

Exhibit A

SOW-DLNR-DAR-CommercialMarineDealerReportingSystem

State/County Agency: Department of Land and Natural Resources, Division of Aquatic Resources
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Application Name: Commercial Marine Dealer Reporting System
Business Model: Fixed Rate
Estimated Deployment Date: July 2019

Scope of Work to be Performed:

Establish an online reporting system for the commercial marine dealers to report marine life purchased from licensed fishermen on a weekly basis.

The system shall be designed according to the Online Dealer Report (ODR) System Design Specification October 2017 document that is attached as Exhibit B and made part of this SOW. Some functions of the system can be seen below:

Dealer

- Account login and ability to reset password
- File Dealer Purchase Reports (Did not Purchase, Purchase, Purchase Aquarium)
- Real-time data validation
- View Filing History
- Edit Reports
- Two summary reports with data export

Public

- Public search on commercial marine licensees

DAR Staff

- Role & permission based access
- Search and view dealer reporting history
- Quick report crediting for paper reports received
- Enter paper reports data
- Edit reports
- Search and export search result set into CSV file

- Add and modify validation tables

System

- Data import process for UFA (United Fishing Agency) dealer data
- Replicated database to DAR
- Reporting table creation and setup
- Violation check and integration with existing DLNR Civil Resource Violation System (CRVS)
- Reference documents with menu access

Delivery:

The “STATE” or “COUNTY” shall have fifteen (15) working days to review each deliverable and to either notify HIC of acceptance, or to provide HIC a detailed list of deficiencies that must be remedied prior to payment being made. In the event the STATE notifies HIC of material, non-compliance with the functional specifications, HIC shall correct the same within fifteen (15) working days, unless the “STATE” or “COUNTY” consents in writing to a longer period of time.

Task Duration	Description	Deliverable	Role	Hours	Rate	Total
TBD	Signed Statement of Work	Signed SOW	SR PM	n/a	n/a	n/a
1 Day	Project Kick off Meeting and Start of the Project	Work Plan with Dates for each Deliverable presented	PM	n/a	n/a	n/a
8 weeks after kick-off meeting	Design and Develop System Prototype for Submitter and Staff Modules	System Prototype and acceptance	Designer	120.00	\$60.00	\$7,200.00
			PM	32.00	\$80.00	\$2,560.00
			SR PM	6.40	\$120.00	\$768.00
40 weeks after Prototype Acceptance	System Development & Testing	System Deployment to TEST with all modules				
30 weeks	Dealer & Public	- Dealer & Public Module Deployment to TEST				
	Account Login and Reset Password feature		Developer	40.00	\$80.00	\$3,200.00
			PM	12.00	\$80.00	\$960.00
			SR PM	2.40	\$120.00	\$288.00
	File Reports (DNR, Purchase,		Designer	24.00	\$60.00	\$1,440.00
			Developer	360.00	\$80.00	\$28,800.00

	P-AQ) w/ validation		PM	108.00	\$80.00	\$8,640.00
			SR PM	21.60	\$120.00	\$2,592.00
	View Filing History		Developer	24.00	\$80.00	\$1,920.00
			PM	12.00	\$80.00	\$960.00
			SR PM	2.40	\$120.00	\$288.00
	Edit Reports		Developer	80.00	\$80.00	\$6,400.00
			PM	22.40	\$80.00	\$1,792.00
			SR PM	4.48	\$120.00	\$537.60
	Summary Reports and data export (2)		Developer	80.00	\$80.00	\$6,400.00
			PM	16.00	\$80.00	\$1,280.00
			SR PM	3.20	\$120.00	\$384.00
	Public Search		Designer	12.00	\$60.00	\$720.00
			Developer	20.00	\$80.00	\$1,600.00
			PM	6.00	\$80.00	\$480.00
			SR PM	1.20	\$120.00	\$144.00
8 Weeks after Dealer & Public Module	DAR Staff	- DAR Staff module deployment to TEST				
	Role based Access		Developer	40.00	\$80.00	\$3,200.00
			PM	12.00	\$80.00	\$960.00
			SR PM	2.40	\$120.00	\$288.00
	Search & View Dealer History		Developer	24.00	\$80.00	\$1,920.00
			PM	16.00	\$80.00	\$1,280.00
			SR PM	3.20	\$120.00	\$384.00
	Quick Report Crediting for Paper Reports		Designer	16.00	\$60.00	\$960.00
			Developer	40.00	\$80.00	\$3,200.00
			PM	12.00	\$80.00	\$960.00
			SR PM	2.40	\$120.00	\$288.00
	Enter Paper Reports Data		Designer	20.00	\$60.00	\$1,200.00
			Developer	470.00	\$80.00	\$37,600.00
			PM	141.00	\$80.00	\$11,280.00
			SR PM	28.20	\$120.00	\$3,384.00
	Edit Reports		Developer	120.00	\$80.00	\$9,600.00
			PM	24.00	\$80.00	\$1,920.00
			SR PM	4.80	\$120.00	\$576.00
	Search & Export Data in CSV		Developer	80.00	\$80.00	\$6,400.00
			PM	12.00	\$80.00	\$960.00
			SR PM	2.40	\$120.00	\$288.00

	Add and modify validation tables		Developer	120.00	\$80.00	\$9,600.00
			PM	24.00	\$80.00	\$1,920.00
			SR PM	4.80	\$120.00	\$576.00
2 weeks after Staff Module	System	- System module deployment to TEST				
	Data import process for UAF dealer data		Developer	120.00	\$80.00	\$9,600.00
			PM	36.00	\$80.00	\$2,880.00
			SR PM	7.20	\$120.00	\$864.00
			DB Sys Admin	80.00	\$100.00	\$8,000.00
	Data Replication Setup		DB Sys Admin	24.00	\$100.00	\$2,400.00
	Reporting database design & setup		Developer	40.00	\$80.00	\$3,200.00
			PM	12.00	\$80.00	\$960.00
			SR PM	2.40	\$120.00	\$288.00
			DB Sys Admin	77.00	\$100.00	\$7,700.00
	Violation Check and Integration with CRVS		Developer	80.00	\$80.00	\$6,400.00
			PM	24.00	\$80.00	\$1,920.00
			SR PM	4.80	\$120.00	\$576.00
			DB Sys Admin	8.00	\$100.00	\$800.00
	Reference Menu		Developer	40.00	\$80.00	\$3,200.00
			PM	12.00	\$80.00	\$960.00
			SR PM	2.40	\$120.00	\$288.00
4 weeks after Deployment to TEST	Partner Testing and Review	Partner Authorization to deploy to PROD	PM	n/a	n/a	n/a
1 week after Partner Acceptance	System Launch	System Deployment to PROD	DB Sys Admin	3.00	\$100.00	\$300.00
90 Days after PROD Launch	Maintenance Period	Partner Final Acceptance	SR PM	n/a	n/a	n/a
	Subtotal			2,802		\$228,433.60
	GE Tax					\$10,763.79
	TOTAL					\$239,197.39

Summary of Hours by Job Description

	Hours	Rate	Amount
Designer	192	\$ 60.00	\$ 11,520.00
PM	533.4	\$ 80.00	\$ 42,672.00
SR PM	106.68	\$ 120.00	\$ 12,801.60
Developer	1778	\$ 80.00	\$ 142,240.00
DB Sys Admin	192	\$ 100.00	\$ 19,200.00
	2802.08		\$ 228,433.60

NOTES:

Completion of UFA dealer data import process will require development coordination with technical resources from NOAA/WPACFIN (National Oceanic and Atmospheric Administration / Western Pacific Fisheries Information Network).

Work Plan/Deliverables:

HIC is to provide a detailed description of all the tasks that are to be completed to accomplish each of the deliverables in the table above. This will serve a road map for the project.

Specific completion dates to be included for each deliverable within 2 days after the project kickoff meeting. The specified project dates are conservative estimates and actual delivery and services are expected to be completed before those dates.

Prototype (May 1, 2018 – June 30, 2018)

- Kickoff Meeting
- Design prototype for all modules
- Review prototype internally
- Review prototype with STATE
- Obtain STATE signoff on prototype

Beta Deployment (July 1, 2018 – April 30, 2019)

- Application Development
- Deployment to test environment
- Final Data Dictionary

For the purpose of this project, the Data Dictionary is a document that describes a database schema for users. In the most basic case, this documentation including descriptions of tables and their columns as in the example below. Data Dictionary can include various information about data, including relationships, constraints and rules, sources and usage. This documentation is used by database users and developers to understand the data and its structures. It can be a simple document or special repository accessed by a dedicated tool.

Example

Table: Employees

Holds data about organization's current and past employees. Each row represents one person.

<u>Column</u>	<u>Data Type</u>	<u>Description</u>
employee_id	int	Primary key of a table
first_name	nvarchar(50)	Employee first name
last_name	nvarchar(50)	Employee last name
Nin	nvarchar(15)	National Identification Number
Position	nvarchar(50)	Current position title, e.g., Secretary
department_id	int	Employee department. Ref: Departments
Gender	char(1)	M = Male, F = Female, Null = unknown
employment_start_date	date	Start date of employment in organization. Doesn't change when position is changed.
employment_end_date	date	Employment end date. Null if employee still works for organization.

- **Meta Data**
Metadata means data about data. It means it is a way to describe the context of the data, how it is organized and find and understand data. The following are a few realistic examples of metadata.
 - Title and description
 - Tags and categories
 - Who created and when
 - Who last modified and when
 - Who can access or update

Testing, training & Review (May 01, 2019 – June 30, 2019)

- HIC Application testing
- Application review and training with STATE staff
- STATE application testing
- Bug fixes (round 1)
- STATE application testing – test fixes
- Bug fixes (round 2) and final STATE testing and approval
- Production prep
- Deployment to production environment (July 1, 2019)

Support to October 1, 2019 to implement updates or required changes to the application

- 90-day Maintenance support

HIC shall, at the commencement of project discussions, also identify and define all dependencies that may occur for each stage of the project and present those dependencies in writing, as part of this section, prior to signing of the SOW.

FEES

Applicability of Transaction Fees: Transaction fee is not applicable.

Development Fee: The project development cost is \$239,197.39 including Hawaii General Excise Tax (GET).

Maintenance and Support Fees: Annual maintenance fee is \$48,000.00. STATE will enter into a separate SOW for the maintenance and support services after the end of the 90-day warrant period. Included in the SOW, HIC shall maintain and provide an updated data dictionary with meta data related to changes as a result of system improvement or changes requested by the STATE, that shall be delivered via email and/or hard copy to the STATE on the completion date of the aforementioned improvement and changes.

Invoice and Payment Schedule

The total not-to-exceed cost for this project is \$239,197.39 and will be invoiced and paid 30-days after invoice is received according to the following schedule:

Est. Date	Deliverable	Price	GE Tax	Total
April 2019	Payment upon deployment of functional test system including submitter and staff modules	\$45,686.72	\$2,152.76	\$47,839.48 (20%)
June 2019	Payment upon completion of testing and "STATE" acceptance	\$45,686.72	\$2,152.76	\$47,839.48 (20%)
July 2019	Payment after acceptance letter signed by "STATE" and submittal of application for launch to production environment	\$45,686.72	\$2,152.76	\$47,839.48 (20%)

October 2019	Payment at end of 90-day warranty period	\$91,373.44	\$4,305.51	\$95,678.95 (40%)
	TOTAL	\$228,433.60	\$10,763.79	\$239,197.39

Additional Responsibilities of State/County:

No additional list set of responsibilities for STATE that are specific to this project.

Additional Responsibilities of HIC:

No additional list set of responsibilities for HIC that are specific to this project.

Checklist of Services HIC Will Provide

Idea Development

- Analysis of existing processes, workflows and systems
- Roadmap creation
- Workflow process re-engineering
- Alternative solution exploration

Customer Service

- 24/7 customer service via phone, web chat, and email
- Monthly customer service statistics
- Technical support for users

Strategic Marketing

- Business cards and postcards
- Email and text notifications and reminders
- Posters and multimedia presentations
- Content modifications for online and offline collateral
- Social media integration

Project Management

- Agile process and experienced project teams
- Requirements collection and development
- Workflow reengineering
- Solution estimating
- Alternative approach planning and development

Web Design and Development

- Accessibility and 508 compliance
- 24/7 customer service support
- Java application development
- Mobile applications (Android and iOS)
- Responsive web design
- User feedback data pipelines
- User centered design
- User experience, user interface, and visual design
- Web Content Management Systems

Servers & Security

- Endeavor Data Center with 99.99% uptime
- Secured redundant UPS power systems
- Regular server monitoring and tracking
- 24/7 security and video surveillance
- Smoke detection and dry pipe fire systems

3rd Party Merchant Processing

- Level-3 PCI DSS compliance
- Secure configuration with external PCI scans
- Credit card and electronic check payments
- ACH and manual disbursements
- Chargeback and refund support
- Collection and frontline customer support for all payments
- Reporting modules

Online Dealer Report (ODR) System Design Specification

October 2017

I. PUBLIC WEBSITE INTERFACE SECTION

The goal of the Public ODR website application is to obtain a near 100% participation adoption rate for online dealer reporting.

The public ODR must provide:

- An online platform for mobile devices such as I-phone, android or Tablet, and be compatible for desktop use
- A secured login function for public user to access ODR, whereby they create a user account in the CMLS Admin with an initial PIN established by DLNR. The authorized user has ability to reset the password. The CMLS Administration website must be modified to add several security data fields in the license profile that will store information for the ODR secured login function (Refer to Appendix A – modified and additional items are in red font.) This means all primary dealers must be registered in the CMLS Admin and have an active status to be eligible to file reports using the ODR.
- Data entry functionality to allow dealer to input and submit either a single or multiple dealer purchase transaction receipt report format
- For mobile devices, data entry is a non-table design
- Validation of inputted information to reduce data entry errors and minimize reporting discrepancies
- Maximum time-out data input session of up to one hour without compromising system performance
- A trigger mechanism such as a radio button to select either non-Aquarium Dealer Report or Aquarium Report:
 - to activate a specific set of species codes and data validation criteria to input or modify dealer records for either aquarium or non-aquarium dealer type reports
 - separate processing of aquarium and non-aquarium Dealer Purchase Receipt Transaction Reports for storage into separate MySQL dealer database files
- Submission of all dealer report types from the Public ODR must be properly credited to the Admin CMLS Dealer Report Log and the ODR Dealer Purchase Reports Log screens:
 - For CMLS Dealer Report Log, post the earliest receive date of any report type belonging to a Reporting Period in the Received Date; this date should not be over written
 - For ODR Dealer Purchase Reports Log, list earliest receive date of any report type belonging to a Reporting Period in the Completion Date for the original status line; post all submission dates in the Completion Date for opened report in that Reporting Period
- A Reporting Period to track submission of all Dealer Purchase Receipt Transaction Report records during this period:
 - “Reporting Period” is from Sunday through Saturday
 - Upon implementation of the ODR, weekly Reporting Period report bins must be generated for the first 12 months; at the end of the 12th month, generate another set of

- 12 month report bins until DLNR-DAR establishes a Primary Dealer License that includes an expiration date; this procedure needs to be established in the CMLS Admin and a function that will enable DLNR-DAR user to re-generate 12 month weekly Reporting Period report bins
- A “Dealer Purchase Receipt Transaction Report” contains transactions between a dealer and a licensed fisher reported under a purchase date
 - A “Did Not Purchase (DNP) report” must be filed if even if nothing was purchased during a Reporting Period
 - the submission deadline to submit all Dealer Purchase Receipt Transaction Report(s) for a Reporting Period is the following Wednesday
 - a five-day grace period is allowed before a Civil Resources Violation System (CRVS) citation is generated on the following Tuesday of the week following the submission deadline (Wednesday)
- Track Reporting Period submission deadline status and generate Civil Resources Violation System (CRVS) citations
 - Upon implementation of the ODR, the first 3-months is an ‘amnesty’ period, in which a reminder letter will be generated instead of a CRVS citation. The reminder letter is to warn primary dealers that the dealer purchase report requirement was not met and failure to do so, will result in an actual CRVS citation
 - System generated “User” data field:
 - the User field identifies who entered the original Dealer Purchase Report record or who modified the record
 - all Public ODR users should be designated as “PUBUSER”
 - all DAR Admin ODR users should be designated by their first name from the login security
 - Store all Personal Cash Sales report records that are inputted from the Public and Admin OFR websites into the respective MySQL dealer database files (Aquarium or non-Aquarium)
 - User query report functions to view or download either individual (confidential) or industry (non-confidential) summary trend reports
 - Ability to view, export (.csv) dealer purchase transaction receipt report or query report
 - E-mail reminder to active dealers who did not submit any dealer purchase receipt transaction report by Saturday, 12:00 PM
 - A Dealer Purchase Receipt Transaction Report record that is ‘deleted’ by any user is actually a modified record that is marked for deletion. All modified records must be retained in the master MySQL dealer database for historical record keeping purposes. For the Public ODR, all modified records should be hidden for viewing purposes, such as report logs or browsing a dealer purchase receipt transaction report. Only the final modified (refreshed) version is open for view. The Admin ODR version allows the DAR user to view all of the modifications including parent and child records.
 - When a Reporting Period is opened (un-collapsed) to display individual dealer purchase receipt reports, and upon closing that session, the system should return to the same Reporting Period with the un-collapsed display.
 - If any modification is made to the original record, then the record is actually updated (refreshed) in the database – this action does not create a new record:

- In addition, the modification history should be tracked in a separate table that references the original record (Primary key/Foreign key relation)
- Modified records cannot be deleted.

Development components

The primary dealer must have an ‘Active’ Report status in the CMLS Admin license profile to be eligible to login to the Public ODR website.

The CMLS Administration maintains the Primary Commercial Marine Dealer Profile that contains confidential data security login information for the ODR.

To access the public ODR, the user must login with a secured PIN that is kept on file in the CMLS Admin Dealer Profile. The public user can reset the login password.

Posted below is the specification for the dealer User Profile page.

	[Reports]	[CMLS search]
User Profile		
Primary Dealer Name: [populated]	Bus. Address: [populated]	
Dealer Tracking#: [populated]	Bus. Phone: [populated]	
Dealer Lic. Exp. Date: (placeholder)	Fax: [populated]	
Contact Name: [populated]	Bus. E-mail: [populated]	Market Contact Name:[populated]
Market Type: [populated]	Comments: []	Market Contact Phone:[populated]

Your business information such as contact person, address, phone & e-mail address is important. If this information needs to be updated, please contact DLNR: at DARSTATS@Hawaii.Gov or (808) 587-0088

- The User Profile page applies to both Public and Admin ODR websites
- Toggle switch to open Dealer Purchase Reports Log page or CMLS search Page
- All of the above dealer profile information should be populated from the CMLS Dealer Profile database
- Include the important reminder message in red font

This is the specification for the CMLS search page.

To access the CMLS search function, toggle on the “CMLS search” link, this will open the <https://www.ehawaii.gov/dlnr/cmls/exe/cmls.cgi> CMLS Public License Search website. This is a non-confidential display of the Commercial Marine License type and expiration date. This function is to aid the dealer to verify the license validation of the commercial fisher. Posted below is the CMLS Public License Search screen.



Public License Search

Welcome to the online query of DLNR-DAR Fishing Licenses. This query is to verify license status information of commercial marine fisheries licenses and permits issued by the Dept. of Land and Natural Resources (DLNR), State of Hawaii.

Please complete the fields you have the correct information for

License Number	<input type="text"/>	
Last Name	<input type="text"/>	(at least 2 characters)
Vessel Name	<input type="text"/>	(at least 3 characters)
Business Name	<input type="text"/>	(at least 3 characters)

Disclaimer: Some of the license types are listed as Commercial Marine Dealer Primary License. This refers to businesses or fishermen who purchase or obtain marine life directly from commercial fishermen for resale purposes. Although DLNR does not currently issue dealer licenses, the public on-line query uses the Commercial Marine Dealer Primary License to identify primary commercial marine dealers. Primary dealers, however, are still required to submit monthly commercial marine dealer reports (Section 189-10, Hawaii Revised Statutes) and issue receipts in duplicate (Section 189-11, HAR). DLNR is in the process of developing Hawaii Administrative Rules to issue dealer licenses. Dealers will be notified when DLNR is ready with proposed rules for public hearings on the commercial marine dealer license Hawaii Administrative Rules.

Please contact the Division of Aquatic Resources in Honolulu at (808) 587-0108 for additional information.

Posted below is the specification for the Dealer Purchase Reports Log page.

- The User Profile page applies to both Public and Admin ODR websites
- Dealer User profile header information should be populated from the CMLS Dealer Profile database
- Toggle switch to open Profile or Dealer Purchase Reports Log screens
- Drop down to select year of the Reporting Period in Viewing Year
- List weekly Reporting Periods in descending order
- Report submission status is either "Not Yet Submitted" or "Submitted" (noted symbols)
- Completion Date is a status statement citing the due date for un-submitted or date of the first submission.
- Report Type is "DNP" or "Purchase" or "Purchase-AQ" or "DNP-AQ" or "CS" or "CS-AQ".
- Citations is a listing of each citation issued and by clicking on that link, it will take the user to the CRVS case management system website for that citation.
- Open a report period by clicking on '+' symbol

The Reporting Period page specification for the Public ODR is posted below.

Dealer Purchase Report Log Page

Viewing Year: [\[2017\]](#)

Purchase date	CML#	Vessel I.D.	Report type	Status
06/25	99999	XXXXXX	Purchase	Submitted by PUBUSER
06/26	11111	XXXXXX	Purchase_AQ	Submitted by PUBUSER
06/28	12345	XXXXXX	Purchase	Submitted BY PUA
[Enter Purchase Date]	[Did Not Purchase]	[Report Period Comments]		

- Dealer User profile header information should be populated from the CMLS Dealer Profile database
- Drop down to select year of the Reporting Period in Viewing Year
- List each purchase receipt transaction report in descending order
- Display the CML#, Vessel I.D., Report Type and report Status of the purchase receipt record
- Enter Purchase Date button to begin input of new Dealer Purchase Receipt Transaction Report
- Did Not Purchase Dealer Report button to report nothing was bought during a Reporting Period; allow submission of DNP Report for future Reporting Periods
- Report Period Comments button to enter comments for any report including reason for submitting a future DNP Report; comments inputted by DAR Staff can't be viewed by PUBUSER in the Public ODR
- A Dealer Purchase Receipt transaction Report can replace a Did Not Purchase Dealer Report.

Data Entry Session

If user selected a Reporting Period for data entry, this action can be performed if the primary dealer status is active in the CMLS Admin license profile. The Dealer Purchase Receipt Report data entry screen specification for the Public ODR is posted below.

Dealer Purchase Receipt Report Header

Primary Dealer Name: populated	Last submitted by: populated
Dealer Tracking#: populated	Trip_ID: (place holder)
Purchase Date: [06/25/2017]	
CML#: [99999]	Vessel Name: populated
CML Name: populated	Vessel I.D.: [xxxxxx]
CML Expiration Date: populated	Area: [xxxxxx] Report type: [xxxx]

Dealer Purchase Receipt Report

Species	Lbs.	Pieces	Price	Value	Condition	Comment	Delete
[xxxxxx]	[9999.99]	[999999]	[\$99.99]	[\$99.99]	[xxxxxx]	[]	[Delete]

[\[SUBMIT & CONTINUE\]](#)

[\[SUBMIT\]](#)

[\[CANCEL\]](#)

The data entry format involves either a single or multiple purchase receipt report from a licensed fisher, and the process involves:

- Report header data field information (green font) are populated from the CMLS Admin
- Purchase date – required field; numerical digits only; no ajax date; either <Enter> or <Tab> keys to accept input
- CML# - required field; numerical digits only; either <Enter> or <Tab> keys to accept input
- Licensee – CML name is populated from CML# input; a linkage from ODR to CMLS Admin is required; automatically move cursor to next data field
- CML Expiration date – is populated from CML# input; validate purchase date against licensee’s CML expiration date in the CMLS; **IF CML EXPIRED – STOP DATA ENTRY PROCESS!!**; display system message **“The fisher’s Commercial Marine License is invalid or expired. It is prohibited to purchase the marine offered by this fisher for resale purposes.” and return to Reports page;** otherwise, automatically move cursor to next data field
- Vessel I.D. – optional field; alpha digits to accept either U.S.C.G. vessel document number or DBOR vessel identification root number & suffix (9999-XX); verify vessel I.D. with information from either CMLS or DBOR vessel registration. Linkage required between ODR and DBOR/U.S. Coast Guard Vessel Documentation (<http://www.st.nmfs.noaa.gov/st1/CoastGuard/VesselByID.html>) are required; either <Enter> or <Tab> keys to accept input. If linkage to DBOR and USCG website are not possible, then separate MySQL databases for the Vessel I.D. and U.S.C.G. Vessel documentation must be created and maintained by DLNR-DAR and installed at HIC.
- Vessel Name – vessel name is populated from Vessel I.D. input; automatically move cursor to next data field
- Trip_ID – (place holder data field) this is a future required field; maybe hidden for data entry and display purposes until it is required for data entry
- Area – optional field; alpha digits; drop down to select valid inshore regional name; scroll with ↑ & ↓ arrow keys; either <Enter> or <Tab> keys to accept input
- Report Type – required field; provide drop down to select either “Aquarium” or “non-Aquarium”; default to non-Aquarium; this mechanizes the system to use the species validation table for either aquarium or non-aquarium species; must store purchase receipt transaction reports for aquarium and non-aquarium dealers into separate annual MySQL dealer database files; either <Enter> or <Tab> keys to accept input
- Multiple but separate purchase receipt transaction reports occurring on same transaction date, involving same licensed fisher, and from same primary dealer are acceptable. In this instance, a system flag alerting user of possible duplicate dealer purchase receipt report entry should be displayed at the start of each session sequence
- Species – required field; numerical digits; drop down to select species name; type ahead of characters; upon selection, species code is to be stored in master MySQL dealer database; this is the same species table used in the Online Fishing Report (OFR) application; validation species table provided; validate species code against species validation table; including multiple species names, alias & scientific; average size weight range; average price range; include switch to allow data entry by DAR Admin User only; either <Enter> or <Tab> keys to accept input

- Lbs. – input requirement is determined by species; numerical digits only; validate for exemption requirement of pounds reported based on the species validation table; and create memory variable for average weight size (lbs./pieces) to validate acceptable weight size range for that species; either <Enter> or <Tab> keys to accept input
- Pieces – input requirement is determined by species; numerical digits only; validate for exemption requirement of pieces reported based on species validation table; either <Enter> or <Tab> keys to accept input
- Price – required or optional field; numerical digits only; optional if “Value” (non-aquarium) is required; then Price is populated by quotient of value divided into Lbs. or quotient of value divided into pieces (aquarium). The data validation described in the Value section applies here also; either <Enter> or <Tab> keys to accept input
- Value – required or optional field; numerical digits only; optional if “Price” is required; then Value is populated by product of Price x Lbs. (non-aquarium) or product of Price x No. Pieces (aquarium); create memory variable for average price (value/lbs. or value/no. pieces) to validate acceptable price range for that species. May have to create sub-table for average prices by season; average prices by gear; average prices by dealer; either <Enter> or <Tab> keys to accept input
- Condition – required field; entry selected from drop down; validate from Condition table. Each type of condition of marine life offered for sale and purchased will have a condition code. This will be a required field for both public and administration applications. Any missing information will default to the ‘Whole’ condition; either <Enter> or <Tab> keys to accept input;
- Comment – optional field; alpha digits only; ; either <Enter> or <Tab> keys to accept input
- Delete – optional function; a command to delete entire record; followed by a confirmation before actual marking of record for deletion takes place
- At the end of the dealer purchase receipt transaction data entry session, the user has options to continue by adding another transaction record or end the session
- The SUBMIT & CONTINUE button – sends the data entry input of a dealer purchase receipt transaction report to the master web MySQL dealer database with a complete submission status and is ready to continue data entry input for another dealer purchase receipt transaction report for the Reporting Period; cursor waits at CML#
- The CANCEL button – aborts the data entry session and nothing is updated to the master MySQL dealer database; prompt with confirmation pop-up such as “Are you sure you want to abort this action? Otherwise, nothing will be saved or submitted.”
- The SUBMIT button – sends the data entry input of a dealer purchase receipt transaction report to the master web MySQL dealer database with a complete submission status and displays a completed Dealer Purchase Receipt Transaction Report that has the following screen specifications posted below

This is the screen specification for the individual Purchase Receipt Report Summary Query.

Dealer Purchase Receipt Report Summary Query

Report Period Range: [\[Month\] \[Year\]](#) to [\[Month\] \[Year\]](#)

non-Aquarium Aquarium

[\[Run Query\]](#) [\[Return to Reports\]](#)

Primary Dealer Name: **populated**

Dealer Tracking#: **populated**

The primary dealer must input the range of the query period and check off the dealer report type, non-aquarium or aquarium. The non-aquarium report type should be the default.

The query can be run by clicking on the Run Query button. The results of this query is posted below.

Primary Dealer Name: **populated**

Dealer Tracking#: **populated**

Summary of Dealer Purchase Receipt Transaction Reports

Month	Year	Purchase Receipt Reports	Pieces purchased	Lbs. purchased	Value
January	2016	83	747	12,519	\$50,496
February	2016	55	335	6,662	\$23,861
March	2016	76	647	8,661	\$34,332
April	2016	72	447	10,429	\$37,545
May	2016	80	826	12,756	\$43,480
June	2016	69	488	11,092	\$39,774
July	2016	71	413	10,078	\$37,175
August	2016	52	313	8,509	\$29,209
September	2016	67	622	7,856	\$28,205
October	2016	82	918	9,055	\$33,144
November	2016	91	1,193	11,211	\$42,691
December	2016	92	885	11,989	\$45,960
SUM		890	7,834	120,816	\$445,872

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[\[Export\]](#) [\[Print\]](#) [\[PDF\]](#) [\[Return to Reports\]](#)

The query report can be exported as a text or spreadsheet file, printed, or copied to PDF.

This is the screen specification for the individual Dealer Report Summary of Species Purchased Query. The primary dealer must input the range of the query period and check off the dealer report type, non-aquarium or aquarium. The non-aquarium report type should be the default. The query can be run by clicking on the Run Query button. The number of fishers (un-duplicated count), pieces, pounds and

value are summed over all records. The average weight is calculated for transaction records that contain non-zero values for pieces and pounds, and the average price is calculated for records with non-zero values for pounds and value. The results of this query is posted below.

Dealer Report Summary of Species Purchased Query

Report Period Range: [\[Month\] \[Year\]](#) to [\[Month\] \[Year\]](#)

non-Aquarium Aquarium

[\[Run Query\]](#) [\[Return to Reports\]](#)

Primary Dealer Name: [populated](#) Dealer Tracking#: [populated](#)

Summary of Dealer Purchase Reports by Species

Month	Species	No. Fishers	Pieces Purchased	Lbs. Purchased	Value	Ave. Weight	Ave. Price
January 2016	AKULE	4	4,185	3,766	\$12,500	0.90	\$3.85
	UHU	3	285	394	\$1,997	1.38	\$4.90
SUB-TOTAL		5	4,470	4,160	\$14,497		
March 2016	AKULE	6	1,263	1,200	\$4,776	0.95	\$4.29
	DAY TAKO	3	193	594	\$2,886	3.05	\$4.75
	OPAKAPAKA	1	142	250	\$1,814	2.34	\$7.38
SUB-TOTAL		8	1,598	2,043	\$9,476		
August 2016	UHU	5	15	1,187	\$6,357	1.24	\$5.20
	NENUE	5	12	1,576	\$2,364	1.20	\$1.47
	SAMOAN CRAB	2	60	152	\$1,470	2.52	\$8.50
SUB-TOTAL		7	87	2,915	\$10,190		
October 2016	HE'E	2	425	1,450	\$6,913	2.81	\$4.78
	KALA	7	22	1,042	\$1,780	2.15	\$1.63
	MENPACHI	5	12	240	\$1,362	0.22	\$5.25
SUB-TOTAL		12	459	2,731	\$10,056		
December 2016	UHU	10	2,000	1,960	\$10,381	0.98	\$5.23
	OPIHI ALINA	2	1,500	451	\$3,406	0.03	\$15.75
SUB-TOTAL		11	3,500	2,412	\$13,787		
TOTAL		35	10,114	14,260	\$58,006		

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[\[Export\]](#) [\[Print\]](#) [\[PDF\]](#) [\[Return to Reports\]](#)

The query report can be exported as a text or spreadsheet file, printed, or copied to PDF.

This is the screen specification for the Industry Dealer Report Summary. The primary dealer must input the range of the query period and check off the dealer report type, non-aquarium or aquarium. The non-aquarium report type should be the default.

The selection of species is from a category or group of species that is outlined in the species validation table. To select a species from a category, a pull down is required. Scroll over a species for selection and press the <CTRL> key, continue to scroll and <CTRL> to select another species.

The query can be run by clicking on the Run Query button. The number of fishers (un-duplicated count), pieces, pounds and value are summed over all records. The average weight is calculated for transaction records that contain non-zero values for pieces and pounds, and the average price is calculated for records with non-zero values for pounds and value.

Industry Dealer Report Summary Query

Report Period Range: [\[Month\] \[Year\]](#) to [\[Month\] \[Year\]](#)

non-Aquarium Aquarium

Select non-Aquarium species by category: (click on <CTRL> to select)

TUNA: [\[xxxxxx\]](#)

OTHER PELAGIC: [\[xxxxxx\]](#)

BILLFISH: [\[xxxxxx\]](#)

BOTTOMFISH: [\[xxxxxx\]](#)

REEF FINFISH: [\[xxxxxx\]](#)

CRUSTACEAN: [\[xxxxxx\]](#)

OTHER INVERTEBRATES: [\[xxxxxx\]](#)

Select Aquarium species by category: (click on <CTRL> to select)

SURGEONFISH: [\[xxxxxx\]](#)

BUTTERFLYFISH: [\[xxxxxx\]](#)

WRASSES: [\[xxxxxx\]](#)

ANGELFISHES: [\[xxxxxx\]](#)

SOLDIERFISHES: [\[xxxxxx\]](#)

DAMSELFISHES: [\[xxxxxx\]](#)

INVERTEBRATES: [\[xxxxxx\]](#)

[\[Run Query\]](#) [\[Return to Reports\]](#)

The result of this query is posted below.

**Commercial Marine Dealer Industry Purchase Report Summary by non-Aquarium
Species**

January 2016 through December 2016

Species	No. Dealers	Pieces Purchased	Lbs. Purchased	Value	Ave. Weight (lbs.)	Ave. Price
*** TUNA ***						
AHI-BIG EYE	29	229,084	15,200,709	\$72,281,432	71.25	\$4.16
YELLOWFIN TUNA	89	86,609	4,231,958	\$14,198,496	64.39	\$2.98
AHI TOMBO	25	11,016	557,702	\$1,090,475	50.62	\$1.94
AKU	47	43,407	542,803	\$782,852	15.84	\$1.53
SUM	93	370,116	20,533,173	\$88,353,255		
*** OTHER PELAGIC ***						
MAHI MAHI	73	93,764	1,124,553	\$4,497,512	13.41	\$3.83
MONCHONG	27	92,361	1,165,524	\$3,500,622	15.61	\$3.23
OPAH	3	17,822	1,555,226	\$3,314,800	87.32	\$2.06
ONO	73	39,866	1,076,373	\$3,273,333	27.23	\$2.93
SUM	80	243,813	4,921,675	\$14,586,268		
*** BILLFISH ***						
SWORD	11	10,103	1,135,006	\$4,811,993	112.18	\$3.73
BLUE MARLIN	33	7,753	965,985	\$2,094,058	132.15	\$2.21
STRIPED MARLIN	27	14,258	774,273	\$1,935,657	54.4	\$2.25
SUM	39	32,114	2,875,265	\$8,841,708		
*** BOTTOMFISH***						
UKU	53	14,338	113,674	\$564,048	8.06	\$4.64
OPAKA	51	36,305	123,787	\$871,060	4.33	\$7.56
ONAGA	35	8,900	57,284	\$491,262	5.92	\$10.89
EHU	35	11,021	27,335	\$185,371	2.65	\$8.37
HAPU	31	598	8,672	\$50,790	12.59	\$7.01
LEHI	21	1,174	8,531	\$42,177	7.42	\$4.28
KALI KALI	33	5,616	10,556	\$39,878	1.85	\$3.82
GINDAI	22	591	1,654	\$8,271	2.26	\$5.65
SUM	67	78,543	351,493	\$2,252,857		

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 [\[Return to Reports\]](#)

II. ADMINISTRATION WEBSITE INTERFACE SECTION

Because it is anticipated that only a few primary dealers will not e-file dealer purchase receipt reports, an online administration interface must still be developed for DLNR-DAR staff to enter the primary marine dealer purchase reports. The goal of the Admin ODR website is to input paper dealer purchase reports into the master ODR MySQL database, modify any existing dealer purchase report records in that database, and to browse dealer purchase report records.

It is noted, that DLNR-DAR will rely on WPacFIN to develop the dealer data validation discrepancy report function in the desktop application that will directly access the replication MySQL Dealer production file database maintained by EHawaii.Gov. DLNR-DAR will review WPacFIN's data validation discrepancy output report and use the Admin ODR to correct discrepancies by modifying the dealer purchase report records. In this manner, the master MySQL Dealer database file will always be updated in a central and secured repository.

The Admin ODR must provide:

- The online platform must be compatible for desktop use
- login link from the public OFR website; ideally placed at the bottom of the screen among other reference links
- data entry functionality to allow user to input dealer purchase transaction log type reports
- storage of dealer purchase transaction log report records into separate MySQL dealer database files (Aquarium or non-Aquarium)
- A trigger mechanism such as a radio button to select either non-Aquarium Dealer Report or Aquarium Report:
 - to activate a specific set of species codes and data validation criteria to input or modify dealer records for either aquarium or non-aquarium dealer type reports
 - separate processing of aquarium and non-aquarium Dealer Purchase Receipt Transaction Reports for storage into separate MySQL dealer database files
- Store all Personal Cash Sales report records that are inputted from the Public and Admin OFR websites into the respective MySQL dealer database files (Aquarium or non-Aquarium)
- Submission of DNP report types from the Admin ODR must be properly credited to the Admin CMLS Dealer Report Log and the ODR Dealer Purchase Reports Log screens:
 - For CMLS Dealer Report Log, post the earliest receive date of any report type belonging to a Reporting Period in the Received Date; this date should not be over written
 - For ODR Dealer Purchase Reports Log, list earliest receive date of any report type belonging to a Reporting Period in the Completion Date for the original status line; post all submission dates in the Completion Date for opened report in that Reporting Period including modifications
- Ability to view, export (.csv) dealer purchase log report or query report
- A System Administration menu that provide user access authority levels granted to DAR users to perform the following tasks:
 - Manager – highest authority level; user has access authority to every system function
 - Data Entry – user has authority to perform administration and public data entry functions

- Data Modification – user has authority to perform administrative access to modify existing dealer report records
- Dealer Profile Modification – user has authority to perform administration access to modify existing dealer profile
- Read only – user has authority to access Public ODR for viewing purposes only
- A System Administration menu that will allow authorized DAR user to view or modify:
 - Species validation table
 - Condition validation table
 - Dealer Report Type validation table
 - Area validation table
 - Approval validation table
- A Dealer Purchase Report Instruction Information Reference menu to allow user to view documents pertaining to:
 - instructions
 - purchase report sample
 - rules & penalties
 - FAQs
 - Area map
 - Species (non-aquarium) & (aquarium)
 - Condition codes
 - Cancellation & Termination Request application (pdf)
- A Dealer Purchase Receipt Transaction Report record that is ‘deleted’ by any user is actually a modified record that is marked for deletion. All modified records must be retained in the master MySQL dealer database for historical record keeping purposes. For the Public ODR, all modified records should be hidden for viewing purposes, such as report logs or browsing dealer purchase receipt transaction report. Only the final modified (refreshed) version is open for view. The Admin ODR version allows the DAR user to view all of the modifications including parent and child records.
- When a Reporting Period is opened or un-collapsed to display individual dealer purchase receipt reports, and upon closing that session, the system should return to the same Reporting Period with the un-collapsed display.
- If any modification is made to the original record, then the record is actually updated (refreshed) in the database – this action does not create a new record:
 - In addition, the modification history should be tracked in a separate table that references the original record (Primary key/Foreign key relation)
 - Modified records cannot be deleted.

Development components

Search for Dealer function. Posted below are specifications to search and select a dealer file.

Dealer Tracking No.	or	Business Name
[99999]		[xxxxxxxxxxx]

[\[Search\]](#)

For Citations, list each citation issued and by clicking on that link, it will take the user to the CRVS case management system website for that citation.

Open a report period by clicking on '+' symbol. The Reporting Period page specification is posted below.

[\[Reports\]](#)

[\[User Profile\]](#)

Dealer Purchase Report Log Page

Viewing Year: [\[2017\]](#)

Reporting Period	Status	Completion Date	Report type	Citations
x 06/25/17 - 07/01/17	✓ Submitted	Submitted on June 26, 2017 by PUBUSER	Purchase	
06/25/17	✓ Submitted	Submitted on June 26, 2017 by PUBUSER	Purchase	
> 06/25/17	✓ Submitted	Submitted on June 28, 2017 by DINA	Purchase	
06/27/17	✓ Submitted	Submitted on June 26, 2017 by PUBUSER		
[Enter Paper Reports] [Paper DNP] [Report Period Comments]				
+ 06/18/17 - 06/24/17	✓ Submitted	Submitted on June 27, 2017 by PUBUSER	Purchase, Purchase_AQ	CRVS-888
+ 06/11/17 - 06/17/17	✓ Submitted	Submitted on June 15 by PUBUSER	Purchase	

List the Dealer Purchase Receipt Transaction Report records in descending order.

The list should include:

- Reporting Period – click on date link to open weekly report period
- Status - either “✓ Submitted” or “x Not Yet Submitted”
- Completion Date – “Submitted on Month Day, Year, which is the first submit date of a Reporting Period by “PUBUSER” or “DAR staff name” or “Due on Month Day, Year”
- Report Type– “DNP” or “Purchase” or “Purchase-AQ” or “DNP-AQ”
- Citations - list each citation issued and by clicking on that link, it will take the user to the CRVS case management system website for that citation
- List completed Dealer Purchase Receipt Transaction Report in descending order
- List completed modified Dealer Purchase Receipt Transaction Report record(s) below the original in descending order of Completion Date
- Date link to open a weekly Reporting Period or Dealer Purchase Receipt Transaction Report
- At an open date link, click on “Enter Paper Reports” button to perform data entry for new Dealer Purchase Receipt Transaction Report
- At an open date link, click on “Paper DNP” to record a Did Not Purchase report for the Reporting Period. Note: this remains an option for manual entry of paper DNP, because the original paper

DNP can still be scanned and indexed through the DIAS and this process will update the Admin CMLS Dealer Report Log

- Display a **refreshed report date screen**. This means show the most recent modified transaction report record. User can click on “+” to open purchase report record to view the modified records.

Posted below is the specification for a selected weekly Reporting Period screen.

Dealer Purchase Report Header															
Primary Dealer Name: populated				Last submitted by: populated											
Dealer Tracking#: populated				Reporting Period: 06/25/17 - 07/01/17											
Dealer Purchase Report Period Log Entry <input checked="" type="checkbox"/> non-Aquarium <input checked="" type="checkbox"/> Aquarium															
Purchase date	CML#	Licensee	Vessel I.D.	Vessel name	Trip_ID	Area	Species ¹	Lbs.	Pieces	Price	Value	Condition	Comment	Approval	Delete
[06/25/17]	[99999]	populated	[HA-9999-CF]	populated	(place holder)		[3]	180.60	[6]	[\$3.50]	[\$632.10]	[G&G]	[xxxxxxx]	[xxxxxxx]	[X Delete]
06/25/17	99999	populated	HA-9999-CF	populated	(place holder)		[13]	430.33	[18]	[\$2.85]	[\$1226.44]	[G&G]	[xxxxxxx]	[xxxxxxx]	[X Delete]
[06/27/17]	[88888]	populated	[HA-8888-E]	populated	(place holder)		[17]	[4.10]	[2]	[\$3.80]	[\$15.58]	[Whole]	[xxxxxxx]	[xxxxxxx]	[X Delete]
06/27/17	88888	populated	HA-8888-E	populated	(place holder)		[19]	[71.51]	[15]	[\$8.72]	[\$623.57]	[Whole]	[xxxxxxx]	[xxxxxxx]	[X Delete]
06/27/17	88888	populated	HA-8888-E	populated	(place holder)		[22]	[37.60]	[5]	[\$10.50]	[\$394.80]	[Whole]	[xxxxxxx]	[xxxxxxx]	[X Delete]
[06/29/17]	[77777]	populated	[N.A.]	N.A.	(place holder)	[Kaneohe]	[96]	[16.00]	[3]	[\$3.50]	[\$56.00]	[Whole]	[xxxxxxx]	[xxxxxxx]	[X Delete]
06/29/17	77777	populated	N.A.	N.A.	(place holder)	[Kaneohe]	[721]	[7.00]	[2]	[\$2.50]	[\$17.50]	[Dried]	[xxxxxxx]	[xxxxxxx]	[X Delete]
[SUBMIT] [SAVE] [CANCEL] [RETURN TO REPORTS]															

Modification Session

If user selected a Reporting Period to modify, edit or delete an existing purchase transaction report record, the process involves:

- ability to directly edit any data field
- add or edit a comment; all comments inputted by either PUBUSER or DAR Staff can be viewed in the ODR Admin version
- use drop down Approval status to select “Approved”, “Pending”, “Closed”
- delete the entire purchase record; prompt with confirmation pop-up such as “Are you sure you want to delete this record?”
- submit the modification with a completed status
- save the modification with a pending status
- cancel (abort) the modification; prompt with confirmation pop-up such as “Are you sure you want to abort this action? Otherwise, nothing will be saved or submitted.”
- return to the reports – no action taken such as browsing the record

Data Entry Session

If user selected a Reporting Period for data entry, this action can be performed regardless of primary dealer status in the CMLS Admin license profile. The administrative data entry format differs from the public version, whereas if the public uses a mobile device, then data entry involves a non-table format. The ODR Admin always uses the desktop table format. Posted below is the specification screen to input dealer reports for a selected weekly Reporting Period.

Dealer Purchase Report Header														
Primary Dealer Name: populated							Last submitted by: populated							
Dealer Tracking#: populated							Reporting Period: 06/25/17 - 07/01/17							
Dealer Purchase Report Period Log Entry														
											[X] non-Aquarium		[X] Aquarium	
Purchase date	CML#	Licensee	Vessel I.D.	Vessel name	Trip_ID	Area	Species ¹	Lbs.	Pieces	Price	Value	Condition	Comment	Delete
[06/25/17]	[99999]	populated	[HA-9999-CF]	populated	[place holder]		[3]	[180.60]	[6]	[\$3.50]	[\$632.10]	[G&G]	[xxxxxxx]	[X Delete]
06/25/17	99999	populated	HA-9999-CF	populated	[place holder]		[13]	[430.33]	[18]	[\$2.85]	[\$1226.44]	[G&G]	[xxxxxxx]	[X Delete]
[06/27/17]	[88888]	populated	[HA-8888-E]	populated	[place holder]		[17]	[4.10]	[2]	[\$3.80]	[\$15.58]	[Whole]	[xxxxxxx]	[X Delete]
06/27/17	88888	populated	HA-8888-E	populated	[place holder]		[19]	[71.51]	[15]	[\$8.72]	[\$623.57]	[Whole]	[xxxxxxx]	[X Delete]
06/27/17	88888	populated	HA-8888-E	populated	[place holder]		[22]	[37.60]	[5]	[\$10.50]	[\$394.80]	[Whole]	[xxxxxxx]	[X Delete]
[06/29/17]	[77777]	populated	[N.A.]	N.A.	[place holder]	[Kaneohe]	[96]	[16.00]	[3]	[\$3.50]	[\$56.00]	[Whole]	[xxxxxxx]	[X Delete]
06/29/17	77777	populated	N.A.	N.A.	[place holder]	[Kaneohe]	[721]	[7.00]	[2]	[\$2.50]	[\$17.50]	[Dried]	[xxxxxxx]	[X Delete]
[SUBMIT] [SAVE] [CANCEL] [RETURN TO REPORTS]														

The data entry session for the admin version inputs purchase transactions from multiple dates and multiple fishers, and this process involves:

- Purchase date – required field; numerical digits only; “mmddy” format; no ‘/’ and no ‘-’; no ajax date; either <Enter> or <Tab> keys to accept input
- CML# - required field; numerical digits only; either <Enter> or <Tab> keys to accept input
- Licensee – CML name is populated from CML# input; a linkage from ODR to CMLS Admin is required; automatically move cursor to next data field
- DBOR Vessel I.D. – optional field; alpha digits to input vessel identification root number & suffix (9999-XX); linkage to DBOR vessel registration website required to validate/verify input; either <Enter> or <Tab> keys to accept input
- U.S.C.G. vessel document number – optional field; numerical digits to input vessel identification; linkage to U.S.C.G vessel document website required to validate/verify input; either <Enter> or <Tab> keys to accept input
- Vessel Name – vessel name is populated from DBOR Vessel I.D. or U.S.C.G. vessel document input; automatically move cursor to next data field
- Trip_ID – (place holder data field) this is a future required field; maybe hidden for data entry and display purposes until it is required for data entry
- Area – optional field; alpha digits; drop down to select valid inshore regional name; scroll with ↑ & ↓ arrow keys; either <Enter> or <Tab> keys to accept input
- Species – required field; numerical digits only; this is the same species table used in the Online Fishing Report (OFR) application; provide drop down to allow pre-ordering of up to 5 lines of species; scroll with ↑ & ↓ arrow keys to select number of species lines; if more than one species is ordered, then the header information (date, CML#, Vessel I.D. & Area) are retained; validation species table provided; either <Enter> or <Tab> keys to accept input
- Lbs. – input requirement is determined by species; numerical digits only; either <Enter> or <Tab> keys to accept input
- Pieces – input requirement is determined by species; numerical digits only; either <Enter> or <Tab> keys to accept input

- Price – optional field; numerical digits only; if price available, compute and populate “Value” as determined by Aquarium or non-Aquarium Report type; either <Enter> or <Tab> keys to accept input
- Value – required field; numerical digits only; if price not available, compute and populate “Price” as determined by Aquarium or non-Aquarium Report type; either <Enter> or <Tab> keys to accept input
- Condition – required field; entry selected from drop down; validation condition table provided; either <Enter> or <Tab> keys to accept input;
- Comment – optional field; alpha digits only; document reason for amending the record; all comments inputted by either PUBUSER or DAR Staff can be viewed in the ODR Admin version; either <Enter> or <Tab> keys to accept input
- After inputting information in the Comment field:
 - if there is no additional species line to enter, then the cursor should wait at the next empty Purchase Date to continue data entry
 - if there is an additional species line to enter, then the cursor should wait at the next empty species field to continue data entry
- Delete – optional function; a command to delete entire record; followed by a confirmation before actual marking of record for deletion takes place
- The SUBMIT button – sends the data entry input to master web MySQL database with a complete submission status
- The SAVE button – sends the data entry input to the master MySQL database with a pending submission status
- The CANCEL button – aborts the data entry session and nothing is updated to the master MySQL database; followed by a confirmation before actual terminating the session

Browse Session

If user selects a Reporting Period for browsing purposes only, to exit from this screen, click on the RETURN TO REPORTS button.

III. ODR IMPORT AUCTION DEALER REPORT REQUIREMENTS SECTION

Sections III and IV were written and prepared by the WPacFIN, NOAA Fisheries programming staff, who provide technical support to DLNR-DAR in collaboration with this web portal project. The objective of the import auction dealer report requirement is to identify procedures to export an external MySQL database file into the master ODR MySQL database file maintained by HIC.

DLNR-DAR will receive an electronic data file of dealer purchase report records from the auction every week via e-mail. An off-line MySQL database application developed by WPacFIN will import the auction records and run data processing quality control procedures to validate the report records. This MySQL database will use the same master ODR data structure.

The ODR is required to provide a function or accommodate a procedure to import the MySQL auction report records into the master MySQL database (non-aquarium). Any future edit or modification to the auction report records is to be performed in the OFR Admin website by DLNR-DAR.

IV. ODR MySQL DATABASE STRUCTURE REQUIREMENTS SECTION

The objective of the ODR MySQL database structure requirement is to declare the required reporting data fields and system generated data fields for input into the master ODR MySQL production dealer database. The database requirements are posted below:

- Provide the original ERD documentation including instructions and explanation to relate data components to flow charts.
- Provide both DLNR-DAR and WPacFIN with advanced notice of pending changes to ODR; and update system documents to this effect and provide both agencies with this documentation
- Update the ERD documentation whenever the data structure is changed and moved to production
- A MySQL database file structure requirement for the ODR is being provided by WPacFIN including required data field specifications (refer to Appendix B and Appendix C.) It is understood that HIC's programming development may assign a different data field name for the required data field in the data specification. For this reason, a data field structure list of equivalencies on data field names is required in the Statement of Work
- A system guide documentation

APPENDICES

Appendix A

{CMLS Edit Business Licenses - function}		CMLS Administration version	
License Number: 99999	Business Name: XXXXXXXXX	[Dealer Report Log]	[Transaction History]
License Types Held			
License Type		Expiration Date	Report Required
Commercial Marine Dealer Primary License		99/99/9999	Y/N
Business Information			
Business Name/Contact Person		Security Code1: [xxxxxx]	Security Code2: [xxxxxx]
Business Name: XXXXXXXXXX		Security Code3: [xxxxxx]	
Last Name: XXXXXXXX		Middle Name: XXXXXXXX	
First Name: XXXXXXXX		Suffix: XX	
Phone Number(s) & Email			
Business Phone: (999) 999-9999		Mobile Phone: (999) 999-9999	
Fax: (999) 999-9999		Email: XXXXXX@XXXX.XXX	
Contact Information			
Business Address			
Street: XXXXXXXXXXXXXXXXXXXX			
City: XXXXXXXXX	State: XX	Zip Code: 99999-9999	Country: XXXXX
Mailing Address			
[Same as Business Address]			
Street: XXXXXXXXXXXXXXXXXXXX			
City: XXXXXXXXX	State: XX	Zip Code: 99999-9999	Country: XXXXX
Market Information			
Market Info			
[Same as Business Address]		[Same as Mailing Address]	
Market Name:			
Street:			
City: XXXXXXXXX	State: XX	Zip Code: 99999-9999	Country: XXXXX
Market Contact Person			
Last Name: XXXXXXXX		Middle Name: XXXXXXXX	
First Name: XXXXXXXX		Suffix: XX	
Market Phone: (999) 999-9999		Market Mobile Phone: (999) 999-9999	
Market Fax: (999) 999-9999		Market Email: XXXXXX@XXXX.XXX	

Other Information							
Market Type: [Select]		(drop down to select type)					
Report: [x] Report Required? (also used as status - active or inactive)							
Fishing Report Booklets [Select] (DLR, DLR-AQ?)							
Comments: [xxxxxxx]							

{CMLS Fishing(Dealer) Report Log}

Contact Name:	License Number (Dealer Tracking#):	Dealer Business Name:
Market Type: XXXXXXXX		

Month	Purchase		Received		Logged		Violation
	Date	Required	Date	Report	Date	User	
01/2017	1/3/2017	Y	1/10/2017	PURCHASED	1/10/2017	PUA	
01/2017	1/5/2017	Y	1/15/2017	PURCHASED	1/15/2017	BRIAN	
01/2017	1/8/2015	Y	1/17/2017	PURCHASED	1/17/2017	DINA	
02/2017	2/10/2017	Y	2/10/2017	PURCHASED		PUBUSER	
03/2017		Y	4/10/2017	DNP		PUBUSER	
04/2017	4/8/2017	Y	4/9/2017	PURCHASED-AQ		PUBUSER	
05/2017		Y	4/10/2017	DNP-AQ		PUBUSER	

HAWAII INFORMATION CONSORTIUM

STATEMENT OF WORK

DEPARTMENT OF LAND AND NATURAL RESOURCES
DIVISION OF AQUATIC RESOURCES

COMMERCIAL MARINE DEALER REPORTING SYSTEM

Version 1.00

DLNR.004

STATE OF HAWAII

OVERVIEW

This Statement of Work (“SOW”) document identifies the responsibilities between the Department of Land and Natural Resources (DLNR), Division of Aquatic Resources (DAR), (“STATE”) and the Hawaii Information Consortium, LLC (“HIC”), the Internet Portal provider for the State of Hawaii. This document is subordinate to the requirements stated in RFP-08-11-SW, Internet Portal Manager and Service Provider, HIC’s Proposal and the contract between the State of Hawaii and HIC dated December 3, 2007 (collectively referred to as the “CONTRACT”).

The SOW is subordinate to the Service Level Agreement (“SLA”) between the STATE and HIC signed and dated on March 14, 2008. This SOW is subject to all terms and conditions thereof unless specifically designated as exceptions in this document.

TERM AND TERMINATION

This SOW shall begin on the date it is signed by all parties (hereinafter referred to as “Effective Date”), and shall continue in effect until the expiration/termination of the CONTRACT. Termination of this SOW shall not operate to terminate any other SOW between the parties, and such termination shall not, by itself, operate to terminate the CONTRACT.

This SOW may be terminated pursuant to the terms and conditions in the AG’s General Conditions.

CURRENT PROCESS

The DLNR DAR manages the State’s marine and freshwater resources through programs in commercial fisheries and aquaculture. Effective in January 2018, the revised Hawaii Administrative Rule (HAR) Chapter 13-74 established the requirement for Commercial Marine Dealers to report all marine life obtained, purchased, transferred, exchanged, or sold during a weekly reporting period.

PURPOSE STATEMENT

The purpose of the project is to establish an online reporting system for the commercial marine dealers to report marine life purchased from licensed fishermen on a weekly basis.

DEFINITIONS

Acceptance: Acceptance refers to the partner's written approval of the functionality delivered in the production environment.

CMS (Content Management System) site: the front-end user interface that allows a user, even with limited expertise, to add, modify, and remove content from a website without the intervention of a webmaster; primarily allows the user to perform actions.

Delivery: Delivery refers to when HIC delivers the entire functionality per the SOW requirements into the production environment.

Final Acceptance: Final Acceptance refers to the partner's written approval of the entire project.

Fixed Rate (Business Model): When transaction fees are not feasible HIC can still offer services with a fixed rate. In most cases, this funding model is used when an agency wants to develop an online service that has an existing funding model (i.e. federal grants) or the service doesn't generate any revenue but requires significant development and maintenance.

Hybrid (Business Model): A hybrid approach is using both the self-funded and fixed rate models together. There are development costs, however, they are discounted as there is also a self-funded component to the application.

Self-funded (Business Model): HIC absorbs the risk and cost of developing & maintaining the service in return for future revenue over the lifecycle of the service. HIC generates revenue through portal fees that are added on to the online services we build. These fees can be passed to the fee payer or absorbed in part or whole by the partner.

Services: 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; Mobile web applications. See SPO Vendor List Contract No. 08-13 for entire list of services.

Software: Web applications, CMS websites and APIs. For purposes of clarity, the following off-the-shelf, SaaS solutions are developed, owned and maintained by HIC affiliates and expressly excluded from the definition of "Software": (1) payment processing services and subscriber billing; (2) the Gov2Go® Platform and related services; (3) a proprietary application development platform referred to as "Application Engine," which enables expedited application design services; and (4) any other enterprise SaaS solutions developed outside of the CONTRACT and provided for STATE use under the CONTRACT.

Web application or application: a client-server software application in which the client (or user interface) runs in a web browser; primarily allows the user to perform actions.

Work plan: a timeline of the deliverables outlined in the SOW that is developed by HIC and approved by the State.

SCOPE OF WORK AND DELIVERABLES

Specifications for the project are attached as Exhibit A and made a part of this SOW. In addition, to the scope of work to be performed identified in the SOW functional statements, the actual system design specifications are detailed in the STATE Online Dealer Report (ODR) System Design Specification, October

2017 document that is attached as Exhibit B and made part of this SOW. HIC and STATE agreed upon this design document after two follow up meetings on 11/3/2018 and 11/17/2018. The specifications for the project's services and deliverables must meet the requirements from this document.

DELIVERY, ACCEPTANCE AND FINAL ACCEPTANCE

DELIVERY

Prior to launch of the service, HIC will provide the STATE with an Authorization to Deploy Letter describing that the service has been built to the STATE requirements. The STATE shall sign and return the Authorization to Deploy Letter to HIC within 5 business days.

After receiving the signed Authorization to Deploy Letter, HIC will deploy the entire functionality per the SOW requirements into the production environment on the date specified in the Authorization to Deploy Letter.

ACCEPTANCE (Deliverables)

The "STATE" shall not exceed fifteen (15) working days to review each deliverable and to either notify HIC of acceptance, or to provide HIC a detailed list of deficiencies that must be remedied prior to payment being made. In the event the "STATE" notifies HIC of material, non-compliance with the functional specifications, HIC shall correct the error within a period not to exceed fifteen (15) working days, unless the "STATE" consents in writing to a longer period of time.

FINAL ACCEPTANCE

STATE should notify HIC of any errors or bugs when discovered during testing in the 90-day post-launch period. HIC shall fix any specifications not met by the project completion date specified in the Work Plan, plus the 10 business days to fix all issues at no extra cost or charge to STATE, or any longer time specified as mutually agreed upon in writing.

Once all the errors and bugs, if any, have been fixed and the Software or service has been retested, or at the end of the 90-day post-delivery period, whichever occurs later, HIC shall provide an acceptance letter to STATE with a checklist of the deliverables/specifications for approval. STATE shall sign and return the acceptance letter to HIC within 5 business days at which time the maintenance period begins.

MAINTENANCE AND SUPPORT

The annual maintenance and hosting shall be provided to the STATE or COUNTY, irrespective of any changes or enhancements to the system, as described under Maintenance and Support Fees in Exhibit A.

Schedule of Maintenance

HIC will provide support for the proper installation and ongoing general maintenance and operation of the application including the following:

- Customer Service Support including phone, email, and chat support Monday through Friday 7:45 AM to 4:30 PM, excluding state holidays.
- Database and file storage
- Daily database backups at 10:00 PM; partners will be notified if the time changes
- Daily file backups at 12:00 AM; partners will be notified if the time changes
- Maintenance of the web application and hosted environment
 - annual application scan within a year of the anniversary of service launch date
 - server, system, and security updates upon release of new patches/updates by third-party vendors
 - monitoring of the application and hosted environment 24/7

Notification to STATE to be posted of any changes or maintenance at least 48 hours prior.

After the application is delivered, as defined in the DELIVERY and FINAL ACCEPTANCE section, HIC will provide support for the proper installation and ongoing general maintenance and operation of the application. HIC shall immediately provide troubleshooting to correct any errors in the application and issues reported by STATE.

Upon receipt of notice of an error, HIC will assign a priority level to the error or issue in accordance with the following criteria:

- Priority A – An error that results in the service being substantially or completely nonfunctional or inoperative. These issues shall be resolved within 6 business hours. If an issue cannot be resolved within the 6 business hours or a work-around is the immediate solution, a resolution plan must be presented by HIC to the STATE within the 6 business hours and the HIC General Manager will be notified. If the service is unavailable a message will immediately be posted by HIC to web users that the site is temporarily down.
- Priority B – An error that does not impact the performance or operation of the site, but correction of the error will result in improved user experience or application efficiency. HIC will investigate and resolve within 10 business days. If the issue cannot be resolved within the 10 business days or a work-around, decided by both parties, is the immediate solution, a resolution plan must be presented by HIC to the STATE within the 10 business days.
- Priority C – A simple text or graphic (non-design) change. The change will be completed within 15 business days, unless an alternate, mutually agreed upon timeline is stated in writing.

During state business hours, 7:45 a.m. – 4:30 p.m., Monday through Friday, the STATE will contact the Partner Liaison if there are any issues with the service. During non-business hours, the HIC support team can be contacted at 808-695-4627.

HIC server systems are constantly monitored for seamless operation 24x7x365 days a year using NAGIOS network monitoring software. The software checks the status of HTTP, SSL, and SFTP/FTP services every three minutes. If there is an issue, the software automatically sends an e-mail to the Systems Administrator's and Director of Development's (DOD) cellular telephone. The Systems Administrator and/or Director of Development will then respond as appropriate to the problem, and the Partner Liaison will contact the STATE immediately. There are numerous additional monitoring scripts that are also programmed to e-mail the HIC DOD if the file transfer operations are not handled in the proper fashion.

In the event of a system-wide service issue, HIC will immediately notify ETS via email, ets.notifyus@hawaii.gov. For all other service issues impacting a single service, HIC will immediately notify the State Portal Program Manager and the STATE Project Manager by email and phone (See Exhibit A).

FEES

HIC RATES

RATE CHART – RFP 08-011

Job Specialty	Hourly Rate
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

DEVELOPMENT FEES

The project development cost is \$239,197.39 including Hawaii General Excise Tax (GET). HIC will invoice PARTNER according to the payment schedule set forth in Exhibit A.

MAINTENANCE AND SUPPORT FEES

The maintenance, support, and hosting fee associated with this project is \$48,000.00 per year. STATE will enter a separate SOW for the maintenance and support services after the end of the 90-day warrant period.

TRANSACTION FEES

There are no transaction fees for this service.

Any and all fees and payment policies may be altered by mutual agreement in writing between STATE and HIC via an SOW Amendment.

INVOICE AND PAYMENT SCHEDULE

Invoice process - HIC shall send invoice to STATE upon acceptance of HIC deliverables; STATE has 30-days to pay.

See Exhibit A for details of Invoice and Payment Schedule.

RESPONSIBILITIES OF THE STATE/COUNTY

STATE will designate a Project Manager with responsibility and authority for review and approval of deliverables under this SOW.

To accomplish the tasks outlined in this SOW and provide the deliverables defined in the Deliverables/Milestones section of this document, STATE Project Manager will work with HIC Project Manager/Project Liaison to establish a project plan/timeline in conjunction with Deliverables/Milestones, HIC will require the following from STATE by the agreed upon dates in the Work Plan. If STATE does not provide any of these items by the required date, delivery dates

for HIC deliverables will be revised accordingly. HIC will not be held responsible for delays in the timetable due to unavailability of data or resources from STATE.

- STATE will provide timely authorization for the project and for each approval required during the project.
- STATE will provide written functional requirements for all system components.
- STATE agrees to designate content-knowledgeable reviewer(s) to review each deliverable prior to acceptance to ensure that acceptance represents an informed commitment.
- STATE will provide knowledge transfer of necessary IT knowledge, environment and business processes. Verbal walkthroughs and documentation will satisfy this responsibility.
- STATE will provide content information to be presented on the website.
- While building the website, it is the STATE's responsibility to ensure all pre-existing PDF documents meet the August 25, 2010 State Comptroller's Memorandum 2010-28 on Policy Guidance on Web Site Accessibility, which is incorporated herein by reference. This includes adding tags to each document to ensure they are easily read by screen readers.
- After 90-days post launch, STATE is responsible for maintaining ADA compliance.
- STATE will perform testing and give approval of acceptance
- See additional responsibilities in Exhibit A

RESPONSIBILITIES OF THE HAWAII INFORMATION CONSORTIUM

HIC will provide a Project Manager to serve as the primary point of contact and coordination with the STATE project team for the duration of the implementation of this project. STATE will require the following from HIC by the agreed upon dates. If HIC does not provide any of these items by the required date, delivery dates, then STATE will not be held responsible for delays in the timetable due to unavailability of data or resources from HIC. HIC will provide all the HIC deliverables detailed in the Deliverables section and will:

- Host the application over the course of its lifecycle
- Present a resolution plan for Priority A prior to project commencement
- Create and submit a Continuity plan to the State 5 business days prior to launch
- Provide day-to-day management of the project work plan
- Host periodic team meetings to review the status of project activities against the plan
- Provide Project Plan Updates
- Provide Executive Briefing as needed
- Provide the STATE with transaction reports and money transfers on a schedule mutually agreed to by HIC and the STATE
- Provide a consistent look and feel for related applications under development
- Provide ongoing monitoring of system efficiency and effectiveness and correct deficiencies in a prompt manner
- Provide resources to design, create, test, and implement the service
- Perform system maintenance and upgrades
- Run database backups and recovery routines

- Provide services as specified in the SOW
- Ensure website accessibility compliance per the August 25, 2010 State Comptroller's Memorandum 2010-28 on Policy Guidance on Web Site Accessibility, which is incorporated herein by reference. Accessibility of content added by the STATE post-production launch is at the responsibility of the STATE.
- Includes acceptance testing criteria and process
- See additional responsibilities in Exhibit A

REMEDIES

Failure to Perform

If HIC substantially fails to perform the SOW, STATE will give HIC written notice describing such failure. Thereafter, HIC shall have 10 days (or a longer period of time if set forth in the written notice) to remediate such failure. If HIC has not remediated such failure within the allotted time period, STATE may terminate this SOW.

Pursuant to section 9.16.2 of the CONTRACT, substantial failure of HIC to perform the SOW may cause the STATE to terminate the SOW. In this event, the STATE may require HIC to reimburse the monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

MODIFICATIONS AND AMENDMENTS

This SOW may be modified, amended or extended only by mutual agreement signed by both parties.

STAKEHOLDERS

Department of Land and Natural Resources, Division of Aquatic Resources

1151 Punchbowl St., Rm 330
Honolulu, HI 96813

Hawaii Information Consortium, LLC.

201 Merchant Street. Suite 1805
Honolulu, HI 96813

CHAIN OF COMMAND

DLNR / DAR

Suzanne Case, Chairperson, DLNR

Bruce Anderson, Administrator, DAR

Reginald Kokubun, DAR

HIC

Burt Ramos, General Manager

Janet Pick, Director of Portal Operations

Zheng Fang, Director of Development

Jing Xu, Partner Liaison

SIGN OFF

I, the undersigned, have the authority to make binding decisions and have the authority to sign on behalf of my respective agency/department regarding projects in collaboration with HIC.

Date: May 10, 2018

Bruce S. Anderson

Bruce Anderson
Administrator
Division of Aquatic Resources

Date: May 4, 2018

Burt Ramos

Burt Ramos
General Manager
Hawaii Information Consortium, LLC

REVIEWED AND APPROVED:

Date: May 10, 2018

ACCESS HAWAII COMMITTEE

Janet Pick

By: Todd Nacapuy
Chief Information Officer
Office of Enterprise Technology Services
State of Hawaii