



## Peter DeGraaff

m: 0412 826 487  
p: 1800 959 885  
e: [peter.degraaff@proximity.com.au](mailto:peter.degraaff@proximity.com.au)

proximity

### BACKGROUND

Peter is a Senior Advisor at Proximity. He is a very well regarded procurement and contracting advisor with significant experience in government and the private sector.

Peter has significant experience as a commercial, procurement and contracting advisor to strategic and operational information and communication technology procurement projects covering business systems, IT professional services, hardware procurement, software licensing (including for SaaS and AaaS) and fixed and mobile communications.

He also has considerable experience as an advisor and practitioner in general goods and services procurement projects and whole of government procurement and performance-based contract development and management. This experience includes the establishment, implementation and management of whole of government professional services panels and similar arrangements.

Peter is based in Canberra where he has worked in senior procurement and procurement-related positions in the Australian Government and the ACT Government.

In addition to his Arts degree, Peter has tertiary qualifications in Public Policy, Strategic Government Procurement and Contracting and Training and Assessment.

### EXPERTISE

- › Procurement (ICT and general goods and services) – procurement strategies and plans, market research, market approach documentation, evaluation plans and tender evaluations and contract negotiations
- › Contracting – development and management of performance-based contracts, including for panels
- › Whole of government arrangements - establishment, implementation and management of Software licensing and contracts
- › Business systems and hardware acquisition and software licensing
- › Advice to clients on the effective management and use of whole of government professional services panels, including the ACT Government Consult IT Panel
- › Contract negotiation, including as Lead Negotiator if required by the client.

Peter provides procurement advice and support to clients assisting them to achieve good value for money and sound procurement outcomes through effective and efficient management of the end-to-end procurement process from development of the procurement strategy and market approach documentation to planning for and conduct of tender evaluation to negotiation support, including as Lead Negotiator if required.

Working with clients to develop the procurement strategy as early as possible is one of Peter's strengths - this is the most effective way for the client to gain a detailed appreciation of the options available and the main risks involved in any procurement.

Peter is familiar with the Commonwealth Resource Management Framework (including the Public Governance, Performance and Accountability [PGPA] Act 2013 and PGPA Rule 2014) and the associated Procurement Framework (including the Commonwealth Procurement Rules and associated Finance and Procurement Guidance documentation.

He is also familiar with Australian Government ICT policies, ICT templates and whole-of-government ICT-related arrangements.



## RECENT EXPERIENCE

### Major ICT procurement projects

Providing advice and support to the client for the ACT Government (Territory) **Leased Data Centre Project**. The project delivered a leased data centre capability for the Territory which has already delivered considerable efficiencies and has moved significant 'cost of ownership' risks to the data centre provider. Peter managed the procurement process and developed and negotiated (as Lead Negotiator) the lease agreement. Subsequently, Peter supported the client in successive hardware acquisition projects to provision the leased data centre and decommission in-house data centres.

Advising the Territory client on the whole of government **Fixed and Mobile Telecommunications Project**. The project was part of a procurement reform and cost savings program and has achieved around \$2 million annual savings, particularly through the negotiation of a 'whole of government data bucket' approach for mobile data. Peter led and managed the end-to-end procurement process and developed and negotiated (as Lead Negotiator) the contract with the successful telecommunications provider.

Acting as the senior procurement advisor on the development and implementation of the **Territory Education Directorate Digital Portfolio**, including upgrading the schools administration system, acquiring a business intelligence capability and rolling out an enhanced wireless capability to ACT schools. Peter supported the client to develop a comprehensive strategy for the Digital Portfolio, have it endorsed by the ACT Government Procurement Board and to conduct the procurement activities for the different 'streams', commencing with upgrading the schools administration system and rolling out an enhanced wireless capability to ACT schools. Peter also supported the client in the conduct of a pre-tender industry consultation activity for the schools administration system upgrade project.

Advising and supporting the Territory Shared Services organisation to procure an **Accounts Payable Invoice Automation System (APIAS)**. As the senior procurement officer, Peter led and managed the end-to-end procurement process (with another procurement officer from his team) and developed and negotiated (as Lead Negotiator) the contract with the successful provider. This business system was a SaaS system and this involved a strong understanding of the cloud environment, data protection and privacy and the associated risks and risk management approaches.

Advising and supporting the Territory Shared Services ICT organisation, and other officers, to refresh and then use the **Provision of ICT Consulting & Related Business Services under a Panel Arrangement (Consult IT Panel)**. For this project Peter (with another procurement officer):

- › Developed the market approach documents, tender evaluation plan and panel deeds, including an improved Work Order and User Reference Guide.
- › Conducted the few necessary Deed negotiations.
- › Provided ongoing procurement advice and support to officers using the Panel – draft Work Orders, evaluation plans and so on.

### Major professional services procurement projects

When he was a Deputy General Manager in the National Blood Authority (NBA) responsible for commercial procurement and contracting, Peter led the establishment of a specialist **Professional Services Panel** for the NBA. Peter led and managed the end-to-end procurement process for the Panel and developed and negotiated panel deeds with successful tenderers. Then he was responsible for overseeing the management of the panel arrangement, including use of the User Reference Guide by NBA officers.



More recently, Peter led the establishment of a specialist whole of government **Valuation Services Scheme** for the ACT Government. Peter led and managed the end-to-end process for the Scheme and developed the Scheme Conditions and pre-qualification criteria. Peter instituted a broad and deep engagement with the valuation services industry sector in Australia including with the peak bodies (Australian Property Institute, Royal Institute of Chartered Surveyors and Australian Valuers Institute) which ensured an accurate statement of requirements was developed which industry had contributed to. Implementation of the Scheme was complemented by a comprehensive User Reference Guide and a user familiarisation session that included a senior representative of the Australian Property Institute - this session was very well received by Territory users.

- QUALIFICATIONS**
- › Bachelor of Arts (University of NSW)
  - › Graduate Diploma in Public Policy (Australian National University)
  - › Certificate VI, Advanced Diploma of Government - Contracting and Procurement (Bayley & Associates Pty Ltd)
  - › Certificate IV, Training and Assessment (Canberra Institute of Technology)
  - › Graduate Diploma in Educational Administration (Deakin University)