

## Access Hawaii Committee (AHC) Meeting

April 7, 2022

01:00 p.m.

Virtual Meeting/Video Conferencing Center (Kalanimoku Building)

This meeting will be conducted remotely. Members of the public may participate via interactive conference technology or in person at the physical location indicated below.

**Join Zoom Meeting:** <https://zoom.us/j/95651317531>

Meeting ID: 956 5131 7531

Find your local number: <https://zoom.us/u/adTeOreTVP>

### Physical Meeting Location:

Video Conferencing Center (VCC)

Kalanimoku Bldg.

Basement VCC

1151 Punchbowl St B-10

Honolulu, HI 96813

### Agenda

- I. Call to Order, Roll Call
- II. Review and Approval of the December 2, 2021 Meeting Minutes
- III. Public Testimony  
*Any person may submit testimony on any agenda item. Due to COVID-19 precautions, members of the public may submit written testimony via e-mail [ahcinfo@hawaii.gov](mailto:ahcinfo@hawaii.gov) or via mail addressed to 1151 Punchbowl Street B10, Honolulu, Hawaii 96813, attention to Catherine Arellano-Alcotas. Oral testimony is limited to 3 minutes per person per agenda item via the virtual Zoom conference room or in person at the physical location indicated above.*
- IV. Approval of Statements of Work (SOW) and Service Level Agreements (SLA); Discussion and Appropriate Action
  1. SOWs/SLAs Under Review
    - a. **Department of Land and Natural Resources – Bureau of Conveyances – Online Payments – SOW Amendment 1**  
This SOW amendment modifies the fee structure for Other Fees defined in the original SOW Exhibit A. The fee structure will be modified to move away from a STATE 70% / NIC HI 30% split and move towards a \$5,000 / month flat fee independent of the number of subscribers.
    - b. **Department of Business, Economic Development and Tourism – Small Business Regulatory Review Board (SBRRB) - Website Services – SOW Amendment 1 and Exhibit A**  
This SOW Amendment covers enhancements to the SBRRB website including a redesigned homepage, adding department level filtering to

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meetings/agendas/reports, updates to content pages, and Mailchimp updates.

**Development Fees:** \$8,960 + \$422.20 General Excise Tax (GET) = \$9,382.20

**Hosting Fees:** \$0.00

**Maintenance and Support Fees:** \$0.00

**Transaction Fees:** \$0.00

**Other Fees:** \$0.00

c. **Department of Land and Natural Resources – Division of Forestry and Wildlife – ePermitting: Trails Day Use – SOW Amendment 1 and Exhibit A**

This SOW Amendment covers the addition of a new Maui trail, Waihee Ridge Trail, and will allow flexibility for a permitted time period rather than for an entire day. The service will allow for multiple permits per day and ensure the max number of vehicles is not exceeded.

**Development Fees:** \$21,000.00 + \$989.52 (GET) = \$21,989.52

**Hosting Fees:** \$0.00

**Maintenance and Support Fees:** \$0.00

**Transaction Fees:** This SOW Amendment does not modify the existing transaction fee. The transaction fee will remain \$2.50 per permit.

**Other Fees:** \$0.00

d. **Department of Land and Natural Resources – Hunter Education Division – Hunter Education and Records Management System - SOW Amendment 8 and Exhibit A**

This SOW Amendment covers the addition of a workflow to ensure hunters are not able to purchase lottery tags without having won a lottery.

**Development Fees:** \$39,120.00 + \$1,843.33 (GET) = \$40,963.33

**Hosting Fees:** \$0.00

**Maintenance and Support Fees:** The maintenance fee will not be changed in this amendment and will remain \$2,000 per month.

**Transaction Fees:** The fixed fee will not be changed in this amendment and will remain \$1.00 per tag. The credit card fee will be modified from 2.78% to 2.5%.

**Other Fees:** \$0.00

e. **Department of Attorney General – Tax and Charities Division – Online Charity Registration – SOW Amendment 10 and Exhibit A**

This Statement of Work is to allow additional files with new file names to be imported. Files with these new file name formats should be imported into the Charity Registry and displayed on the Charity Registry site under the particular Charity.

**Development Fees:** \$11,120 + \$523.97 (GET) = \$11,643.97

**Hosting Fees:** \$0.00

**Maintenance and Support Fees:** \$0.00

**Transaction Fees:** This SOW does not change any existing transaction fees for the Charity Registration service. The current transaction fee of \$4.00 per transaction, plus 3% of each transaction processed will remain as is. There is no added credit card fee.

**Other Fees:** \$0.00

f. **Department of Transportation – Harbors Division – Harbor Receipts – SOW and Exhibit A**

This SOW covers the implementation of an online system to allow customers to pay any current and past due payments online via credit/debit card, eCheck (electronic debit from a bank account) or Subscriber account.

**Development Fees:** \$0.00

**Hosting Fees:** \$0.00

**Maintenance and Support Fees:** \$0.00

**Transaction Fees:**

For all credit card transactions completed, there will be a Transaction Fee of 5% plus a 2.5% credit card fee per transaction with a maximum transaction fee of \$150.00 due and payable to NIC HI.

For all eCheck transactions completed, there will be a Transaction Fee of 5% fee per transaction with a maximum transaction fee of \$150.00 due and payable to NIC HI.

**Other Fees:** \$0.00

g. **Department of Health – Harm Reduction Services Branch - Medical Cannabis Registration System – SOW Amendment 5 and Exhibit A**

This SOW covers the implementation of a new enhancement to the Medical Cannabis Registration System to provide an electronic process for managing OSP registration change requests.

**Development Fees:** \$40,600.00 + \$1913.07 (GET) = \$42,513.07

**Hosting Fees:** \$0.00

**Maintenance and Support Fees:** \$0.00

**Transaction Fees:** This SOW Amendment V does not change any existing transaction fees for the Medical Cannabis Registry service. The current transaction fee of 10% per transaction remains as is.

**Other Fees:** \$0.00

2. Signed Memorandum of Understanding (MOU) and Statement of Work (SOW)

a. **County of Maui - Motor Vehicle Registration (MVR) Renewals - MOU 7 (attached)**

Due to the COVID-19 pandemic, the County of Maui requested to waive the NIC HI service fees and credit card/eCheck fees for the Motor Vehicle Registration Renewals service implemented and maintained by NIC HI to help reduce foot traffic in the county offices and incentivize citizens to use the online service. The fee change commenced on January 8, 2022 until February 28, 2022.

b. **County of Kauai - Fire Department – Fire Permit Payments – SOW Amendment 1 (attached)**

This is an amendment to the original SOW document entitled “Fire Permit Payments” dated June 15, 2021. Two additional signatures (Deputy County Attorney and Director of Finance) were added to the agreement. No other terms from the original SOW and Exhibit A were modified.

c. **County of Maui – Motor Vehicle Registration (MVR) Renewals – MOU 8** (attached)

This MOU extended the fee change through March 31, 2022.

- V. Portal Contract Hourly Rates (attached); Discussion and Appropriate Action
- VI. Fixed Rate Payment Terms on Deliverables (attached); Discussion and Appropriate Action
- VII. Portal Program Manager’s Report; Discussion and Appropriate Action
  - 1. NIC Hawaii Report (attached)
- VIII. Good of the Order
  - 1. Announcements
  - 2. Next Meeting: June 2, 2022
- IX. Adjournment

*AHC meeting packet can be downloaded from <https://ahc.ehawaii.gov/meetings/packets/>*