

The following describes the Statement of Work (SOW) review and approval process for all prospective projects to be performed under the State of Hawaii Internet Portal Program contract.

Pursuant to AD 15-02 Program Governance Requirements for Act 119 and Enterprise Information Technology Projects, all IT projects \$1 million or greater, including new investments, contracts, and agreements, are subject to formal governance procedures.

As the total value of the Portal Contract exceeds \$1 million, all Portal Program projects are subject to formal governance procedures described above.

1. All Counties and departments are required to submit a completed SOW for each project. If not a member of the Executive Branch, please proceed to step 8.
2. If a member of the Executive Branch, Department point of contact (PoC) prepares an IT request to spend.
3. As the project is identified by the CIO for review, PoC fills out the ETS-205, Part C form.
4. PoC obtains his/her own Department review/approval of ETS-205 form, Part C.
5. Both the ETS-205, Part C form, its supporting documents and the SOW are to be emailed to the ETS ITG group (ets.itg@hawaii.gov) and the Portal Program Manager (derek.t.ichiyama@hawaii.gov) for review.
6. ITG then reviews the ETS-205 and CIO/Portal Program Manager reviews the SOW.
 - a. If the required information is provided, the request is forwarded to the CIO for review/approval.
 - b. If more information is needed, the PoC will be contacted.
 - c. CIO and Portal Program Manager will review the SOW to confirm the following:
 - i. Project fits into the scope of the State Internet Portal Program contract
 - ii. Project plans are clearly defined
 - iii. Firm delivery dates are established
 - iv. Responsibilities of both partner and vendor clearly defined
 - v. Warranties for vendor's product
7. CIO approves ETS-205, Part C and SOW.
 - a. If conditionally approved, SOW is put into the eSign process flow for CIO, department and vendor e-signatures and then returned to Department PoC.
 - b. If not approved, Department PoC is notified. Then skip to step 12.

(Steps 8-10 only for members not in Executive Branch)

8. SOW is emailed to the Portal Program Manager (derek.t.ichiyama@hawaii.gov) for review to confirm that it falls within scope of the portal contract. If project does not fall within scope, department should consider other procurement options.
 - a. If project does fall within scope of the contract, SOW is checked if aligned with the Service Level Agreement for that department.
 - b. If so, CIO approval given to form only and not to content of SOW.
9. If the timing of the SOW allows for the AHC to approve at the next meeting, it is presented at the quarterly meeting. If not, the SOW is put into the eSign process flow for signatures.
10. Departments notified the process is complete.
11. SOW is put into the eSign process flow for department and vendor e-signatures and then returned to Department PoC.
12. The Access Hawaii Committee (AHC), which meets quarterly, reviews all SOWs. All SOWs that have been conditionally approved by the CIO through the above process will be presented at the subsequent AHC meeting for final approval, or discussion, by the committee.

END