# STATEMENT OF WORK

# COUNTY OF MAUI

# PVL LICENSING DATA INTEGRATION

Version 1.02

Document Number - MAUI.FY2019.001

# STATE OF HAWAII

### **OVERVIEW**

This Statement of Work ("SOW") document identifies the responsibilities between the County of Maui, Information Technology Services (ITS) ("COUNTY"), 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 CONTRACT ("SLA") between the COUNTY and HIC signed and dated on March 13, 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**

Maui County utilizes a third-party business management solution called EnerGov, provided by Tyler Technologies. As part of the planning and permitting process, staff are manually validating the license status for architects and contractors at the Department of Commerce and Consumer Affairs (DCCA) Professional and Vocational Licensing (PVL) public search website. The process is time consuming and creates an inefficient process.

# PURPOSE STATEMENT

This Statement of Work covers the creation and maintenance of an electronic interface between PVL database and Counties' Permitting solution EnerGov, to enable staff to validate licensee information in real-time.

# **DEFINITIONS**

**Acceptance**: Acceptance refers to the COUNTY'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 COUNTY's written approval of the entire project.

**Fixed Rate (Business Model):** When transaction fees are not feasible we 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 time & materials 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 COUNTY.

**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 COUNTY 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 work plan provides a timeline of the deliverables outlined in the SOW that is developed by HIC and approved by the COUNTY.

### SCOPE OF WORK AND DELIVERABLES

Specifications for the project are attached as Exhibit A and Exhibit B and made a part of this SOW.

# DELIVERY, ACCEPTANCE AND FINAL ACCEPTANCE

# **DELIVERY**

Prior to launch of the service, HIC will provide the COUNTY with an Authorization to Deploy Letter describing that the service has been built to the COUNTY requirements. The COUNTY 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 COUNTY 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 COUNTY 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 or a time period mutually agreed upon between HIC and COUNTY.

# **FINAL ACCEPTANCE**

COUNTY 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 COUNTY, 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 COUNTY with a checklist of the deliverables/specifications for approval. COUNTY 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 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; COUNTY will be notified if the time changes
- Daily file backups at 12:00 AM; COUNTY 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 COUNTY 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 COUNTY.

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 COUNTY 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 COUNTY 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 a mutually agreed upon timeline is stated in writing.

During state business hours, 7:45 a.m. – 4:30 p.m., Monday through Friday, the COUNTY 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 COUNTY 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 the Office of Enterprise Technology Services (ETS) via email, <a href="mailto:ets.notifyus@hawaii.gov">ets.notifyus@hawaii.gov</a>. For all other service issues impacting a single service, HIC will immediately notify the State Portal Program Manager and the COUNTY Project Manager by email and phone (See Exhibit A for contact information).

# **FEES**

All fees shall be reviewed periodically by the COUNTY and the Access Hawaii Committee (AHC), and adjusted after review via an amendment to the SOW upon mutual agreement of HIC, the COUNTY, and the AHC. The AHC will review and approve any and all Portal charges for fairness, reasonableness, and appropriateness in furthering the goals of this CONTRACT.

# **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**

FIXED COST: The project development cost plus Hawaii General Excise Tax (GET) shall be stated in Exhibit A. HIC will invoice PARTNER according to a payment schedule set forth in Exhibit A.

# **MAINTENANCE AND SUPPORT FEES**

This project shall not incur maintenance & support and hosting fees for the duration of the service.

# **TRANSACTION FEES**

There is no associated Transaction Fee for this project.

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

# INVOICE AND PAYMENT SCHEDULE

Upon acceptance of HIC deliverables, HIC will send an original invoice to COUNTY. The COUNTY has 30-days to pay from the receipt of a valid invoice.

See Exhibit A for details of Invoice and Payment Schedule.

# RESPONSIBILITIES OF THE STATE/COUNTY

COUNTY 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, COUNTY 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 COUNTY by the agreed upon dates in the Work Plan. If COUNTY 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 COUNTY.

- COUNTY will provide timely authorization for the project and for each approval required during the project.
- COUNTY will provide written functional requirements for all system components.
- COUNTY agrees to designate content-knowledgeable reviewer(s) to review each deliverable prior to acceptance to ensure that acceptance represents an informed commitment.
- COUNTY will provide knowledge transfer of necessary IT knowledge, environment and business processes. Verbal walkthroughs and documentation will satisfy this responsibility.
- COUNTY 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 COUNTY project team for the duration of the implementation of this project. COUNTY 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 COUNTY 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 COUNTY 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 COUNTY with transaction reports and money transfers on a schedule mutually agreed to by HIC and the COUNTY
- 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 COUNTY post-production launch is at the responsibility of the COUNTY.
- Includes acceptance testing criteria and process
- See additional responsibilities in Exhibit A

### REMEDIES

# Failure to Perform

If HIC substantially fails to perform the SOW, COUNTY 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, COUNTY may terminate this SOW.

Pursuant to section 9.16.2 of the CONTRACT, substantial failure of HIC to perform the SOW may cause the COUNTY to terminate the SOW. In this event, the COUNTY 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**

# County of Maui

200 S. High Street 4th Fl Wailuku, HI 96793

# Hawaii Information Consortium, LLC.

201 Merchant Street Suite 1805 Honolulu, HI 96813

# CHAIN OF COMMAND

**COUNTY OF MAUI** Jacob Verkerke, CTO

**DCCA, PVL** Charlene Tamanaha, Licensing Administrator

Charlene Oshiro, Program Analyst

HIC Bertrand 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: June 19, 2019

Jacob W. Verkerke

Jacob Verkerke CTO County of Maui

Date: June 25, 2019

Charlene L. K. Tamanaha

Charlene Tamanaha Licensing Administrator DCCA, Professional and Vocational Licensing

REVIEWED AND APPROVED:

Date: June 26, 2019

ACCESS HAWAII COMMITTEE

By: Douglas Murdock Chief Information Officer

Office of Enterprise Technology Services

State of Hawaii

KB

June 19, 2019

Date:

Bertrand Ramos General Manager

Bertrand Ramos

Hawaii Information Consortium, LLC

# **EXHIBIT A**

# **SOW-MAU-PVL-Data Integration**

State/County Agency:	County of Maui	
Agency Contact:	Jacob Verkerke	
Agency Email:	<u>Jacob.verkerke@co.maui.hi.us</u>	
Agency Address:	200 S. High Street 6th Floor	
	Wailuku, HI 96793	
Agency Phone:	808- 270-7842	
HIC PM:	Jing Xu	
HIC PM Email:	jing@ehawaii.gov	
HIC PM Phone:	808-695-4614	
Application Name:	PVL Data Integration with EnerGov	
Business Model:	Fixed Rate	
Estimated Deployment Date:	Oct 1, 2019	

# SCOPE OF WORK AND DELIVERABLES

# Scope:

Create and maintain an interface to allow real-time validation of professional and vocational license information within the EnerGov system.

"Automation of Validating Professional and Vocational Licenses" (known as Exhibit B) are the requirements the County of Hawaii and the County of Maui presented and reviewed with HIC on February, 25, 2019.

# **Delivery:**

County of Hawaii and County of Maui have different schedules to deploy EnerGov and the PVL integration. Although development and some testing can be done by both counties at the same time, System Integration Testing (SIT), User Acceptance Testing (UAT), and Deployment will be scheduled at different times.

The County of Maui 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 County of Maui notifies HIC of material, non-compliance with the functional specifications, HIC shall correct the same within

fifteen (15) working days, unless the County of Maui 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
4 weeks, after	Design and	Deployment of	Developer	70.00	\$80.00	\$5,600.00
kick-off meeting	Development of the Interface	Interface to TEST	SR PM	16.00	\$120.00	\$1,920.00
2 weeks, after Deployment to TEST	Documentation of the Interface	Delivery of interface documentation	SR PM	2.00	\$120.00	\$240.00
8 weeks, after Delivery of the Documentation	Partner Integration and Testing	Partner Acceptance, authorization to deploy to PROD	SR 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			91.00		\$8,060.00
	GE Tax					\$379.79
	TOTAL					\$8,439.79

# NOTES:

HIC exercise no control over the resource availability or delays of the COUNTY and Tyler Technologies.

# 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.

The following is the work plan determined at the time of SOW creation. An updated work plan will be provided to the COUNTY within 2 days after project kickoff meeting.

Kick Off (June 17, 2019)

- Kickoff Meeting (June 17)
- HIC Draft Spec Document Delivered to the Counties (June 21, 2019)
- Approval of Spec from Counties (June 28)

Development and TEST Deployment (July 1, 2019 – August 2, 2019)

- Interface Development (July 1 Aug 2, 2019)
- Deployment to TEST environment (Aug 2, 2019)
- Final Spec Documentation Completion & Delivery (August 2, 2019)

Cooperative Testing & Launch (August 5, 2019 – October 1, 2019)

- Hawaii County application integration and testing (August 5 September 27)
- Iteration Development and Updates (August 5 September 27)
- Testing Complete and Acceptance (September 30)
- Production prep (September 30)
- Deployment to production environment (October 1)

County of Maui Key Dates for Reference Only

- System Integration Testing (SIT) (October 7, 2019 to March 12, 2020)
- User Acceptance Testing (UAT) (July 7, 2020 to September 25, 2020)
- Production Over (October 19, 2020 to October 26, 2020
- County of Maui Go Live (October 26, 2020)

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.

Each County will notify HIC if any date is modified for their project

# **FEES**

Development Fees: The project development cost is \$8,439.79 including Hawaii General Excise Tax (GET). The County of Maui will be paying half of the cost equaling \$4,219.89 in total.

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Maintenance and Support Fees: \$0.00

# **INVOICE AND PAYMENT SCHEDULE**

County of Maui is responsible for \$4,219.89 of the above total development fee and will be invoiced and paid 30-days after invoice is received according to the following schedule:

	Invoice Schedule			
Date	Deliverable	Price	GE Tax	Total
December 2019	Payment at 90-days post launch to PROD	\$4,030.00	\$189.89	\$4,219.89
	TOTAL	\$4,030.00	\$189.89	\$4,219.89

# **ADDITIONAL RESPONSIBILITIES OF COUNTY**

List set of responsibilities for COUNTY that are specific to this project.

# **ADDITIONAL RESPONSIBILITIES OF HIC**

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 Customer service via phone, web chat, and email during state business hours Monthly customer service statistics

# **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

Document No. MAUI.FY2019.001	
Reporting modules	

# Automation of Validating Professional and Vocational Licenses

# Purpose

The purpose of this document is provide background and requirements for a new interface between the State of Hawaii Professional and Vocational Licensing Board and Tyler Technologies Land Management Software, EnerGov.

# Background

The County of Hawaii and the County of Maui are implementing, independently, a new software application to manage the issuance of building permits and the like. Both Counties have selected software called EnerGov provided by Tyler Technologies.

One of the efficiencies sought through the implementation of this new software is in the process of validating Professional and Vocational Licenses (PVL). Formal approval has been obtained to work with Hawaii Information Consortium (HIC) to develop an interface.

# Typical EnerGov Scenario:

- County Departments create a permit in EnerGov software
- When county employees attach the citizen requested contractor to the permit, they need to validate the contractor license
- Teams would like for the validation to occur in EnerGov by automatically checking the state-level board, based on license number.
- This automation means the most up-to-date information will be available and County staff can work more efficiently within one application

# Requirements

- The state license board will provide an automated real-time look up service requested through EnerGov
- Service should be available a 24/7 with 3 working days' notice for a planned outage
- The Web Service must be an API configured in REST
- Returned information to EnerGov must be in XML format
- The search service would accept a license number as its input
- The license number must be unique
- The search would return information about the matching license:
  - o General Licensee
    - 1. License ID
      - License of the Professional Firm

- 2. Legal License Name
- 3. Trade Professional Name
- 4. Active/Inactive
- 5. Status
- 6. License Expiration Date
- 7. Original License Date
- 8. Class Prefix
- 9. Business Address
- o Employee List (for employees associated with General Licensee)
  - 1. Position
    - Filter on Responsible Managing Employee (RME)
  - 2. Employee Name
    - There can be more than one RME; display all active
  - 3. License ID
    - License of the employee
  - 4. License Status
  - 5. Effective
  - 6. Position Status
- o License Class (for employees associated with General Licensee and Employee List)
  - 1. Class Code
    - there can be more than one; display all active
  - 2. Class Type
    - there can be more than one; display all active
  - 3. Effective Date
  - 4. License Status
  - 5. Restricted
- If no data is found when submitting a license ID a pop in EnerGov is required to inform the users "No Results Found"
- If EnerGov cannot "connect" to the State Database/API, a pop up is required to inform the users "State data is not available at this time"
- HIC will provide a SPEC document based on details requested that will be shared to EnerGov developers (field names, field length, type of field, etc.
- HIC participate in System Integrating testing (SIT) as well as User Acceptance Testing (UAT)



