

Procurement Services SA

Fact Sheet

PARS Reporting Requirements – PARS Reporting Requirements for Across-Government Contracts Overview

The Fact Sheet covers the streamlined requirements for reporting on purchases and secondary procurement processes under an across-government contract.

This change has been made to streamline reporting from public authorities and track actual expenditure with SA businesses.

Forecast reporting for across-government panels (AGP)

By July each year, enter in PARS the total forecast expenditure for each AGP. Each AGP will be pre-loaded in PARS.

Reporting on engagements from across-government panels (AGP)

As part of the panel rules, the lead agency (e.g. PSSA), will determine if engagements under the panel are 'transactional' or 'secondary processes'.

For example:

Temporary Staff Services Panel – all engagements are transactional due to the defined scope of services. Each engagement is via a customer order.

Audit and Financial Advisory Services Panel – all engagements are secondary processes as a scope must be defined for each piece of work and requires identification of the supplier with the necessary capabilities.

Transactional AGP

- No additional information is required to be entered by public authorities after the forecast expenditure has been added.
- PSSA will upload the actual expenditure into PARS for each public authority to track actual expenditure with SA businesses.

Secondary Processes AGP

- For each separate engagement, the public authority must enter the actual agreement details including value.
- All secondary engagements must link back to the original forecast entry.
- The details of this activity record are the same as recording other individual procurement activities and contracts.

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- PARS may be used to track actual expenditure against the engagement to support tracking of expenditure with SA businesses (note – this is not a mandatory requirement).

Reporting on single service and sole supplier arrangements

There are no requirements for reporting within PARS for across-government contracts for a single service for which there is one mandated supplier. This includes forecast and actual expenditure.

For example: electricity and natural gas.

For contracts managed by PSSA, actual expenditure will be provided to public authorities directly from contract reporting.

PSSA Contact Details and for Further Information / Support

For enquiries about the PARS: support@procurement.sa.gov.au

For enquiries about Across-Government Contracts: Procurement@sa.gov.au

To access the Across Government Panels and Contracts: [Across Government Contracts \(sharepoint.com\)](https://sharepoint.com)

To access the PARS: <https://pars.procurement.sa.gov.au>

To arrange training on the PARS: [Procurement Services SA Capability Development Portal](#)

To contact PSSA: (08) 8226 5001

For more information about PSSA and SA Government procurement www.procurement.sa.gov.au

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