

DAVID Y. IGE
GOVERNOR



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ADMINISTRATOR

BONNIE KAHAKUI
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STATE OF HAWAII
STATE PROCUREMENT OFFICE

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<http://spo.hawaii.gov>

July 31, 2020

TO: Executive Departments/Agencies City and County of Honolulu
 Department of Education Honolulu City Council
 Hawaii Health Systems Corporation Honolulu Board of Water Supply
 Office of Hawaiian Affairs Honolulu Authority for Rapid Transportation
 University of Hawaii County of Hawaii
 House of Representatives County of Hawaii - Department of Water Supply
 Senate County of Maui
 Judiciary Maui County Council
 County of Maui - Department of Water Supply
 County of Kauai
 Kauai County Council
 County of Kauai - Department of Water

FROM: for Sarah Allen, Administrator *Bonnie A. Kahakui*

SUBJECT: **Change No. 8**
 SPO Vendor List Contract No. 08-13
 INTERNET PORTAL MANAGER AND SERVICES PROVIDER
 RFP-08-011-SW
 Expires: January 3, 2022

The following changes have been made to the vendor list contract:

1. Vendor name has been changed to Hawaii Information Consortium, LLC, dba NIC Hawaii.
2. Points of contact for Honolulu City Council, HART, and County of Kauai/Department of Water have changed.

The current vendor list contract incorporating Change No. 8 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Bonnie Kahakui at (808) 587-4702 or email bonnie.a.kahakui@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List No. 08-13

Includes Change No. 8

Revised: 07/31/2020

INTERNET PORTAL MANAGER AND SERVICES PROVIDER

(RFP-08-011-SW)

January 4, 2008 to January 3, 2022

PARTICIPATING JURISDICTIONS (Portal Partners) listed below are authorized to utilize this vendor list contract:

| | |
|---|---|
| Executive Departments/Agencies Department of Education (DOE) Hawaii Health Systems Corporation (HHSC) Office of Hawaiian Affairs (OHA) University of Hawaii (UH) House of Representatives (House) Senate Judiciary | City & County of Honolulu (C&C Honolulu) Honolulu City Council Honolulu Board of Water Supply Honolulu Authority for Rapid Transportation (HART) County of Hawaii County of Hawaii - Department of Water Supply County of Maui Maui County Council County of Kauai Kauai County Council County of Kauai - Department of Water |
|---|---|

The participating jurisdictions are not required but may purchase from this vendor list contract, and requests for exception from the contract are not required. Participating jurisdictions are allowed to purchase from other contractors; however, HRS chapter 103D and the procurement rules apply to purchases by using the applicable method of procurement and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources will be at the discretion of the participating jurisdiction.

POINTS OF CONTACT. Questions regarding the services listed shall be directed to Kaimana Bingham, Contract Administrator, at (808) 586-0780, or Kaimana.n.bingham@hawaii.gov.

Procurement questions or concerns may be directed as follows:

| Jurisdiction | Name | Phone | FAX | E-mail |
|-----------------------------------|-------------------------|----------|----------|--|
| Executive | Bonnie Kahakui | 587-4702 | 586-0570 | bonnie.a.kahakui@hawaii.gov |
| DOE (Excludes Charter Schools) | Procurement Staff | 675-0130 | 675-0133 | DOEProcure@notes.k12.hi.us |
| HHSC | Joe Evanoff | 733-4168 | 733-4460 | jevanoff@hhsc.org |
| OHA | Phyllis Ono-Evangelista | 594-1833 | 594-1865 | phylliso@oha.org |

| Jurisdiction | Name | Phone | FAX | E-mail |
|---|------------------------------------|----------------------|----------------------|--|
| UH | Karlee Hisashima | 956-8687 | 956-2093 | karlee@hawaii.edu |
| House | Brian Takeshita | 586-6423 | 586-6401 | takeshita@capitol.hawaii.gov |
| Senate | Carol Taniguchi | 586-6720 | 586-6719 | c.taniguchi@capitol.hawaii.gov |
| Judiciary | Tricia Cruz | 538-5805 | 538-5802 | tritia.l.cruz@courts.hawaii.gov |
| C&C of Honolulu | Procurement Specialist | 768-5535 | 768-3299 | bfspurchasing@honolulu.gov |
| Honolulu City Council | Kimberly Ribellia Nanette Saito | 768-5045 76805085 | 768-5011 | kribellia@honolulu.gov nsaito@honolulu.gov |
| Honolulu Board of Water Supply | Procurement Office | 748-5071 | | fn_procurement@bws.org |
| HART | David Ha | 786-6294 | None | dha@honolulu.gov |
| County of Hawaii & Hawaii County Council | Diane Nakagawa | 961-8440 | 961-8248 | Diane.Nakagawa@hawaiicounty.gov |
| County of Hawaii - Department of Water Supply | Ka'iulani Matsumoto | 961-8050 Ext. 224 | 961-8657 | kmatsumoto@hawaiidws.org |
| County of Maui | Greg King | 249-2403 | 249-0839 | greg.king@co.maui.hi.us |
| Maui County Council | Marlene Rebugio | 270-7664 | 270-7686 | marlene.rebugio@mauicounty.us |
| County of Kauai | Ernest Barreira | 241-4295 | 241-6297 | ebarreira@kauai.gov |
| Kauai County Council | Lisa Ishibashi Scott Sato | 241-4820 241-4810 | 241-6349 241-6349 | lishibashi@kauai.gov ssato@kauai.gov |
| County of Kauai - Department of Water | Marcelino Soliz | 245-5470 | 245-5813 | msoliz@kauaiwater.org |

INTERNET PORTAL SERVICES is a self-supporting and cost-effective Internet Portal that provides enhanced access to public information and services. The key components of the Portal system are a "home page" that is designed from a customer or citizen point of view, applications that support on-line processing of licenses, filings, permits, applications, renewals, and database searches, and presentation of information to citizens and businesses. It has been developed and operated without the direct appropriation of any tax dollars. Many services and information are provided to the public at no charge.

Primary funding for the portal comes from transaction costs or additional portal fees for enhanced or value-added services. Under the self-supporting model, multiple revenue sources are identified and established by the Access Hawaii Committee (AHC) to fund the enterprise portal initiative.

This contract is for front-end Web applications to deliver information and services, including:

- Web site and application development;
- Web site and application maintenance;
- Web site and application hosting;
- Marketing;

- Customer service;
- Payment portal and account management;
- Portal development and maintenance; and
- Mobile web applications

To facilitate the integration of application development with State and County systems, the Contractor will provide the following at no additional expense:

- Data conversion to port data from the existing back-end systems or other data sources to the Portal at the Contractor's expense; and
- Development, maintenance, and troubleshooting interfaces to transfer information bi-directionally between the Portal Partner's system and the Portal. Unless separately negotiated between the Portal Manager and a Portal Partner, any computer and/or communications hardware, software, or service required to implement these interfaces shall be at Contractor's expense, inclusive of all one-time and recurring costs.

Services include expanding portal services by developing new and enhancing existing portal services. Work includes project management, design, programming, testing, deployment, documenting, and marketing. All work on Portal services shall be done with the approval and input of the portal partners and oversight of the AHC.

The Contractor shall negotiate individual Service Level Agreements (SLA) with each agency that needs portal services. All SLAs are subject to the prior approval of the AHC and work shall not commence under any SLA without AHC prior approval.

For each project undertaken, agencies shall work with the Contractor to develop a Statement of Work (SOW) to be developed by the Contractor.

This contract does not include development or maintenance work on back-end applications, hosting back-end applications, storage of partner data, or processing of partner data and internal-only systems, such as:

- Acting as the sole or primary repository of partner-owned data;
- Processing of partner-owned data for internal-only purposes;
- Primary archive, data or image storage, or data or imaging systems containing partner-owned data to be used for internal partner-government purposes; and
- Direct, live access to a Partner's back-end existing system require approval of the Partner(s), the Access Hawaii Committee, and the Information and Communication Services Division (ICSD) of DAGS.

Agencies needing services not covered under this contract shall use the applicable procurement method and its procedures, including seeking Chief Procurement Officer (CPO) approval for an exemption, if applicable.

Portal Services

The contract allows for the development of new Portal Services to include project management, design, programming, testing, deployment, documenting and marketing. The Contractor will provide Internet application development services and consulting to include: needs analysis research, user testing and research, database development, graphics/web site design, web site maintenance and development of web applications such as database searches, dynamic web

sites and other non-transaction based services. The SOW will be developed between the Contractor and the Portal Partner, and approved by the AHC.

The contract allows for management and administrative services to include web site and application development, web site and application maintenance, web site and application hosting, marketing, customer service, payment portal and account management, and portal development and maintenance.

Expedited Portal Related Services

The Contractor may subcontract work when an agency needs a portal service under the contract immediately that cannot be completed in a time-frame that the Contractor's staff can meet due to workload being performed under this contract. The Contractor shall be paid for such expedited services on a time and materials basis at an hourly rate listed below and cannot be used for non-contract portal services. All time and materials work for expedited portal services shall be approved by the AHC.

| Consulting and Development Services: | Hourly Rates: |
|---|----------------------|
| General Manager | \$240.00 |
| Software Architect | \$120.00 |
| Senior Project Manager | \$120.00 |
| Project Manager | \$80.00 |
| Senior Business Analyst | \$100.00 |
| Business Analyst | \$70.00 |
| Senior Developer | \$100.00 |
| Developer | \$80.00 |
| Web/Creative Designer | \$60.00 |
| Print Designer | \$75.00 |
| Marketing Executive | \$80.00 |
| Marketing Associate | \$50.00 |
| Financial Management/Billing Specialist/Support Staff | \$70.00 |
| Database Administrator | \$100.00 |
| Security Administrator | \$100.00 |
| Systems Administrator | \$100.00 |

VENDOR CODE for annotation on purchase orders is obtainable from the *Alphabetical Vendor Edit Table* available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.

SPO VL Contract No. 08-13 must be typed on purchase orders or contracts issued against this vendor list contract.

COMPLIANCE PURSUANT TO HRS §103d-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Vendor List Contract No. 08-13, but

the SPO shall not monitor compliance throughout the term of performance. Therefore, purchasing agencies are required to verify compliance for payments under an approved SLA.

PAYMENTS are to be made to the remittance address of the Contractor(s). HRS § 103-10, provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of a SLA to make payment.

VENDOR AND PRODUCT EVALUATION. Form SPO-012 Evaluation: Vendor or Product for the purpose of addressing concerns on this vendor list contract is available to agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *Price and Vendor List Contracts* on the home page.

VENDOR INFORMATION

**HAWAII INFORMATION CONSORTIUM,
LLC, dba NIC Hawaii**

<http://nichawaii.egov.com>

P.O. Box 31000
Honolulu, HI 96849-5704

CONTRACTOR'S PRIMARY REPRESENTATIVE(S):

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Main 808-695-4620
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Fax 808-695-4618

Janet Pick, Director of Portal Operations

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Main 808-695-4620
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