

STANDARD PROCEDURE	Number: <u>S410.41</u>
Aviation Authority	Effective: <u>10/21/19</u>
	Revised: <u>04/21/25</u>
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PURPOSE: To establish procedures for a Proof of Concept (PoC) program for testing, trial, and acquisition of Solution for 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 \$100,000 must be procured through a formal solicitation or 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 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 Contract.
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 functionality prior to the start of the PoC and validation and sign off from the

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Authority prior to completion of the PoC.

- 7. Government or Cooperative Contract means a contract that was procured using a full and open competitive selection process by a State or local government agency or national purchasing cooperative.
- 8. Information Technology Governance Committee (ITGC) means Authority staff who are responsible for monitoring, evaluation, and approving actions related to IT risk, investment and prioritization of projects and services in accordance with ITGC Charter.
- 9. ITGC Charter means a written instrument that creates and defines the powers and privileges of the ITGC.
- 10. Information Technology Services (ITS) means the Authority department responsible for selection, implementation and ongoing support of technology applications, project management, enterprise operations and security.
- 11. IT Operational Needs refers to the hardware and software solutions required to deliver effective services to end users and other stakeholders. Solutions may include, but are not limited to, network and telecommunications equipment (i.e. switches, routers, transceivers), computers and accessories, data storage solutions, and software utilized solely by ITS.
- 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.

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- 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.
 - 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 that address an Authority business need.
 - 21. Supplemental Contract 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:

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- a. Engage ITS and PA to identify the Solution and its Defined Deliverables prior to engaging with a Supplier.
- b. Request PA to verify that Solution can be purchased under a Government or Cooperative Contract or procured through a formal solicitation, if applicable.
- 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. ITS may begin the PoC process for IT Operational Needs without approval from the ITGC when it's determined by Procurement that no engagement or participation is required from other Authority departments. In such cases, the proposed PoC shall be presented at the next available ITGC meeting, as required in accordance with the ITGC Charter.
- g. Present Business Case to the ITGC for final approval, as applicable.
- 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

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- 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.
 - 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, if applicable.
 - 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, as applicable.
2. Procurement will:
- a. Review Government or Cooperative Contract documentation in accordance with the Standard Procedure for Government and Cooperative Contracts (S410.11).
 - b. Ensure Supplier will accept additional Contract terms for Supplemental Contract required should Authority approve the Solution.
 - c. If needed, obtain a SOW and Cost proposal for PoC from Supplier. Review with Department, ITS and Legal Affairs Department. Prepare Contract after approval.
 - d. 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.

- e. Should PoC exceed \$100,000, submit PoC to Board for approval.
- f. Distribute Contract and/or Purchase Order for PoC to Supplier.
- g. Attend demonstration(s) of the PoC with ITS and Requesting Department, as required.
- h. If PoC is successful and notification of ITGC approval is received from Requesting Department, negotiate final SOW and cost, and develop Supplemental Contract and final Contract for the Solution.
- i. Coordinate ITS, Legal Affairs and Requesting Department’s review of Contract for Solution.
- j. Should Solution exceed \$100,000, submit Contract for Solution to Board for approval.
- k. Execute Contract.
- l. Distribute final Contract and Purchase Order to Supplier.

APPROVED:  DATE: 4/21/25