

# Access Hawaii Committee (AHC) Meeting

February 18, 2022

10:00 a.m.

Virtual Meeting

Join Zoom Meeting:

<https://zoom.us/j/99512397147?pwd=c2RuUDISOVBpV05vNHdzOWpCVFh5dz09>

Meeting ID: 995 1239 7147

Passcode: 941793

Find your local number: <https://zoom.us/u/ai1C7c2ZN>

## Agenda

- I. Call to Order
- II. Review and Approval of the December 2, 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 e-mail [ahcinfo@hawaii.gov](mailto:ahcinfo@hawaii.gov) or via mail addressed to 1151 Punchbowl Street B10, Honolulu, Hawaii 96813, attention to Catherine Arellano-Alcotas. Oral testimony is limited to 3 minutes per person per agenda item 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 Business, Economic Development and Tourism – Small Business Regulatory Review Board (SBRRB) - Website Services – SOW Amendment 1 and Exhibit A**  
This SOW Amendment covers enhancements to the SBRRB website including a redesigned homepage, adding department level filtering to meetings/agendas/reports, updates to content pages, and Mailchimp updates.  
**Development Fees:** \$8,960 + \$422.20 General Excise Tax (GET) = \$9,382.20  
**Hosting Fees:** \$0.00  
**Maintenance and Support Fees:** \$0.00  
**Transaction Fees:** \$0.00  
**Other Fees:** \$0.00
    - b. **Department of Land and Natural Resources – Division of Forestry and Wildlife – ePermitting: Trails Day Use – SOW Amendment 1 and Exhibit A**  
This SOW Amendment covers the addition of a new Maui trail, Waihee Ridge Trail, and will allow flexibility for a permitted time period rather than for an entire day. The service will allow for multiple permits per day and ensure the max number of vehicles is not exceeded.  
**Development Fees:** \$21,000.00 + \$989.52 (GET) = \$21,989.52

*If you require an auxiliary aid or accommodation due to a disability, please contact (808) 586-6000 or email [ahcinfo@hawaii.gov](mailto:ahcinfo@hawaii.gov) at least three (3) working days in advance of the meeting.*

**Hosting Fees:** \$0.00

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

**Transaction Fees:** This SOW Amendment does not modify the existing transaction fee. The transaction fee will remain \$2.50 per permit.

**Other Fees:** \$0.00

c. **Department of Land and Natural Resources – Hunter Education Division – Hunter Education and Records Management System - SOW Amendment 8 and Exhibit A**

This SOW Amendment covers the addition of a workflow to ensure hunters are not able to purchase lottery tags without having won a lottery.

**Development Fees:** \$39,120.00 + \$1,843.33 (GET) = \$40,963.33

**Hosting Fees:** \$0.00

**Maintenance and Support Fees:** The maintenance fee will not be changed in this amendment and will remain \$2,000 per month.

**Transaction Fees:** The fixed fee will not be changed in this amendment and will remain \$1.00 per tag. The credit card fee will be modified from 2.78% to 2.5%.

**Other Fees:** \$0.00

2. Signed Memorandum of Understanding (MOU) and Statement of Work (SOW)

a. **County of Maui - Motor Vehicle Registration (MVR) Renewals - MOU** (attached)

Due to the COVID-19 pandemic, COUNTY requested to waive the NIC HI service fees and credit card/eCheck fees for the Motor Vehicle Registration Renewals service implemented and maintained by NIC HI to help reduce foot traffic in the COUNTY offices and incentivize citizens to use the online service.

b. **County of Kauai - Fire Department – Fire Permit Payments – SOW Amendment 1** (attached)

This is an amendment to the original SOW document entitled “Fire Permit Payments” dated June 15, 2021. Two additional signatures (Deputy County Attorney and Director of Finance) were added to the agreement. No other terms from the original SOW and Exhibit A were modified.

V. Portal Contract Hourly Rates (attached): Discussion and Appropriate Action

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

1. NIC Hawaii Report (attached)

VII. Good of the Order

1. Announcements

2. Next Meeting: April 7, 2022

VIII. Adjournment

AHC meeting packet can be downloaded from <https://ahc.ehawaii.gov/meetings/packets/>