

Reporting Schedule

Purpose

This Schedule sets out procurement reporting requirements for public authorities subject to Treasurer's Instructions 18 Procurement.

The reporting requirements detailed in this Schedule will improve the use of data to:

- reduce administration and improve accuracy
- identify trends in the procurement system
- benchmark procurement operations and performance
- analyse government procurement and contracting activity.

Public authorities are required to provide the following information:

Procurement Activity Reporting

This information is used to produce the South Australian Government's Forward Procurement Plan, of which most procurement activities are published for public access.

This also includes summary data about the procurement activity including estimated value, market approach type and timeframes.

Contracting

This information is used to collect the details of contracts entered into by the South Australian Government. This is used to identify the value and volume of contracting activity and provides data such as contracts let to South Australian businesses.

Financial Reporting (spend data)

This information is used to identify spend by the South Australian government for goods, services and construction procurement. This can identify spend by certain supply categories, markets or a specific cohort such as spend with Aboriginal Business, in a given time period.

Operational Reporting

This information is used to identify opportunities to improve the procurement framework.

The Procurement Activity and Reporting System (PARS)

Public authorities will submit the required information using the government's central *Procurement Activity and Reporting System (PARS)* managed by Procurement Services SA.

This information is most effectively assembled from the public authority's own procurement and contract management processes, registers, and procurement and finance systems. This may be achieved through direct entry into the forms available, or optionally via integration of public authority systems with the PARS.

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Actively utilising the PARS in an ongoing manner will enable the PARS to pre-populate and/or calculate reporting data. For reporting data to be automated by the PARS, information will first be recorded in the PARS for each procurement activity and resulting contract. The more the PARS is utilised, the more efficient and automated the reporting process will be.

Refer to the *PARS User Guide* for further instructions on how to use the PARS.

Public Authority Reporting Requirements

Appendix 1 of this Schedule provides a list of reporting requirements.

All dollar values used in reporting are to be inclusive of GST.

Public authorities will ensure that reporting of activities relating to individual procurements undertaken and contracts established is recorded in the Procurement Activity Portal and Industry Participation Portal in the PARS. This will enable Procurement Services SA to undertake, share and report a detailed analysis of government procurement and contracting activity.

Reporting Frequency

The following table outlines the minimum reporting frequency:

Reporting Requirements	Reporting Frequency		
	2022-23	2023-24	2024-25 ongoing
Financial Reporting (spend data)	Annually, due by 31 Aug 2023	Six-monthly, due by 28 Feb 2024 & 31 Aug 2024	Quarterly, 31 Oct 2024, 31 Jan 2025, 30 Apr 2025 & 31 July 2025 and thereafter
Procurement Activity Reporting and Contracting Details	Quarterly: <ul style="list-style-type: none"> ▪ Jan-Mar, due by 30 April ▪ Apr-Jun, due by 31 July ▪ July-Sept, due by 31 Oct ▪ Oct-Dec, due by 31 Jan 		
Operations			

Responsibilities

The internal procurement framework of a public authority should delegate responsibilities and authorisations for submitting and approving information through the PARS.

The Chief Executive (or equivalent) is responsible for ensuring their public authority meets its reporting requirements under Treasurer’s Instructions 18 and this Schedule.

Procurement Services SA will publish across government reporting data on <http://www.procurement.sa.gov.au>.



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Appendix 1 Public Authority Reporting Requirements

Procurement Activity Reporting

Planning:

- Date created in the system (system generated)^
- Public Authority Name and Division (system generated)^
- Spend Category (Goods & Services, Construction, Consultants)^*
- Title of Procurement Activity^
- Description of Procurement Activity^
- Expected Market Approach Date^
- Estimated Value
- Estimated Value >\$500m and if not broken up, CE/Cabinet Approval Obtained (if applicable)*
- Date Funding Available*
- Probability to Proceed to Market^
- Procurement Type(recompete expiring contract, secondary procurement)^
- Government Parties^
- Procurement Complexity
- Intended Market Approach Type (e.g. Direct, Limited, Open)^
- Justification for Limiting the Market (if applicable)
- Market Approach Method (e.g. SA Tenders & Contracts, Email, Other)^
- # of Suppliers (to be approached)
- # of South Australian Businesses (to be approached)
- South Australian Business Not Approached (justification) (if applicable)
- South Australian Business Not Approached, CE Approval Obtained (if applicable)*
- Forecast Value (of aggregated secondary procurements)
- Publication on the Forward Procurement Plan (yes/no), including justification and CE Approval Obtained (if applicable)
- Date of publication on the Forward Procurement Plan (system generated)^

Sourcing:

- Actual Market Approach Date*
- Actual Market Approach Type
- Justification for Limited Market Approach (if applicable)
- # of Suppliers Approached*
- # of SA Suppliers Approached*

Contract Details

Procurement Outcome:

- Supplier Entity Name
- Supplier ABN
- Supplier Location
- South Australian Business (yes/no)*
- CE Approval Obtained (if not a South Australian Business)*
- Not for Profit (yes/no)
- Savings Achieved

Contracting:

- Contract Title
- Contract Description
- Date Executed

* relates to election commitments

^ information is made publicly available on the forward procurement plan

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- Start Date
- End Date
- Procurement Approved Value
- Committed / expected contract value
- Contract Parties^
- Contract Structure and Duration Type
- Contract Arrangement (standing offer, committed value / outcome)
- NFP Indexation applied (if applicable)
- Contracts Past Expiry Date, but still in operation
- Contracts without a performance review (term is greater than 12 months)
- Contract Variations (value and term) (system generated)
- PC027 Disclosure Status

Financial Reporting (spend data)

- Spend by Finance Category (Goods & Services, Construction, Consultants)
- Aboriginal Business Spend

Operational Reporting

- Policy Departures
- Supplier Complaints (nature of complaint and outcome)
- Customer Satisfaction

* relates to election commitments

^ information is made publicly available on the forward procurement plan

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