



Guide to the Coordinated Procurement Fee Management Advisory Services Panel

Updated April 2026

Purpose of this guide

This guide explains the Coordinated Procurement Fee (Panel Fee) for the Management Advisory Services Panel (the Panel).

It helps Commonwealth entities and Service Providers understand:

- what the Panel Fee is
- how it is calculated and invoiced
- entity responsibilities for reporting and payment.

The guide does not replace the Head Agreement or an entity's procurement policies. Entities should refer to the Head Agreement and seek internal advice where needed.

What is the Coordinated Procurement Fee?

The Panel is funded through a Coordinated Procurement Fee (Panel Fee). It is charged quarterly to participating Commonwealth entities (entities). The Panel Fee:

- supports Finance's administration of the Panel
- funds panel governance, monitoring, review and refresh activities
- contributes to whole-of-government efficiencies in the procurement of management advisory services.

Panel Fee rate

The Panel Fee is calculated at 1 per cent of all Service Provider invoices paid reported against related Panel Work Orders.

The fee is payable by entities, not Service Providers.

What the Panel Fee covers

Finance administers the Panel for the benefit of participating entities. Panel Fee funding supports activities including:

- managing Head Agreements with Service Providers, on behalf of the Commonwealth
- monitoring panel performance and effectiveness
- refreshing the Panel as required.

- hosting and maintaining Panel guidance and search tools
- overseeing Service Provider performance and addressing performance issues
- supporting whole-of-government reporting and strategic procurement insights
- monitoring and administering the Flexibility Framework.

Reporting in CRIIS

The Contractor Reporting, Integrity Information Solution (CRIIS) is Finance's web-based platform. CRIIS supports panel reporting, fee calculation and entity invoicing.

Service Provider responsibilities

Service Providers must:

- record each signed Work Order in CRIIS for entity endorsement
- report paid invoices against those Work Orders.

Entity responsibilities

Entities play a key role in maintaining accurate CRIIS records. Entities are responsible for:

- reviewing Work Orders submitted in CRIIS
- approving or rejecting Work Orders
- ensuring CRIIS records align with signed Orders for Services
- supporting the integrity of reporting used to calculate Panel Fees.

Accurate CRIIS records are essential for the correct calculation of the Panel Fee.

How the Panel Fee is invoiced

Acquittal Statement

Under the Head Agreement, Service Providers report paid invoice values in CRIIS. Finance uses this data to produce an Acquittal Statement for each entity.

The Acquittal Statement:

- summarises expenditure for the reporting period
- shows how the Panel Fee has been calculated.

Panel Fee invoice

Finance issues a Panel Fee invoice to each entity based on the Acquittal Statement.

Materiality threshold

To reduce administrative burden for entities and Finance, a materiality threshold applies:

- A threshold of \$500 per quarter applies for the first three quarters of the financial year.
- Where the Panel Fee for an entity is less than \$500 in a quarter, no invoice is issued for that quarter.
- Expenditure continues to accrue and rolls forward within the same financial year.

At the end of the financial year any outstanding amount owing is invoiced.

Purchase Order for the Panel Fee

If an entity requires a purchase order number for Panel Fee invoicing, reasonable steps should be taken to ensure it is set up. Finance should be notified in advance.

Machinery of Government (MOG) changes

Machinery of Government (MOG) changes that significantly affect Panel Fees will be assessed on a case-by-case basis. Entities may be asked to assist Finance allocate fees across the affected entities.

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