



# Project Change Request

Project Information	
Agency Name:	DBEDT - Business Development and Support Division (BDSO)
Service Name:	EZ Forms
Date Requested:	9/12/23
Requested By (Name and Title):	Mark Ritchie, Branch Chief – Business Support Branch
SOW Name(s):	DBEDT-CBED-CBEDApplications SOW Addendum4 - 3/23/18 DBEDT-CBED-CBEDApplications SOW Addendum3 - 1/22/16 DBEDT-CBED-CBEDApplications SOW Addendum2 - 6/25/15 DBEDT-CBED-CBEDApplications SOW Addendum1 - 5/28/14 DBEDT-CBED-CBEDApplications SOW - 3/22/12
SOW ID Number:	N/A
Change Request Number:	001

This Project Change Request (PCR) is subordinate to the Statement of Work (SOW) listed above. This PCR is subject to all terms and conditions thereof unless specifically designated as exceptions in this document.

### Desired Functionality / Scope

	Change Description	Estimated Hours	Cost	Target Completion Date
1.	<p>The changes are highlighted in red below:</p> <p><u>Enrollment Form:</u></p> <ul style="list-style-type: none"> <li>Add a text field for the <b>company's website</b> under Business Information.</li> <li>Add a field for yes/no question: <b>Has your company ever participated in the EZ Program prior to this application?</b></li> <li>Edit the question text from <b>Date Enterprise Zone Establishment Began Operations</b> to <b>Date Company Established in Enterprise Zone at Above Address</b> <ul style="list-style-type: none"> <li>And move this field directly under the field: Enterprise Zone Establishment Address</li> </ul> </li> <li>Add text in red to the question: Current Number of Full Time Employees (<b>defined as 20 hours or more per week and subject to health insurance per Hawaii regulations</b>) at EZ Establishment.</li> </ul> <p><u>End of Year Report Form:</u></p> <ul style="list-style-type: none"> <li>Add text in red below the existing fields:           <ul style="list-style-type: none"> <li>Tax Year Beginning</li> <li>Tax Year Ending</li> </ul> </li> </ul>	Developer = 24h  PM = 4h  QA = 2h	24 (hours) x \$125 (rate) = \$3,000  4 (hours) x \$150 (rate) = \$600  2 (hours) x \$100 (rate) = \$200	November 2023

	<ul style="list-style-type: none"> <li>○ Please make sure you have submitted all required End of Year reports for previous tax years before submitting this year's report.</li> </ul> <p><u>Force Majeure Form:</u></p> <ul style="list-style-type: none"> <li>• Add text in red to the existing question: What force majeure event(s) caused the loss? (Please include hyperlinks to any official disaster declarations from State and/or Federal government sources)</li> </ul> <p>Update ART report "EZFORMS Business Status (PROD)" to add the new fields in the enrollment form.</p>			
<b>TOTALS</b>	30	\$3,800		
<b>TOTAL COST WITH GENERAL EXCISE TAX</b>		<b>\$3,979.06</b>		

Agency requested changes must be tracked and managed by the agency's project manager through the following Change Management Process:

1. Agency prepares requirements and obtains internal approvals for the change(s).
2. Agency completes the Project Change Request (PCR) document and submits it to Tyler Hawaii.
3. Tyler Hawaii project team reviews PCR and determines level of effort, cost, and timeline to make the changes.
4. Agency reviews and accepts or denies the level of effort, cost, and timeline for completion.
5. If Agency chooses to resubmit PCR with revisions, the same process is followed.

**Acceptance**

This document and any attachments describe the requirements and features identified as changes requested for the system. The changes to the system will be accepted as complete when these requirements and features are implemented.

Tyler Hawaii will invoice the Agency the Total Amount due, not to exceed \$5,000.00 pre-General Excise Tax (GET), upon deployment of the changes requested into the production environment. Agency has 30 days from receipt of the invoice to make payment to Tyler Hawaii.

Date: Oct 19, 2023

*Mark Ritchie*

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Mark Ritchie  
Branch Chief, Business Support Branch  
Dept. of Business, Economic Development & Tourism

Date: Oct 19, 2023

*Bertrand Ramos*

Bertrand Ramos (Oct 19, 2023 11:23 HST)

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Bertrand Ramos  
General Manager  
Hawaii Information Consortium, LLC dba Tyler Hawaii

Date: Oct 19, 2023

*Douglas Murdock*

Douglas Murdock (Oct 19, 2023 13:24 HST)

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Douglas Murdock  
Chief Information Officer  
Office of Enterprise Technology Services  
State of Hawaii

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