

HAWAII INFORMATION CONSORTIUM

STATEMENT OF WORK  
AMENDMENT 4

DEPARTMENT OF BUSINESS, ECONOMIC  
DEVELOPMENT & TOURISM  
BUSINESS DEVELOPMENT SUPPORT DIVISION

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WEBSITE SERVICES

Version 1.00

Document Number – DBEDT.FY2021.005.A4

## HAWAII INFORMATION CONSORTIUM

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### OVERVIEW

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This Statement of Work (“SOW”) document identifies the responsibilities between the Department of Business (DBEDT), Economic Development & Tourism, Business Development Support Division (BDSB) (“STATE”) and the Hawaii Information Consortium, LLC dba NIC Hawaii (“NIC HI”), 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, NIC HI’s Proposal and the contract between the State of Hawaii and NIC HI dated December 3, 2007 (collectively referred to as the “CONTRACT”).

The SOW is subordinate to the Service Level CONTRACT (“SLA”) between the STATE and NIC HI signed and dated on February 26, 2015. This SOW is subject to all terms and conditions thereof unless specifically designated as exceptions in this document.

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### TERM AND TERMINATION

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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.

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### PURPOSE STATEMENT

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This is an amendment to the following documents:

- 1) Original Statement of Work (SOW) document entitled WEBSITE HOSTING AND DESIGN SERVICES executed by STATE and NIC HI on February 9, 2012
- 2) SOW Addendum document entitled CBED WEBSITE HOSTING AND DESIGN SERVICES executed by STATE and NIC HI on May 11, 2012
- 3) SOW Addendum document entitled BDSB WEBSITE HOSTING AND DESIGN SERVICES executed by STATE and NIC HI on September 27, 2013
- 4) SOW Amendment 3 document entitled WEBSITE SERVICES executed by STATE and NIC HI on March 29, 2019

The purpose of this Statement of Work Amendment 4 document is to increase the monthly cap for cost of work from \$4,000 per month to \$8,000 per month due to the increased COVID-19 work. No other terms are affected.

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### PROJECT DEVELOPMENT COSTS / FEES

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Support work for STATE will be performed on an as-needed basis and shall not exceed \$8,000 per month. Actual costs for work completed will be invoiced monthly per the rates specified in our master contract. NIC

HI will invoice DBEDT for work completed on a monthly basis. All invoices will include Hawaii State General Excise Tax (GET). Payment from STATE is due within 30 days from receipt of the invoice.

NIC HI assists STATE with daily maintenance and support on their WordPress website located at: invest.hawaii.gov. The process for the partner to request work will be as such:

1. The partner will send an email to NIC HI specifying the service that is needed and the requested due date
2. NIC HI shall provide a quote of the fixed price for the proposed work
3. NIC HI shall also provide a running log of the amount spent toward the monthly limit
4. Upon STATE written (can be done via email) acceptance of quote, NIC HI will generate a JIRA ticket from the STATE's email
5. NIC HI will complete the work within the timeline set by STATE
6. NIC HI will send the item back to the partner for review
  - a. If STATE gives written approval (can be done via email), then the ticket is closed
  - b. If STATE does not approve then NIC HI will continue to work on the item until it is completed and approved within the timeline set by STATE. STATE will not incur added costs should additional resources be required to complete the project within the timeline
7. At the end of each month NIC HI will send a report to STATE that includes the total hours worked and the percentage of hours per program.

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**STAKEHOLDERS**

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**DBEDT Business Development Support Division**

No. 1 Capital District Building  
250 South Hotel Street  
Honolulu, Hawaii 96813

**Hawaii Information Consortium, LLC dba NIC Hawaii**

201 Merchant Street  
Suite 1805  
Honolulu, HI 96813

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**CHAIN OF COMMAND**

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<b>DBEDT</b>	Mike McCartney, DBEDT BDSO Director  Dennis T. Ling, Business Development & Support Division Administrator  Mark J. Ritchie, Business Support Branch Chief
<b>HIC</b>	Burt Ramos, General Manager

Janet Pick, Director of Portal Operations

Zheng Fang, Director of Development

Rosie Warfield, Manager of eGovernment Services

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**SIGN OFF**

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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:

Date:

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Mike McCartney  
Director  
DBEDT BDSD

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Bertrand Ramos  
General Manager  
Hawaii Information Consortium, LLC  
dba NIC Hawaii

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