

# STATEMENT OF WORK ADDENDUM

DEPARTMENT OF COMMERCE AND CONSUMER  
AFFAIRS

BUSINESS REGISTRATION DIVISION

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Fee Agreement

Version 1.00

Document Number – DCCA.FY2022.003

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**OVERVIEW**

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This Statement of Work (“SOW”) Addendum document identifies the responsibilities between the Department of Commerce and Consumer Affairs, Business Registration Division (“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 Agreement (“SLA”) between the STATE and NIC HI signed on October 27, 2008. This SOW is subject to all terms and conditions thereof unless specifically designated as exceptions in this document.

This is to replace the following documents:

- 1) Fee Agreement document entitled “Hawaii Information Consortium Transaction Fees Agreement for BREG Initial Filings and Annual Filings” dated May 29, 2006 and signed between the STATE and NIC HI.
- 2) Addendum to SOW entitled “Hawaii Information Consortium Transaction Fee Agreement for Online Document Service” dated December 21, 2007 and signed between the STATE and NIC HI.

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**PURPOSE STATEMENT**

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This Fee Agreement covers reducing the NIC Hawaii fee structure currently in place for Hawaii Business Express filings, Business Registration (BREG) Document Search & Buy purchases, and Annual Report filings.

This SOW does not affect pricing for customers.

The fees paid by STATE to NIC HI for these three services will decrease from the current structure to a flat 20% fee.

This SOW does not modify fees other than those explicitly stated in the Fees section.

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**FEES**

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The table below shows the changes to the fee structure for NIC HI. New fees will be effective upon implementation of the new fee structure after execution of this Fee Agreement by all parties.

Application	New Fee	Old Fee
Hawaii Business Express	20%	33%
Search & Buy BREG Documents	20%	35%
Annual Reports	20%	40% for \$12.50 and \$2.50 reports 50% for \$5.00 reports Plus 2.2% credit card fee or \$0.25 eCheck fee

The frequency and method of remittance will remain as is. These can be modified upon mutual agreement between NIC HI and STATE.

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**STAKEHOLDERS**

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**Department of Commerce and Consumer Affairs**

**Business Registration Division**

**335 Merchant Street Suite 203**

**Honolulu, HI 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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**STATE**

Catherine P. Awakuni Colón, Director

Ty Nohara, Head, Business Registration Division and Hawaii

Commissioner of Securities

**NIC HI**

Bertrand Ramos, General Manager

Janet Pick, Director of Portal Operations

Zheng Fang, Director of Development

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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 NIC HI.

Date:

Date:

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Ty Nohara  
Head, Business Registration Division and  
Hawaii Commissioner of Securities  
Business Registration Division, Department of  
Commerce and Consumer Affairs

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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