



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

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