Am I required to report Cloud Services Panel Contracts on AusTender?

When must I report a Cloud Services Panel Contract on AusTender?

Commonwealth entities, as defined by the Public Governance, Performance and Accountability Act 2013 (PGPA Act), must meet contract reporting obligations in accordance with Commonwealth Procurement Rules (CPR) for the Cloud Services Panel (Panel).

Relevant entities must report contracts and amendments on AusTender within 42 days of entering into (or amending) a contract if they are valued at or above the reporting threshold.

The reporting thresholds (including GST) are:

a) $10,000 for non-corporate Commonwealth entities; and

b) for prescribed corporate Commonwealth entities,
   i. $400,000 for procurements other than procurement of construction services, or
   ii. $7.5 million for procurement of construction services.

Further information is available in the Reporting arrangements section of the CPR.

Are State, Territory and Local Government entities/agencies required to report Panel Contracts?

All entities/agencies are required to comply with their own jurisdictional reporting requirements. This means that State, Territory and Local Government entities/agencies are not required to comply with reporting obligations under the PGPA Act or CPR. However, there may be additional reporting requirements under State, Territory or Local Government regulations.

Under the terms and conditions of the Cloud Services Panel Head Agreement, entities/agencies are afforded protections against certain legal risks. It is important to note that any entity/agency procuring cloud services under the Panel must issue all requests for quote through the ICT Procurement Portal. Issuing a request for quote through the ICT Procurement Portal generates a unique reference number, known as the Procurement ID, which must be included in a contract under the Panel. No entity/agency may conduct a request for quote outside the ICT Procurement Portal, or contract without a Procurement ID under the Cloud Services Panel.
How do I report a Panel Contract on AusTender?

If your entity meets the conditions and reporting thresholds, Contracts must be reported using the Panel’s Standing Offer Number **SON2914302**.

For further information on reporting a Contract, please seek internal entity/agency advice regarding your procurement and reporting processes.

Additional advice can be sought by contacting the AusTender Help Desk via phone or email:

Phone: 1300 651 698  
International: +61 2 6215 1558  
Email: [tenders@finance.gov.au](mailto:tenders@finance.gov.au)

The AusTender Help Desk is available between 9am and 5pm ACT Local Time, Monday to Friday (excluding ACT and national public holidays).