

# Access Hawaii Committee (AHC) Meeting

June 3, 2021  
1:00 p.m.  
Virtual Meeting

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<https://zoom.us/j/92906587540>

Meeting ID: 929 0658 7540

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## Agenda

- I. Call to Order
- II. Review and Approval of the March 4, 2021 Meeting Minutes
- III. Public Testimony  
*Any person may submit testimony on any agenda item. Due to COVID-19 precautions, members of the public may submit written testimony via the e-mail provided: [ahcinfo@hawaii.gov](mailto:ahcinfo@hawaii.gov). Oral testimony is limited to 3 minutes per person via the virtual Zoom conference room.*
- IV. Approval of Statements of Work (SOW) and Service Level Agreements (SLA); Discussion and Appropriate Action
  1. SOWs/SLAs Under Review
    - a. **Department of Education (DOE) – Commerce Platform and Payment System - SOW**

This SOW covers the implementation of a commerce platform and payment service to enable Hawaii State schools to setup storefronts, track inventory, and allow school specific system administration for products, inventory, and services management.

**Development Fees:** \$100,000.00 + \$4,712.00 GET = \$104,712.00  
**Hosting Fees:** \$0.00  
**Maintenance and Support Fees:** \$40,000.00 + \$1,884.80 GET = \$41,884.80 annually  
**Transaction Fees:** For all transactions completed, there will be a transaction fee due and payable to NIC HI, comprised of the following components:

      - (1) Each credit/debit card transaction will incur
        - a. a fixed cost of \$1.50 plus
        - b. a transaction processing fee of 2.78%
      - (2) Each eCheck transaction will incur
        - a. a fixed cost of \$1.50
        - b. a transaction processing fee of \$1.00

Depending on the item for sale on the Commerce Platform, the transaction fee will be either absorbed by DOE or passed on to the end user. This will be determined by the DOE.

*Individuals who require special needs accommodation are invited to call (808) 586-6000 at least three (3) working days in advance of the meeting.*

**Other Fees:** \$0.00

b. **Department of Land and Natural Resources – Division of Forestry and Wildlife – Hunt Application System – SOW Amendment 2**

The purpose of this amendment is to add the ability to end a lottery without running a standby lottery, and to allow an agency admin to view a hunters report based on hunt type.

**Development Fees:** \$12,984.29

**Hosting Fees:** \$0.00

**Maintenance and Support Fees:** The existing maintenance fee will not be changed in this amendment and will remain \$1,200.00 per month.

**Transaction Fees:** The existing transaction fee will not be changed in this amendment and will remain 10% of the application price with a minimum of \$1.00.

**Other Fees:** \$0.00

c. **County of Kauai – Fire Department – Fire Permit Payments – SOW**

This SOW covers the implementation of online system to allow customers to pay their fire permit payments online via credit card or eCheck. NIC HI's centralized payment portal, Payment Platform, will be utilized.

**Development Fees:** \$0.00

**Hosting Fees:** \$0.00

**Maintenance and Support Fees:** \$0.00

**Transaction Fees:** For all transactions completed, there will be a Transaction Fee due and payable to NIC HI, comprised of the following components:

(1) A fixed cost of \$2.50; plus

(2) Each credit/debit card or eCheck transaction will incur an additional fee as described below:

- Credit/debit card transactions – Additional transaction processing fee of 2.2% per transaction; or

- eCheck transactions – Additional transaction processing fee of \$1.00 per transaction

**Other Fees:** \$0.00

d. **Department of Budget and Finance – Financial Administration Division – Unclaimed Property Search – SOW Amendment 1**

The purpose of this amendment is to upgrade the existing Unclaimed Property Search service to a more modern look and feel and improved user experience. This service will be upgraded at no cost.

**Development Fees:** \$0.00

**Hosting Fees:** \$0.00

**Maintenance and Support Fees:** \$0.00

**Transaction Fees:** \$0.00

**Other Fees:** \$0.00

e. **Office of Enterprise Technology Services – Hawaii eRecording Master SOW**

This Master SOW will allow State agencies or counties and the public to submit and pay for documents online to be electronically recorded with the Department of Land and Natural Resources Bureau of Conveyances. All fees will be defined in subsequent Connection Agreements.

f. **County of Kauai – Hawaii eRecording – Connection Agreement**

**Development Fees:** \$0.00

**Hosting Fees:** \$0.00

**Maintenance and Support Fees:** \$0.00

**Transaction Fees:**

County shall pay a fixed fee in the amount of \$0.50 per document recorded in favor of the County. For documents recorded on behalf of the public, the fixed fee is \$3.00 per document recorded. Payments will be made via portal subscriber account or credit card.

**Other Fees:** \$0.00

g. **County of Maui – Hawaii eRecording – Connection Agreement**

**Development Fees:** \$0.00

**Hosting Fees:** \$0.00

**Maintenance and Support Fees:** \$0.00

**Transaction Fees:**

County shall pay a fixed fee in the amount of \$0.50 per document recorded in favor of the County. For documents recorded on behalf of the public, the fixed fee is \$3.00 per document recorded. Payments will be made via portal subscriber account or credit card.

**Other Fees:** \$0.00

h. **Department of Land and Natural Resources – Bureau of Conveyances (BOC) – Hawaii eRecording – MOU**

This Memorandum of Understanding defines the disbursement terms and remittance of Hawaii eRecording funds to the BOC.

2. Signed/To Be Signed SOWs, Memorandums of Understanding (MOU)

a. **Hawaii - Liquor Control - Licensing and Permitting Application - MOU**

The purpose of this MOU is to defer liquor renewal payments from May 10, 2021 through June 30, 2021 due to COVID-19.

V. Portal Program Manager’s Report; Discussion and Appropriate Action

1. NIC Hawaii Report (attached)

VI. Good of the Order

1. Announcements
2. Next Meeting: August 5, 2021

VII. Adjournment