

Access Hawaii Committee (AHC) Meeting

December 7, 2023

01:00 p.m.

1151 Punchbowl Street, Conference Room 410, Honolulu, Hawaii 96813

This meeting will be conducted remotely. Members of the public may participate via interactive conference technology (ICT) or in person at the physical meeting location indicated above.

Join on your computer, mobile app, or room device:

[Click here to join the meeting](#)

Or call in (audio only)

[+1 808-829-4853, 402445618#](tel:+18088294853402445618)

Agenda

- I. Call to Order, Roll Call
- II. Review and Approval of the October 5, 2023 Meeting Minutes
- III. Public Testimony

Individuals who are unable to provide testimony at this time will be allowed an opportunity to testify when specific agenda items are called.

Individuals may provide oral testimony at the meeting or may submit written testimony in advance of the meeting via email ahcinfo@hawaii.gov or via mail addressed to 1151 Punchbowl Street B10, Honolulu, Hawaii 96813, Subject: *AHC Testimony*. Oral testimony is limited to 3 minutes per person per agenda item via the virtual Teams conference room or in person at the physical meeting location indicated above.

- IV. Approval of Statements of Work (SOW) and Services Level Agreements (SLA): Discussion and Appropriate Action
 1. SOWs Under Review
 - a. **County of Hawaii – Hawaii County Police Department (HCPD) Website Redesign- SOW, Exhibit A and Project Summary**

The goal of this project is to redesign the existing website. Tyler Hawaii will work closely with HCPD to design and develop the new website through facilitated meetings. The new site URL will change to hawaii.police.gov. HCPD will also keep a limited version of the old site available at hawaii.police.com that contains only the historical media release archives and the site search.

Development Fees: \$51,539.25
Hosting Fees (Annual): \$837.70 (*hawaiipolice.gov- new URL*)
Hosting Fees (Annual): \$1,254.00 (*hawaiipolice.com- existing URL*)
Maintenance and Support Fees (Annual): \$2,513.09
 2. Signed Project Change Request (PCR)
 - a. **Department of Business, Economic Development and Tourism (DBEDT) – Business Development and Support Division – Enterprise Zone Forms**

Purpose: To make minor changes/update to DBEDT current forms (enrollment, end of year report and force majeure forms) by adding new text fields, editing the existing text, and adding text to the existing fields.

b. Department of Land and Natural Resources - Hunter Education Program – Hunter Education and Records Management System

Purpose: To update the completion date on the HunterEd certificate to reflect the most recent class completed by the hunter and to update the letter head on the “Passed Letter”.

- V. Periodic Review on Portal Service
 - 1. City and County of Honolulu Records Collection Application Review (Attached)
- VI. Review and Approval of the Annual Report Draft on the Operation of Internet Portal; Discussion and Appropriate Action (Attached)
- VII. Portal Program Manager’s Report; Discussion and Appropriate Action
 - 1. Tyler Hawaii Bimonthly Report – Portal Program Updates (Attached)
- VIII. Consideration to Form a Permitted Interaction Group (PIG) to discuss the solicitation plan for the new Request for Proposals (RFP) for the Internet Portal Provider; Discussion and Appropriate Action
- IX. Internet Portal Manager and Services Provider Contract – New Request for Proposals (RFP) and Contract Extension for the Internet Portal Services Provider; Discussion and Appropriate Action
The Committee anticipates going into executive session pursuant to HRS 92-5 (a) (8) to deliberate or make a decision upon a matter that requires the consideration of information that must be kept confidential pursuant to a state or federal law, or a court order to discuss the plan for the new request for proposals and current contract extension for the Internet Portal Services Provider.
- X. Good of the Order
 - 1. Announcements
 - 2. Next Meeting: February 1, 2024
- XI. Adjournment

This ICT meeting will allow closed caption transcription to be activated by participants.

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

Auxiliary Aid or Accommodation Due to a Disability

If you require an auxiliary aid/service or other accommodation due to a disability, contact Catherine Arellano-Alcotas at (808) 587-9826 or email ahcinfo@hawaii.gov as soon as possible. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.