



# Management Advisory Services Panel Panel Administration Fee

February 2022

## Panel Administration Fee

The Panel will be funded through a Panel Administration Fee (Panel Fee) to be levied quarterly on participating Agencies, unless the Materiality Threshold has not been met. The Panel Fee will cover Finance's costs of administering the Panel, reviewing its effectiveness and refreshing the Panel as required.

The Panel Fee is set by Finance at a rate of 0.4 per cent of actual Agency expenditure. Actual Agency expenditure refers to the total value of all invoices for MAS Panel services issued by a Supplier and paid by an Agency within a single reporting period.

Each Agency's expenditure on Management Advisory Services will be reported by Service Providers on a quarterly basis. Agencies are not required to provide any expenditure reporting to Finance. An Acquittal Statement will be provided with the Panel Fee invoice to explain how the Fee was calculated.

## Benefits of the Panel

The Panel provides a range of benefits, including:

- improved quality, consistency and efficiency of purchasing Management Advisory Services with standard terms and conditions and a Performance Management Framework
- cost savings and efficiencies for Service Providers by reducing administration and tendering efforts
- reduction in the time and effort for Agencies and for Service Providers to establish contracts
- replacing multiple panel arrangements across Government with a single panel arrangement
- providing standardised rate structures for Agencies, noting that Service Providers' rates can vary significantly across other panels for the same types of Services.

Finance will administer the Panel for the benefit of participating Agencies, including:

- managing the Head Agreements between Service Providers and Finance, on behalf of the Commonwealth
- monitoring the Panel to implement efficiencies for the Commonwealth
- hosting and maintaining the MAS Panel webpages on the Finance website which provides guidance and search functions for service offerings of Service Providers
- overseeing a Performance Management Framework for Service Providers and addressing performance issues
- providing internal reporting and strategic advice to support WoAG decision making, planning and delivery across the Commonwealth reviewing and refreshing the Panel
- monitoring the Flexibility Framework.

## Purchase Order for the Panel Fee

If your Agency has a mandatory requirement for invoices to include purchase order numbers, you must take reasonable steps to ensure that this is in place.

If this is relevant to your Agency, you should notify Finance of the purchase order number in advance of using the Panel via email: [MASPanel@finance.gov.au](mailto:MASPanel@finance.gov.au).

Once the Agency has provided Finance with its purchase order number, this will be added to the invoice prior to it being issued to the Agency for payment.

## Acquittal Statement

The Head Agreement requires Service Providers to report to Finance on the value of invoices paid in each quarterly reporting period. This information is used to compile the Acquittal Statement provided to each Agency with their quarterly Panel Fee invoice.

The Acquittal Statement provides a breakdown of expenditure used to calculate the Panel Fee by purchase order number.

Where a Service Provider refunds any invoiced expenditure, and reports this to Finance, the Panel Fee will be adjusted accordingly in the following invoice period.

## Materiality Threshold

To further reduce the administrative effort for Finance and Agencies, a Materiality Threshold will be applied at \$500 per quarter for the first three quarters and \$100 in the final quarter at the end of the financial year.

The Panel Fee will not be charged to an Agency where the Panel Fee calculated for that Agency is less than \$500 in any of the first three quarters. However, where this occurs the value of expenditure will be rolled into the next quarter and continue to accrue within that financial year.

At the end of the financial year the materiality threshold will reduce to \$100 and any final amount owing will be invoiced.

## Machinery of Government impact on Panel Fee

Machinery of Government (MOG) changes will be considered on a case-by-case basis where the changes are material in proportion to the Panel Fee payable. Agencies will be asked to assist with attributing any Fees between the Agencies.

### Contact Us

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