

Procurement Services SA

Fact Sheet

PARS Reporting Requirements – PARS Reporting Requirements for Agency Panels

Overview

The Fact Sheet covers the streamlined requirements for reporting on secondary procurement processes under an agency panel.

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

Forecast reporting for agency panels

A listing for each agency panel must be created in PARS upon creation of the panel itself.

By July each year, enter in PARS the total forecast expenditure for each panel operated by the agency.

Reporting on engagements from agency panels

As part of the panel rules, the agency will determine if engagements under the panel are 'transactional' or 'secondary processes'.

For example:

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

Panel B – all engagements are secondary processes as a scope must be defined for each piece of work and identification of the supplier with the required capabilities.

Transactional

- No additional information is required to be entered into PARS by agencies after the forecast expenditure for the agency panel has been added.
- Agencies should upload the actual expenditure into PARS as a lump sum total by July each year.

Secondary Processes

- For each separate engagement, the agency must enter the actual agreement details including value.
- All secondary engagements must link back to the original forecast entry.

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- The details of this activity record are the same as recording other individual procurement activities and contracts.
- 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).

PSSA Contact Details and for Further Information / Support

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

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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