

HAWAII INFORMATION CONSORTIUM

AMENDMENT II
STATEMENT OF WORK

DEPARTMENT OF HEALTH

MEDICAL MARIJUANA REGISTRATION SYSTEM

Version 1.00

DOH-20160914-001

HAWAII INFORMATION CONSORTIUM

PURPOSE STATEMENT

This is the second amendment to the Original Statement of Work (SOW) document entitled Medical Marijuana Registration System dated on 4/16/2014 and signed by Peter Whitar, Chief, for the Department of Health, Harm Reduction Services Branch (formerly known as the STD/AIDS Prevention Branch) (DOH – hereafter referenced as AGENCY), and Russell Castagnaro, General Manager, for the Hawaii Information Consortium, LLC (HIC).

The purpose of this document is to amend the scope statement by developing and implementing new enhancements to the Medical Marijuana Registration System as follows:

- (1) Confirming the validity of patient email accounts,
- (2) Generating a process to communicate and track communication for all pre-approval and subsequent change requests,
- (3) Implementing a 365-day renewal cycle,
- (4) Creating a new law enforcement grow site search feature, and
- (5) Developing a system for managing registered user change requests, as further described in the Scope Statement.

Page 4 of the Original SOW dated 4/16/14 is amended by adding the following in addition to the existing requirements:

- 1) Scope Statement>Stage I
 - a) Enable AGENCY staff to perform administrative tasks related to creating/editing new and existing registrant records, plus payment tracking/processing by ADDING NEW FEATURES to the current Medical Marijuana Registration system (items (1), (2), and (3) above) that will improve work flow, reduce turn-around time for the issuance of 329 cards and increase revenue.
 - b) Enable limited access to law enforcement for verification purposes by ADDING NEW FEATURES to the current law enforcement verification process (item (4) above) to facilitate the grow site verification process and enhance public safety.
- 2) Scope Statement>Stage II
 - a) Enable public application and payment submittal by ADDING NEW FEATURES to address the change form process (item (5) above) to improve AGENCY workflow processes and reduce turnaround time for the issuance of 329 cards.

SCOPE STATEMENT

For each of the items (Item 2.1 – Item 2.5) below, HIC shall do the following:

- a. Define requirements, with the approval of AGENCY, and deliver to AGENCY a written document detailing those requirements;
- b. Develop an application that will produce the results articulated in the requirements document;
- c. Deploy a functional test system;
- d. Complete testing of the functional system;
- e. Deploy a functional production system; and
- f. Complete the steps in each item in accordance with the schedule estimates that follow in this document, or as approved in writing by AGENCY.

The Scope Statement of the Original SOW dated 4/16/14 is amended to include the following items for a total cost of \$71,748.67, broken down as follows:

ITEM 2.1¹: Confirming the validity of patient email account.

HIC shall set up a validation process to ensure that the email address used by the patient to register is VALID and correct.

Although this enhancement will be developed at an estimated cost of \$2,760.00 based on the following hours and rates, HIC shall charge the AGENCY no more than **a fixed cost of \$2,324.61**, inclusive of General Excise Tax.

Resource Type	Hours	Rate	Value
Developer	16	\$100	\$1,600
Designer	3	\$80	\$240
System Administrator	2	\$100	\$200
Senior Project Manager	6	\$120	\$720
Total	27		\$2,760

The AGENCY shall be invoiced based on the Milestone/Invoice Schedule below and payment shall be subject to AGENCY acceptance of stated deliverables.

Milestone / Invoice Schedule			
	Price	GE Tax	Total
20% payment upon deployment of functional test system	\$444.00		\$464.92
20% payment upon completion of testing	\$444.00		\$464.92
20% payment upon deployment (launch) of production system	\$444.00		\$464.92
40% payment (Final Payment) – 90 days post launch	\$888.00		\$929.84
TOTAL	\$2,220.00		\$2,324.61

ITEM 2.2: Generating a process to communicate and track communication for all pre-approved and subsequent change requests.

HIC shall make adjustments to the system to automatically send an ‘Approved’ message to the account email when the AGENCY approves the application:

1. Allow the AGENCY to add free text as part of the notification when returning or denying an application to the submitter;
2. Track message type, free text, addressee, and date/time of notification;
3. Allow multiple one-way notifications to the patient, with an email message that there is a notification, even if the application/change request has already been returned to them.

Although this enhancement will be developed at an estimated cost of \$17,700.00 based on the following hours and rates, HIC shall charge the AGENCY no more than **a fixed cost of \$14,534.03**, inclusive of General Excise Tax.

Resource Type	Hours	Rate	Value
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¹ The numbering reflects the version of the Project Amendment, in this case "2" because this is the Second Amendment, plus the Item number of each proposed change.

Developer	125	\$100	\$12,500
Designer	10	\$80	\$800
System Administrator	8	\$100	\$800
Senior Project Manager	30	\$120	\$3,600
Total	173		\$17,700

The AGENCY will be invoiced based on the Milestone/Invoice Schedule below and payment shall be subject to AGENCY acceptance of stated deliverables.

Milestone / Invoice Schedule			
	Price	GE Tax	Total
20% payment upon deployment of functional test system	\$2,776.00		\$2,906.81
20% payment upon completion of testing	\$2,776.00		\$2,906.81
20% payment upon deployment (launch) of production system	\$2,776.00		\$2,906.81
40% payment (Final Payment) – 90 days post launch	\$5,552.00		\$5,813.61
TOTAL	\$13,880.00		\$14,534.03

ITEM 2.3: Implementing a 365-day renewal cycle.

HIC shall:

1. Change current term of registration validity period to be based on calendar day instead of end of the month. This will apply to both new and renewal applications.
2. Send a reminder notification to the patient email 60 days prior to expiration if there is an email associated with the application.

Although this enhancement will be developed at an estimated cost of \$8,600.00 based on the flowing hours and rates, HIC shall charge the AGENCY no more than a **fixed cost of \$5,780.10**, inclusive of General Excise Tax.

Resource Type	Hours	Rate	Value
Developer	60	\$100	\$6,000
Designer	0	\$80	\$0
System Administrator	2	\$100	\$200
Senior Project Manager	20	\$120	\$2,400
Total	82		\$8,600

The AGENCY will be invoiced based on the Milestone/Invoice Schedule below and payment shall be subject to AGENCY acceptance of stated deliverables.

Milestone / Invoice Schedule			
	Price	GE Tax	Total
20% payment upon deployment of functional test system	\$1,104.00		\$1,156.02
20% payment upon completion of testing	\$1,104.00		\$1,156.02
20% payment upon deployment (launch) of production system	\$1,104.00		\$1,156.02
40% payment (Final Payment) – 90 days post launch	\$2,208.00		\$2,312.04
TOTAL	\$5,520.00		\$5,780.10

ITEM 2.4: Creating a new law enforcement grow site search feature.

HIC shall create a new Law Enforcement Search feature that takes patient/caregiver registration number and expiration date as inputs and displays Grow Site Location as the output.

Although this enhancement will be developed at an estimated cost of \$2,520.00 based on the flowing hours and rates, HIC shall charge the AGENCY no more than a **fixed cost of \$2,198.95**, inclusive of General Excise Tax.

Resource Type	Hours	Rate	Value
Developer	16	\$100	\$1,600
Designer	0	\$80	\$0
System Administrator	2	\$100	\$200
Senior Project Manager	6	\$120	\$720
Total	24		\$2,520

The AGENCY will be invoiced based on the Milestone/Invoice Schedule below and payment shall be subject to AGENCY acceptance of stated deliverables.

Milestone / Invoice Schedule			
	Price	GE Tax	Total
20% payment upon deployment of functional test system	\$420.00		\$439.79
20% payment upon completion of testing	\$420.00		\$439.79
20% payment upon deployment (launch) of production system	\$420.00		\$439.79
40% payment (Final Payment) – 90 days post launch	\$840.00		\$879.58
TOTAL	\$2,100.00		\$2,198.95

ITEM 2.5: Developing a system for managing registered user change requests.

HIC shall:

1. Develop an electronic process that will enable the following changes to existing registrations:
 - i. Request a Replacement 329 Card (lost, stolen, or damaged);
 - ii. Void a 329 Card;
 - iii. Name and/or Date of Birth Change as applicable;
 - iv. Add or Update Applicant’s Contact Information as applicable;
 - v. Add or Update Caregiver’s Contact Information as applicable;
 - vi. Add, Change, or Remove my Caregiver as applicable;
 - vii. Add, Change, or Remove Grow Site as applicable.
2. Allow registered users, including doctors, who have submitted online applications to:
 - i. Submit (multiple) online changes for a single fee if submitted at the same time;
 - ii. Include document uploads, when required;
 - iii. Pay online for changes, when required.
 - iv. Allow registered program participants that were registered via a physician-initiated application the ability to create an account post registration and submit a change request(s) that can be linked to the appropriate record by DOH upon approval of the change.
3. Allow AGENCY to view change requests in a change request queue before approving them;

4. Allow AGENCY to notify the submitter of approval or returned/denial, with a custom explanation for returned/denial;
5. If a change submission that required a payment has to be returned to the submitter and resubmitted, allow resubmission without charge;
6. Track the changes made and display them in the patient record.
7. After completion of the items listed in this Amendment, HIC will allow registered program participants the ability to upload additional supporting documents without payment as requested by DOH using the change form system.

Although this enhancement will be developed at an estimated cost of \$54,900.00 based on the following hours and rates, HIC shall charge AGENCY no more than a **fixed cost of \$46,910.98** inclusive of General Excise Tax.

Resource Type	Hours	Rate	Value
Developer	385	\$100	\$38,500
Designer	30	\$80	\$2,400
System Administrator	8	\$100	\$800
Senior Project Manager	110	\$120	\$13,200
Total	533		\$54,900

The AGENCY will be invoiced based on the Milestone/Invoice Schedule below and payment shall be subject to AGENCY acceptance of stated deliverables.

Milestone / Invoice Schedule			
	Price	GE Tax	Total
20% payment upon deployment of functional test system	\$8,960.00		\$9,382.20
20% payment upon completion of testing	\$8,960.00		\$9,382.20
20% payment upon deployment (launch) of production system	\$8,960.00		\$9,382.20
40% payment (Final Payment) – 90 days post launch	\$17,920.00		\$18,764.39
TOTAL	\$44,800.00		\$46,910.98

PROJECT DEVELOPMENT COSTS

In most cases the total price the AGENCY will pay is less than the actual value of work. In the event of changes in scope, AGENCY capabilities, or other changes, HIC reserves the right to renegotiate the total price associated with the milestones referenced in the “Project Development Costs” section. The AGENCY reserves the right to make changes to the Scope of Work via an SOW Amendment that may result in changes to fees and timelines.

Issues resulting from HIC not meeting requirements will be addressed immediately and no charges associated with time spent to resolve the issue will result.

WORK FLOW SCHEDULE ESTIMATES

Each ITEM (2.1 - 2.5) identified in the Scope Statement of this document shall be carried out according to the following **Work Flow Schedule**. This schedule may be changed to accommodate new requirements of AGENCY or HIC, or to comply with guidance received by HIC from the Access Hawaii Committee.

It is further understood by both HIC and AGENCY that:

- No work shall commence until this Amendment II to the SOW is executed
- Each ITEM may have a separate start date based on the AGENCY's level of priority
- The estimated duration of each task may be shorter or longer than indicated in this document. If longer, HIC shall provide AGENCY with a written notification of the delay and a new projected timetable.

ITEM 2.1: Confirming the validity of patient email account

Activity	Description	Result	Time Frame to Completion
Kick off meeting	Initial meeting between HIC and AGENCY to define requirements	Final requirements document	2-3 weeks, after ITEM 2.1 kickoff meeting
Requirements Sign Off	AGENCY's Approval of Requirements Document	Final requirements document signed	1 week after Requirements Document delivered to AGENCY
Application Development	HIC development of application to produce the results articulated in the requirements document	Functional Test System	3-5 weeks, after AGENCY approval of requirements document
20% payment upon deployment of functional test system	HIC deploys test system	Commencement of Testing	3 weeks, after Application Development
20% payment upon completion of testing	HIC and AGENCY complete testing of test system	AGENCY's Approval	1 week after Deployment of Functional Test System
20% payment upon deployment (launch) of production system	Final Application Launched to Production	Final testing by HIC and AGENCY	1 week, after AGENCY signs off on Acceptance of Test System
40% payment (Final Payment) – 90 days post launch	System is live	HIC shall resolve bugs and glitches	90 days from Launch

ITEM 2.2: Generating a process to communicate and track communication for all pre-approved and subsequent change requests

Activity	Description	Result	Time Frame to Completion
Kick off meeting	Initial meeting between HIC and AGENCY to define requirements	Final requirements document	4 weeks, after Item 2.2 kickoff meeting
Requirements Sign Off	AGENCY's Approval of Requirements Document	Final requirements document signed	1 week after Requirements Document delivered to AGENCY
Functional Prototype Development		Demonstration of functional prototype	4 weeks after AGENCY approval of requirements
Prototype Sign off	AGENCY's Approval of Prototype	Prototype approval	1 week after Demo of prototype
Application Development	HIC development of application to produce the results articulated in the requirements document	Functional Test System	6 weeks after AGENCY approval of prototype
20% payment upon deployment of functional test system	HIC deploys test system	Commencement of Testing	4 weeks, after Application Development
20% payment upon completion of testing	HIC and AGENCY complete testing of test system	AGENCY's Approval	1 week, after Deployment of Functional Test System
20% payment upon deployment (launch) of production system	Final Application Launched to Production	Final testing	1 week, after Acceptance of Functional Test System
40% payment (Final Payment) – 90 days post launch	AGENCY's Approval	Work out bugs and glitches	90 days from Launch

ITEM 2.3: Implementing a 365-day renewal cycle

Activity	Description	Result	Time Frame to Completion
Kick off meeting	Initial meeting between HIC and AGENCY to define requirements	Final requirements document	3 weeks, after Item 2.3 kickoff meeting
Requirements Sign Off	AGENCY's Approval of Requirements Document	Final requirements document signed	1 week after Requirements Document delivered to AGENCY
Application Development	HIC development of application to produce the results articulated in the requirements document	Functional Test System	5 weeks, after AGENCY approval of Requirements
20% payment upon deployment of functional test system	HIC deploys test system	Commencement of Testing	3 weeks, after Application Development
20% payment upon completion of testing	HIC and AGENCY complete testing of test system	AGENCY's Approval	1 week, after Deployment of Functional Test System
20% payment upon deployment (launch) of production system	Final Application Launched to Production	Final testing	1 week, after AGENCY Acceptance of Test System
40% payment (Final Payment) – 90 days post launch	AGENCY's Approval	Work out bugs and glitches	90 days from Launch

ITEM 2.4: Creating a new Law Enforcement Grow Site Search feature

Activity	Description	Result	Time Frame to Completion
Kick off meeting	Initial meeting between HIC and AGENCY to define requirements	Final requirements document	2-4 weeks, after Item 2.4 kickoff meeting
AGENCY Signoff	AGENCY's Approval of Requirements Document	Final requirements document signed	1 week after Requirements document delivered to AGENCY
HIC Application Development	HIC development of application to produce the results articulated in the requirements document	Functional Test System	4 weeks, after AGENCY approval of requirements
20% payment upon deployment of functional test system	HIC deploys test system	Commencement of Testing	4 weeks, after Application Development
20% payment upon completion of testing	HIC and AGENCY complete testing of test system	AGENCY's Approval	1 week, after Deployment of Functional Test System
20% payment upon deployment (launch) of production system	Final Application Launched to Production	Final testing	1 week, after Acceptance of Test System
40% payment (Final Payment) – 90 days post launch	AGENCY's Approval	Work out bugs and glitches	90 days from Launch

ITEM 2.5: Developing a system for managing registered user change requests

Activity	Description	Result	Time Frame to Completion
Kick off meeting	Initial meeting between HIC and AGENCY to define requirements	Final requirements document	3 weeks, after Item 2.5 kickoff meeting
AGENCY Signoff	AGENCY's Approval of Requirements Document	Final requirements document signed	1 week after Requirements Document
HIC Development of a of Functional Prototype	Mock up of Requirements for AGENCY review and approval	Functional Prototype Demonstration	3 weeks, after AGENCY approval of Requirements
AGENCY signoff on Functional Prototype	AGENCY's Approval	AGENCY authorization for HIC's continued development or correction of issues identified	1 week after demo of prototype
HIC Application Development	HIC development of application to produce the results articulated in the requirements document	Functional Test System	10 weeks after AGENCY approval of Functional prototype
20% payment upon deployment of functional test system	HIC deploys test system	Commencement of Testing	6 weeks, after Application Development
20% payment upon completion of testing	HIC and AGENCY complete testing of test system	AGENCY's Approval	1 week after Deployment of Functional Test System
20% payment upon deployment (launch) of production system	Final Application Launched to Production	Final testing	1 week, after Acceptance of Test System
40% payment (Final Payment) – 90 days post launch	AGENCY's Approval	Work out bugs and glitches	90 days from Launch

STAKEHOLDERS

Department of Health, Harm Reduction Services Branch

3627 Kilauea Avenue, Rm 306
Honolulu, HI 96816

Hawaii Information Consortium, LLC

201 Merchant Street
Suite 1805
Honolulu, HI 96813

CHAIN OF COMMAND

DOH

Peter Whiticar, Chief, Harm Reduction Services Branch (SAPB)
Scottina Ruis, Medical Marijuana Registry Program Coordinator

HIC

Burt Ramos, General Manager
Janet Pick, Director of Portal Operations
Zheng Fang, Director of Development
Julie Shohet, Partner Liaison

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 an Amendment to the SOW.

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.

Date:

Date:

Peter Whiticar
Chief, Harm Reduction Services Branch
Department of Health

Burt Ramos
General Manager
Hawaii Information Consortium, LLC

Date:

Todd Nacapuy
Chief Information Officer
Office of Enterprise & Technology Services