 18 requirement that agencies use their best endeavours to ensure the forecast procurements reported in PARS remain accurate and up-to-date.

A procurement is only required to be entered into PARS if it meets the definition of a procurement and is valued over \$55k (inc GST).

Is there a need for a future procurement above \$55k?

Yes

No

Enter/update forecast procurement into PARS and submit for review

No further action required

Will this forecast procurement be published to the public supply market?

Yes

No

Do you have approval to not publish under the acceptable grounds listed in the Procurement Governance Policy from your Chief Executive (or Authorised Person)?

Published

Unpublished

Yes

No

Have there been any material changes in the forecast procurement?

Agencies must publish all known forecast procurements above \$55k unless your Chief Executive (or Authorised Person) has approved it not to be published under one of three acceptable grounds listed in the Procurement Governance Policy.

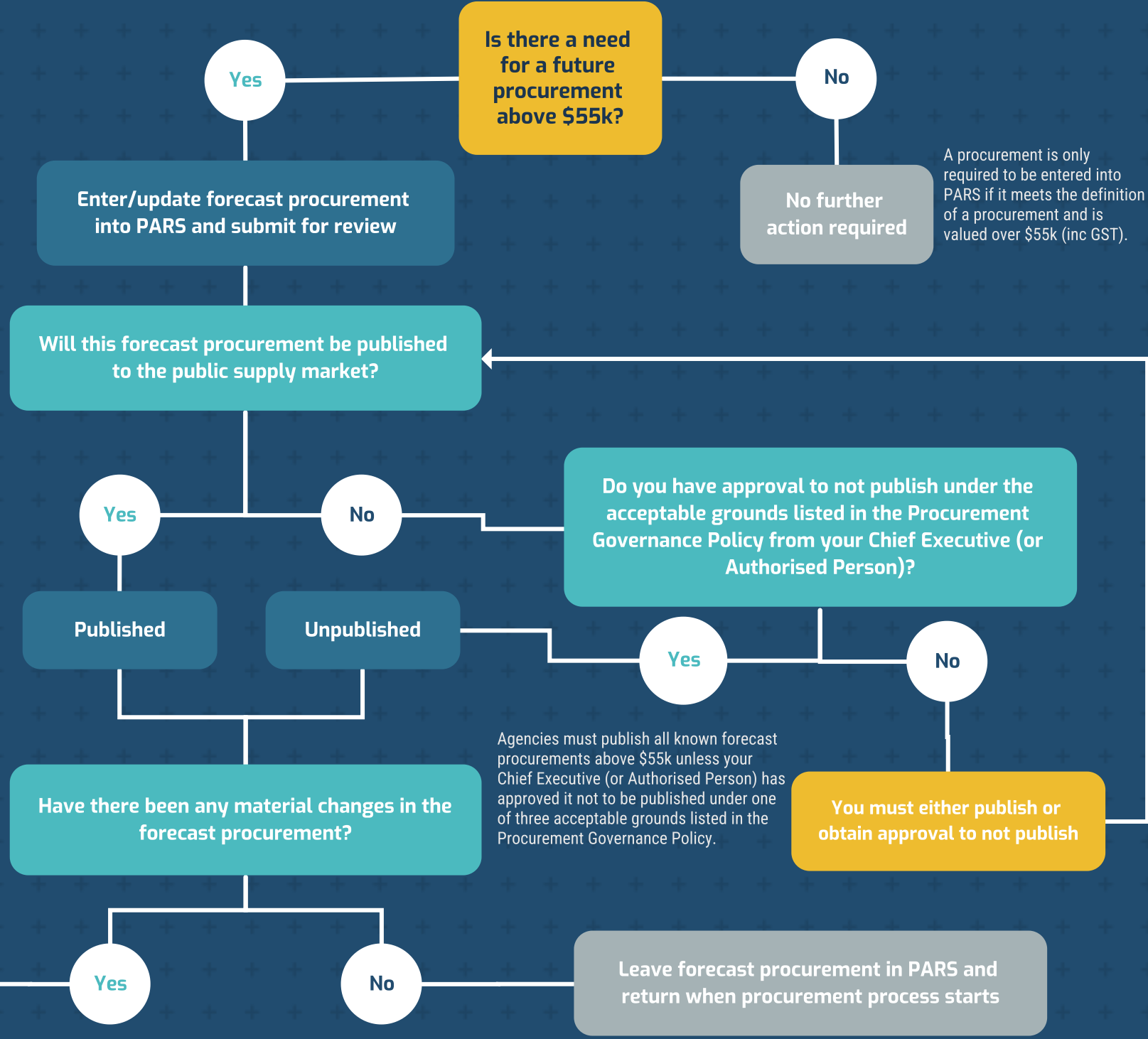
You must either publish or obtain approval to not publish

Yes

No

Update forecast procurement and repeat process from the start

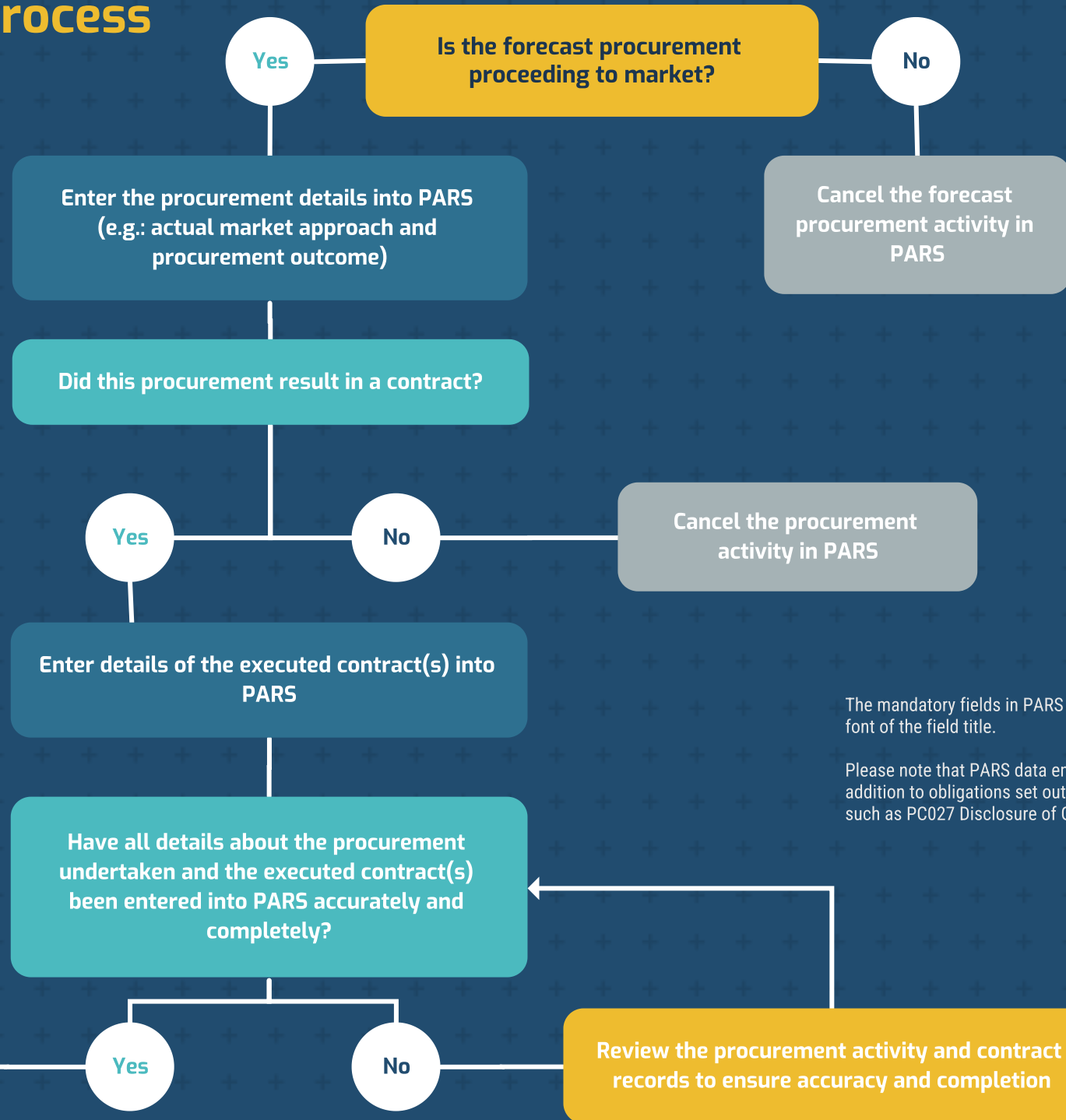
Leave forecast procurement in PARS and return when procurement process starts



PARS Flow Chart - the procurement process and contract

The details for the procurement will include information such as:

- the actual market approach details with justification reasons (if required); and
- whether an SA Business or Non-SA Business has been awarded a contract as the result of the procurement.



The final step in PARS is to close the procurement record, by selecting the 'close' button. Unless this final step is actioned, the procurements will appear in PARS as an active (uncompleted) procurement.

The mandatory fields in PARS are indicated by the red font of the field title.

Please note that PARS data entry obligations are in addition to obligations set out under other policies, such as PC027 Disclosure of Government Contracts.