

SOW EXHIBIT A

DLNR-DOFAW-Hunt Application System SOW Amendment 2

State Agency: Department of Land and Natural Resources
Division of Forestry and Wildlife

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Application Name: Hunt Application System

Business Model: Fixed Cost

Estimated Deployment Date: January 18, 2022

SCOPE OF WORK AND DELIVERABLES

Scope

The purpose of this amendment is to give the admin the ability to end a lottery without standbys and to update the duplicate hunters report. Specifications for each enhancement are explained below.

End Lottery Without Standbys

1. Add the option to end the lottery without running the standby lottery.
2. Currently a lottery must be complete before the admin can run a lottery report so this logic needs to be updated so the admin can run the lottery reports even if they decide to end a lottery without standbys.
3. Lotteries results need to be updated with the following labels: GOING, STANDBY, NOT DRAWN.

Update Duplicate Hunters Report

1. Add all hunt types to the report.
2. Add the ability for the admin to select the hunt types they want to generate in the report.
3. If a hunter with the same last name, first name, and DOB applied for two or more of the selected hunt types then the hunter should display in the generated report.

Delivery

The STATE shall have fifteen (15) working days to review each deliverable and to either notify NIC HI of acceptance, or to provide NIC HI a detailed list of deficiencies that must be remedied prior to payment being made. In the event the STATE notifies NIC HI of material, non-compliance with the functional

specifications, NIC HI shall correct the same within fifteen (15) working days, unless the STATE consents in writing to a longer period of time.

Milestone Schedule

Task Duration	Description	Deliverable	Role	Hours	Rate (h)	Total	Payment Schedule (includes GET)
TBD	Signed Statement of Work	Signed SOW	N/A	N/A	N/A	N/A	
Kickoff Meeting	Determine Start of Project Work	Work Plan with dates for each deliverable presented					
4 weeks after kickoff	Beta deployment	Website deployed in TEST environment	Sr Developer	87	\$100	\$8,700	
			PM	5	\$80	\$400	
15 working days after website deployed in test environment	Approval to proceed	Sign off					20% payment (\$2,596.86)
1 week after site deployed to TEST	Testing, training & review	1 training session for personnel	PM	32	\$80	\$2,560	
15 working days after testing website deployed in test environment	Approval to proceed	Sign off					20% payment (\$2,596.86)
3 days after testing approval	Website live	Website deployed in PROD environment	Sys Admin	3	\$100	\$300	
			Sr Developer	2	\$100	\$200	
			PM	3	\$80	\$240	
15 working days after website deployed in PROD environment	Approval to proceed	Sign off					20% payment (\$2,596.86)
N/A	Post Launch	Final invoice sent 90-days post launch					40% payment (\$5,193.71)
			Work Totals	132		\$12,400.00	\$12,984.29

NOTES

The development for Hunt Applications Amendment 2 cannot begin until HunterEd Amendment 7 is deployed to PROD. HunterEd Amendment 7 is scheduled to deploy to PROD November 2, 2021.

Work Plan/Deliverables

NIC HI 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 STATE within 2 days after project kickoff meeting.

Prototype (November 10, 2021)

- Kickoff Meeting (November 10, 2021)
- Design prototype (N/A)
- Review prototype internally (N/A)
- Review prototype with STATE (N/A)
- Obtain STATE signoff on prototype (N/A)

Development and TEST Deployment (November 15, 2021 - December 6, 2021)

- Code the application (November 15, 2021 - December 3, 2021)
- Deployment to TEST environment (December 6, 2021)

Testing, Training, and Launch (December 6, 2021 – January 18, 2021)

- NIC HI application testing (December 6, 2021 – December 31, 2021)
- Application review and training with STATE staff (January 3, 2022)
- STATE application testing (January 3, 2022 – January 14, 2022)
- Production prep (January 17, 2022)
- Deployment to production environment (January 18, 2022)

NIC HI 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.

FEES

Include total cost (including general excise tax) and breakdown of all other fees (i.e. development, hosting, maintenance and support, transaction and other fees).

1. Development Fees: \$12,984.29
2. Hosting Fees: \$0.00
3. Maintenance and Support Fees: No change to the existing maintenance fee: \$1,200.00 plus GET annually.
4. Transaction Fees: No change to the existing transaction fee: 10% of the application price with a minimum of \$1.00.
5. Other Fees: \$0.00

INVOICE AND PAYMENT SCHEDULE

The total not-to-exceed development cost for this project is \$12,984.29 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
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January 3, 2022	Payment upon deployment of functional test system and STATE acceptance	\$2,480.00	\$116.86	\$2,596.86 (20%)
January 14, 2022	Payment upon completion of testing and STATE acceptance	\$2,480.00	\$116.86	\$2,596.86 (20%)
January 18, 2022	Payment after acceptance letter signed by STATE and submittal of application for launch to production environment	\$2,480.00	\$116.86	\$2,596.86 (20%)
April 18, 2022	Payment at end of 90-day warranty period	\$4,960.00	\$233.71	\$5,193.71 (40%)
TOTAL		\$12,400.00	\$584.29	\$12,984.29

ADDITIONAL RESPONSIBILITIES OF STATE

No additional set of responsibilities for STATE that are specific to this project.

ADDITIONAL RESPONSIBILITIES OF NIC HI

No additional set of responsibilities for NIC HI that are specific to this project.

CHECKLIST OF SERVICES NIC HI 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
- Technical support for users

Strategic Marketing

- Business cards and postcards
- Email and text notifications and reminders
- Posters and multimedia presentations
- Content modifications for online and offline collateral
- Social media integration

Project Management

- Agile process and experienced project teams
- Requirements collection and development
- Workflow reengineering
- Solution estimating
- Alternative approach planning and development

Web Design and Development

- Accessibility and 508 compliance
- Customer service technical support
- Java application development
- Mobile applications (Android and iOS)
- Responsive web design
- User feedback data pipelines
- User centered design
- User experience, user interface, and visual design
- Web Content Management Systems

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
- Reporting modules