

# Access Hawaii Committee (AHC) Meeting

October 7, 2021  
1:00 p.m.  
Virtual Meeting

Join Zoom Meeting

<https://zoom.us/j/95994205201>

Meeting ID: 959 9420 5201

Find your local number: <https://zoom.us/u/acda0IR1P2>

## Agenda

- I. Call to Order
- II. Review and Approval of the August 5, 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 the e-mail provided: [ahcinfo@hawaii.gov](mailto:ahcinfo@hawaii.gov). Oral testimony is limited to 3 minutes per person via the virtual Zoom conference room.*
- IV. Approval of Statements of Work (SOW) and Service Level Agreements (SLA); Discussion and Appropriate Action
  1. SOWs/SLAs Under Review
    - a. **Department of Education – Commerce Platform and Payment System – SOW Amendment 1**  
This SOW Amendment is to adjust the transaction fees.

**Development Fees:** N/A

**Hosting Fees:** N/A

**Maintenance and Support Fees:** N/A

**Transaction Fees:**

For all transactions completed, there will be Transaction Fee due and payable to NIC Hawaii, comprised of the following components:

- (1) Each credit/debit card transaction will incur
  - a. a ten percent (10%) of the transaction amount (convenience fee) with a maximum limit of \$1.50 plus
  - b. a transaction processing fee of 2.78%
- (2) Each eCheck transaction will incur
  - a. a ten percent (10%) of the transaction amount (convenience fee) with a maximum limit of \$1.50 plus
  - b. a transaction processing fee of \$1.00
- (3) Each cash transaction will incur
  - a. a ten percent (10%) of the transaction amount (convenience fee) with a maximum limit of \$1.50 plus
  - b. a transaction processing fee of \$0.00

**Other Fees:** N/A

*Individuals who require special needs accommodation are invited to call (808) 586-6000 at least three (3) working days in advance of the meeting.*

b. **Department of Land and Natural Resources – Division of Forestry and Wildlife – Na Ala Hele Trails and Access Program – SOW Amendment 3**

This SOW Amendment is to make changes to the permit PDF and to add the permit expiration date to the registration and vendor list.

**Development Fees:** \$2,094.24

**Hosting Fees:** \$0.00

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

**Transaction Fees:** This amendment is not altering the previously agreed upon transaction fees. The transaction fees will remain: 10% per transaction with a 3% credit card fee.

**Other Fees:** \$0.00

c. **City and County of Honolulu – Office of the City Clerk – Legislative Document Access – SOW Amendment 2**

This SOW Amendment covers the addition of functionality to the existing Legislative Document Access System that NIC Hawaii has developed. Improvements include a more efficient system to handle public testimony submissions, their administrative management, and visibility to Honolulu City Council members. Other improvements are a system to allow Council members and staff to file documents electronically that will be reviewed by Office of the City Clerk staff, and a display of what measures are of most interest. Some usability site improvements will also be made.

**Development Fees:** \$36,188.47

**Hosting Fees:** \$0.00

**Maintenance and Support Fees:** \$12,600.00 annually. Maintenance and support fees for this service are not changing for this amendment – they remain at \$12,600.00.

**Transaction Fees:** \$0.00

**Other Fees:** \$0.00

d. **City and County of Honolulu – Office of the City Clerk – Online Ballot Request System – SOW Amendment 1**

This SOW Amendment covers the addition of functionality to the existing Online Ballot Request System (OBRS) that NIC Hawaii has developed. Improvements include full language-translated versions of the public user interface for each federally mandated Limited English Proficiency (LEP) language, according to VRA Section 203, as well as functionality that allows users to select electronic ballot delivery within 5 days of an election, and the capability for qualified voters to opt-in to a permanent accessible ballot request.

**Development Fees:** \$19,761.25

**Hosting Fees:** \$0.00

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

**Transaction Fees:** \$0.00

**Other Fees:** \$0.00

- e. **Department of Business, Economic Development and Tourism (DBEDT) – Creative Industries Division – Tax Credit Hub – SOW**  
This SOW covers the implementation of a Tax Credit Hub system to allow production companies to apply for film tax credits online and for DBEDT staff to review the submissions, certify the tax credits, provide a certification letter, and generate reports.

**Development Fees:** \$94,240.80

**Hosting Fees:** \$800.00 annually

**Maintenance and Support Fees:** \$14,200.00 annually

**Transaction Fees:**

For all transactions completed, there will be Transaction Fee due and payable to NIC Hawaii, comprised of the following components:

(1) A fixed cost of \$0.00

(2) Each credit/debit card or eCheck transaction will incur a fee as described below:

a. Credit/debit card transaction processing fee of 2.78% per transaction;  
or

b. eCheck transaction processing fee of \$1.00 per transaction

**Other Fees:** \$0.00

V. Portal Program Manager’s Report; Discussion and Appropriate Action

- 1. NIC Hawaii Report (attached)

VI. Good of the Order

- 1. Announcements
- 2. Next Meeting: December 2, 2021

VII. Adjournment