

## CIO SOW Approval Delegation Guidelines for Access Hawaii Committee

The Access Hawaii Committee (AHC) meets quarterly and is responsible for reviewing and approving portal statements of work (SOW) between government agencies and the portal provider, including all associated charges. However, in circumstances when there is no AHC quarterly meeting or when a justified business need arises in between AHC meetings, the CIO may review and approve Statements of Work between government agencies and the portal provider under the following conditions:

- 1) the SOW does not involve any new or increased transaction fees being charged to either the government agencies or constituents,
- 2) the estimated total cost of the work in the SOW is less than \$10,000, and
- 3) the agencies are required to present their SOWs at the next AHC meeting following CIO approval.