

MEMORANDUM OF  
UNDERSTANDING

WITH

COUNTY OF HAWAII  
DEPARTMENT OF LIQUOR CONTROL

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LICENSING & PERMITTING APPLICATION

May 8, 2020

## HAWAII INFORMATION CONSORTIUM

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### INTRODUCTION

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This Memorandum of Understanding (MOU) sets forth terms and understanding between Hawaii Information Consortium, LLC (HIC) and the Department of Liquor Control, County of Hawaii (“COUNTY”) in regards to the collection of liquor license renewal fees and HIC service fees through the licensing and permitting application implemented and maintained by HIC.

### PURPOSE

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Due to the COVID-19 pandemic, COUNTY is requesting to disable payment for liquor license renewals at <https://liquorpermits.ehawaii.gov/hawaii> (Licensing & Permitting Application), and for HIC to invoice COUNTY for all HIC fees associated with renewal applications submitted online. The disabling of payments will allow licensees to renew their licenses and provide financial relief by deferring payment of renewal fees to a later date. The Office of Liquor Control will be responsible for collecting renewal fees outside of the licensing and permitting application.

The above goal will be accomplished by undertaking the following activities:

1. HIC will disable payment processing for liquor license renewals.
2. HIC will place special message on the home page.
3. HIC will create a report to track online liquor license renewal submissions.
4. HIC will invoice the Department of Liquor Control after June 30, 2020 for all HIC fees associated with online liquor license renewal submissions.
5. COUNTY will invoice licensees for renewal fees outside of the Licensing & Permitting Application.

### DURATION

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The disablement of renewal payments will commence on May 18, 2020 and will cease on June 30, 2020. The intake of payment will resume for the 2021 liquor license renewal period.

The above policy may be altered by mutual agreement in writing between COUNTY and HIC.

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**SIGN OFF**

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Reviewed and accepted.

Date:

Date:

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Gerald Takase  
Director  
Office of Liquor Control  
County of Hawaii

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Bertrand Ramos  
General Manager  
Hawaii Information Consortium, LLC

REVIEWED AND APPROVED:

Date:

ACCESS HAWAII COMMITTEE

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By: Douglas Murdock  
Chief Information Officer  
Office of Enterprise Technology Services  
State of Hawaii