

STATEMENT OF WORK

HAWAII INFORMATION CONSORTIUM, LLC

ACCESS HAWAII COMMITTEE

SUPPORT SERVICES

DRAFT

OVERVIEW

This Statement of Work (SOW) identifies the responsibilities between the State of Hawaii, Department of Accounting and General Services, Office of Information Management and Technology (OIMT), Access Hawaii Committee (AHC), and the Hawaii Information Consortium, LLC (HIC) as the selected vendor providing Internet Portal services for the State of Hawaii. This document is subordinate to the requirements stated in RFP-08-11-SW, Internet Portal Manager and Service Provider, HIC's Proposal and the contract between the State of Hawaii and HIC dated, January 4, 2008.

This SOW covers general topics that deal with proposed AHC support and Portal Program mission activities not already supported by the Portal.

SERVICE LEVEL AGREEMENT

This SOW is subordinate to the Service Level Agreement (SLA) between OIMT and HIC signed and dated on September 6, 2012. This SOW is subject to all terms and conditions thereof unless specifically designated as exceptions in this document.

PURPOSE STATEMENT

HIC will assist the AHC with its legislatively-mandated duty of providing oversight of the portal provider. In support of the Committee's charge to provide review of strategic plans, the AHC Chair will need information from the Portal relating to strategies for online payment processing, electronic document filing, Internet initiatives, paperless initiatives, and web application development. HIC will collaborate with the AHC Chair, AHC subcommittees, AHC members and government agencies to promote e-government and to increase on-line services that can be easily, conveniently, and securely accessed by the public.

SCOPE STATEMENT

For the period of April 1, 2014 through June 30, 2014, HIC will perform additional tasks and take on special projects for the AHC. The total amount of work to be performed will be equivalent to 240 hours, or \$24,000.00.

New Tasks Relevant to AHC Meetings (Est: 20 hrs/meeting):

1. Facilitate AHC meetings, including creating and distributing the agenda and other communications to AHC members, designees, and the public;
2. Take minutes of meetings, distribute drafts of the minutes, and finalize approved minutes;
3. Prepare, file and distribute notices of meetings in accordance with section 92-7, Hawaii Revised Statutes; and.
4. Other duties as assigned by the AHC.

New Initiatives to the Promotion of eGovernment: (Est. Cost: \$15,000~30,000)

- Complete a study of eGovernment services provided by the portal. The study's purpose is to provide a better understanding of the advantages eGovernment services provide to State and County partners and the public. This will also provide valuable information that will aid the portal and the AHC in selecting future projects and communicating results to the public. A similar study was done by the University of Utah for the Utah portal, a summary of the report can be found at <http://cppa.utah.edu/publications/3State%20eGov%20Report1.pdf>.
 - Study topics may include but not limited to:
 - Public satisfaction with existing services;
 - Public ideas for improvements or for future services;
 - Agency partner satisfaction with existing services;
 - State and County agency ideas for improvements or for future services;
 - The impact of expanding use of mobile devices;
 - Cost avoidance analysis covering at least four partner agencies;
 - Top 10 Hawaii opportunities for self-funded applications.

Re-engage eDeposit Project (Est. Cost: N/A)

- Continue the development of eDeposit, also known as Treasury Deposit Report replacement pilot project, with DAGS and Budget & Finance.

Note: The eDeposits (eTDR) project is currently on hold. The specification for the next phase (B&F integration) is complete. To a large extent deliverables for this project will be limited by partner agency availability and priorities.

DELIVERABLES

HIC will deliver the broad study report, and the final report of accomplishment including total hours spent for each of the activities above, no later than the September 2014 AHC meeting.

RESPONSIBILITIES OF AHC

AHC will designate an individual with responsibility and authority for collaboration, review and approval of reports and other deliverables.

RESPONSIBILITIES OF THE HAWAII INFORMATION CONSORTIUM

HIC will provide a Partner Liaison to serve as the primary point of contact and coordination with the AHC designee as well as support staff for other administrative and coordinating duties.

TERM OF AGREEMENT

This Agreement shall be effective as of April 1, 2014 or date of signing by both parties (whichever is later) and shall remain in full force and effect until June 30, 2014, or such time as HIC and OIMT/AHC mutually agree to terminate it or unilaterally terminate it with one months' notice. The term of this agreement can also be extended or modified with written notice to the General Manager of HIC followed by an addendum to this document.

STAKEHOLDERS

Office of Information and Management Technology

Keoni Ana Building
1177 Alakea Street, Room 305
Honolulu, HI 96813

Hawaii Information Consortium, LLC

201 Merchant St.
Suite 1805
Honolulu, HI 96813

CHAIN OF COMMAND

Access Hawaii Committee

Keone Kali, Chief Information Officer

HIC

Russell Castagnaro, General Manager

Jing Xu, Director of Operations

Rosemary Warfield, eGovernment Services Manager

SIGN OFF

I, the undersigned, have the authority to make binding decisions on behalf of my respective agency/department regarding projects in collaboration with HIC.

I also have the authority to allocate agency/department resources towards the above-described project.

I have read the above document and understand all implications thereof. Any future changes to this Statement of Work will be made through a formal request to the HIC General Manager.

By signing, I acknowledge that the project described herein has received any required legal reviews and is in compliance with current State of Hawaii statutes and administrative rules.

Access Hawaii Committee

Hawaii Information Consortium, LLC

Keone Kali
Chief Information Officer
AHC Chairperson
Office of Information Management
and Technology
Department of Accounting and
General Services
State of Hawaii

Russell Castagnaro
General Manager

DATE: _____

DATE: _____