

HAWAII INFORMATION CONSORTIUM

STATEMENT OF WORK

OFFICE OF ENTERPRISE TECHNOLOGY SERVICES

CONSOLIDATED ANNUAL FINANCIAL REPORT
SUPPORT FOR FISCAL YEAR 2018

Version 1.00

ETS.FY2019.001

HAWAII INFORMATION CONSORTIUM

OVERVIEW

This Statement of Work (SOW) document identifies the responsibilities between the Office of Enterprise Technology Services (ETS) and the Hawaii Information Consortium, LLC. (HIC) as the selected vendor providing Internet Portal services 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.

This Statement of Work covers specific topics that deal with supporting the state's efforts to generate the Consolidated Annual Financial Report (CAFR) for fiscal year 2018.

SERVICE LEVEL AGREEMENT

This Statement of Work is subordinate to the Service Level Agreement (SLA) between ETS (formerly known as the Office of Information Management Technology) and HIC signed and dated on September 6, 2012 and is subject to all terms and conditions thereof unless specifically designated as exceptions in this document.

BACKGROUND

The CAFR is a comprehensive presentation of the State of Hawaii's financial activities during the past fiscal year. The year's report has been submitted to the Government Finance Officers Association of the United States and Canada (GFOA) to determine if it meets the reporting requirements to be awarded a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is a prestigious national award that recognizes conformance with the highest standards for preparation of state and local government financial reports.

This report is prepared in accordance with Accounting Principles Generally Accepted in the United States of America (GAAP), as prescribed in pronouncements of the Governmental Accounting Standards Board (GASB).

PURPOSE STATEMENT

Work with the state's contracted auditor (Accuity, LLP) with information (reports, audits, etc.) on any portal services that are within the scope of the annual CAFR.

SCOPE STATEMENT

The Department of Accounting and General Services (DAGS) has contracted with Accuity, LLP to assist with the development of the annual CAFR. HIC will work with Accuity, LLP to provide information on services that are covered within this year's CAFR.

DELIVERY

The services shall be delivered according to the Deliverables Timetable as outline below. The items are uploaded to the following url, provided by Accuity, for delivery: <https://accuityllp.sharefile.com>.

PROJECT DEVELOPMENT COSTS

There is no charge for the services associated with this SOW. Actual hours worked will be reported to the Access Hawaii Committee.

DELIVERABLES

1. Download, review, update and upload (if necessary) eFile and HUI Express System Updated Narrative
2. NIC Services, LLC SSAE 17 Report for period 10/1/17 - 9/30/18 (when report is available)
3. SystemMetrics SSAE 17 Report for period 3/1/17 - 2/28/18
4. Most current Access Hawaii Report
5. Information security policies and procedures
6. Zmanda Management Console screenshot showing incremental backups were successful for "oradb2" database server
7. Confirmation emails for an incremental and full back-up job for "oradb2" database server
8. Evidence of test restore for "oradb2"
9. JIRA tickets for the end of year changes to the eFile system and related "letter of deployment"
10. "New Employee Packet" for a new hire that started between 7/1/17 and 6/30/18
11. "Separation Checklist" for a terminated employee whose last day was between 7/1/17 and 6/30/18
12. Password configurations for My LDAP (including length, expiration, history, complexity, lockout requirements)
13. List of users with access to SUDO for the "lono", "lana" and "oradb2" servers (include level of access)
14. Report from My LDAP that lists users with access to the "lono", "lana", and "oradb2" servers
15. LDAP server screenshot showing that all users with access to SUDO has the ability to run as "all" users including "root."
16. HUI Fiscal Report FY 18
17. Kala Transaction Numbers, MEF - Kala Transactions report for 7/1/17 and 6/30/18

All deliverables are confidential except item 4.

RESPONSIBILITIES OF ETS

ETS has indicated that Accuity, LLP partner Chris Ichiki will act as the primary point of contact for HIC and is authorized to access deliverables.

TERM OF AGREEMENT

This Agreement shall be effective from the date of the last signature below and shall remain in full force and effect until January 1, 2019.

STAKEHOLDERS

Office of Enterprise Technology Services

1177 Alakea Street
Room 305
Honolulu, HI 96813

Hawaii Information Consortium, LLC.

201 Merchant Street
Suite 1805
Honolulu, HI 96813

Accuity, LLP

999 Bishop Street, Suite 1900
Honolulu, HI 96813

CHAIN OF COMMAND

Office of Enterprise Technology Services

Todd Nacapuy, CIO
Derek Ichiyama, Portal Program Manager

HIC

Bertrand Ramos, General Manager
Janet Pick, Director of Portal Operations
Zheng Fang, Director of Development

Accuity, LLP

Todd Matsushita, Assurance Principal

Chris Ichiki, Information Technology Manager

SIGN OFF

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

REVIEWED AND APPROVED:

Date: Oct 19, 2018

Date: Oct 18, 2018

ACCESS HAWAII COMMITTEE



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

Bertrand Ramos
General Manager
Hawaii Information Consortium, LLC