

STANDARD PROCEDURE Aviation Authority	Number: <u> S410.41 </u> Effective: <u> 10/21/19 </u> Revised: <u> 10/21/20 </u> Page: <u> 1 </u> of <u> 6 </u>
SUBJECT: PROOF OF CONCEPT FOR TECHNOLOGY PROCUREMENT	

PURPOSE: To establish procedures for a Proof of Concept (PoC) program for testing or trial use of Information Technology Services (ITS) related hardware, software, or related Professional Services.

GENERAL: The Procurement Department (Procurement) is responsible for facilitating the PoC program in cooperation with the ITS Department. Authority departments may request a PoC to assess technology products and services prior to procuring a full implementation or development of the product or service. Hardware, software or related Professional Services that are approved by the Authority through the PoC program and whose cost exceed \$65,000 must be procured through a current competitively solicited Government or Cooperative Contract.

PROCEDURES:

A. Definitions

1. Authority means the Hillsborough County Aviation Authority.
2. Business Case means the formal presentation that is submitted to the Information Technology Governance Committee (ITGC) for approval or denial and determination of priority.
3. Change means additional functionality, services and/or hardware not included in Defined Deliverables and which are a requirement to complete the PoC.
4. Contract means final SOW, pricing, Government or Cooperative Contract terms, and executed Supplemental Agreement.
5. Cost means the total dollar amount to be paid for the product or service per the Government or Cooperative Contract.
6. Defined Deliverables means the PoC must have documented scope and

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functionality prior to the start of the PoC and validation and sign off from the Authority prior to completion of the PoC.

7. Enterprise Applications means technology applications that support Finance, Human Resources and Procurement, including but not limited to Oracle.
8. Executive Committee Meeting (ECM) means the decision making body for Enterprise Applications-related projects, requests and releases.
9. Government or Cooperative Contract means a current contract that was procured using a full and open competitive selection process by a State or local government agency or national purchasing cooperative.
10. ITGC means Authority staff who are responsible for monitoring, evaluation, and approving actions related to IT risk, investment and prioritization of projects and services.
11. ITS means the Authority department responsible for selection, implementation and ongoing support of technology applications, project management, enterprise operations and security.
12. Parking Lot Items means any additional request for services, functionality and/or hardware that does not fall within the Defined Deliverables and will be addressed after the completion of the PoC.
13. PoC means a test or trial use of hardware, software or related Professional Services, over a limited period, to assess feasibility for future development or implementation.
14. Procurement Agent (PA) means an Authority staff member who is authorized to carry out all procurement functions on behalf of the Vice President of Procurement.

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15. Professional Services means services rendered by a technology professional for ITS hardware installation, software subscriptions and/or licenses, software implementations, or integrations.
16. Purchase Order means documented offer by the Authority to Supplier to purchase specified supplies or services at a specific Cost. It is generated by the PA through the Authority's enterprise business software system.
17. Request means a request from an Authority department to a PA to conduct a PoC.
18. Requesting Department (Department) means a department of the Authority.
19. Scope of Work (SOW) means a document that describes the nature of the service or work to be performed, when authorized, for a specific task or project.
20. Solution means technology related hardware, software subscription, software and/or services combined as a single package to address an Authority business need.
21. Supplemental Agreement means a mutually consented agreement that modifies, but does not replace, the Government or Cooperative Contract by adding terms specified by the Authority.
22. Supplier means a person or business providing services or products required by a Contract.

B. PoC Request Process

1. Requesting Department will:
 - a. Engage ITS to identify the Solution and its Defined Deliverables prior to engaging with a Supplier.

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- b. Verify that Solution can be purchased under a Government or Cooperative Contract that is current, pending award or pending amendment to add the Solution, if cost exceeds \$65,000.
- c. Include PA and ITS when engaging Supplier.
- d. Review Request with PA and ITS for approval to proceed.
- e. Determine initial Business Case benefits and create the ITGC presentation jointly with ITS.
- f. Submit Request for approval to the ECM if Request is Enterprise Applications-related.
- g. Present Business Case to the ITGC for final approval.
- h. If Request is approved by ITGC, email Request to PA and provide, as applicable:
 - i. Supplier Name
 - ii. Contact Information
 - iii. Product Name or Service Description
 - iv. Current Government or Cooperative Contract for the Solution
 - v. Justification for PoC
 - vi. Any supporting documentation
 - vii. Requisition for PoC if there is a cost
- i. Coordinate PoC set up and installation with ITS.
- j. Identify and approve, with ITS, Changes required to complete the PoC. Engage PA to request Changes from the Supplier for costing and completion.

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- k. Identify and approve, with ITS, Parking Lot Items discovered during the PoC.
 - l. Engage PA to request Cost and timeline changes from Supplier for final approved Changes and Parking Lot items, as well as final SOW and Cost for Contract.
 - m. Notify PA if Solution is approved by ITGC.
 - n. Provide, or request from ITS as appropriate, requisition for purchase of full Solution.
 - o. Provide notice to proceed to Supplier after Purchase Order is issued, manage development and implementation, Contract administration, and final approval of Solution, in accordance with the terms of the Contract.
2. Procurement will:
- a. Review Government or Cooperative Contract documentation for Solutions whose cost exceeds \$65,000 in accordance with the Standard Procedure for Government and Cooperative Contracts (S410.11).
 - b. Ensure Supplier’s timeline for Cooperative Contract award or amendment to add Solution meets Authority’s implementation schedule if cost exceeds \$65,000 and not under current Contract.
 - c. Ensure Supplier will accept additional Contract terms for Supplemental Agreement required should Authority approve the Solution for full implementation.
 - d. If needed, obtain a SOW and Cost proposal for PoC from Supplier. Review with Department, ITS and Legal Affairs Department. Prepare Contract after approval.
 - e. Obtain preliminary SOW and Cost proposal for the full Solution from Supplier. Review with ITS. Ensure compliance with the scope and scale of the Government

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or Cooperative Contract as applicable.

- f. Submit Contract for PoC exceeding \$100,000 to Board for approval only if there is a current Government or Cooperative Contract. If there is no current Government or Cooperative Contract, PoC cannot exceed \$65,000.
- g. Distribute Contract and/or Purchase Order for PoC to Supplier.
- h. Attend demonstration(s) of the PoC with ITS and Requesting Department, as required.
- i. If PoC is successful and notification of ITGC approval is received from Requesting Department, negotiate final SOW and cost, and develop Supplemental Agreement and final Contract for the Solution.
- j. Coordinate ITS, Legal Affairs and Requesting Department's review of Contract for Solution.
- k. Should Solution exceed \$100,000, submit Contract for Solution to Board for approval.
- l. Execute Supplemental Agreement.
- m. Distribute final Contract and Purchase Order to Supplier.

APPROVED: _____

DocuSigned by:
Michael Stephens
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DATE: 10/21/20