

State Land Information Management System (SLIMS) Redesign

Technical Specifications Document

Prepared for:
State of Hawaii
Department of Land and Natural Resources
Land Division

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Terms and Acronyms

<u>Abbreviation</u>	<u>Description</u>
AG	Attorney General
AMS	Asset Management System
ARAS	Original Land Management System, prior to SLIMS
BAFO	Best and Final Offer
BOC	Bureau of Conveyances
BRD	Business Requirements Document
B&F	Department of Budget and Finance
B-13, Part 1	Daily Revenue Report
B-13, Part 2	Daily Revenue Summary Report
CCH	City and County of Honolulu Real Property Assessment Division
Consultant	The Offeror selected and contracted to deliver the work specified in the RFP
CP	Central Processing
CPO	Chief Procurement Officer
CPR	Condominium Property Regime
CSF	Copy of Survey Furnished
DAGS	Department of Accounting and General Services, Land Survey Division
DBMS	Database Management System
DCF	Data Collection Form
DHHL	Department of Hawaiian Home Lands
DLA	District Land Agent
DLNR	Department of Land and Natural Resources
DLO	District Land Office
DOBOR	Division of Boating and Ocean Recreation
DOFAW	Division of Forestry and Wildlife
DOT	Department of Transportation
DPO	Departmental Personnel Officer
EA	Environmental Assessment
EO	Executive Order
ETS	Enterprise Technology Services (Formerly OIMT)
Fast Lands	Land, other than submerged lands, managed by DOBOR

GC	General Conditions, issued by the Department of the Attorney General
GET	General Excise Tax
GIS	Geographic Information System
GL	General Lease
HAR	Hawaii Administrative Rules
HIC	Hawaii Information Consortium-DOBOR and State Parks currently use this web-based online system
HRS	Hawaii Revised Statutes
INFOR	Vendor – Enterprise Asset and Financial Management
LA	Land Agent
LD	DLNR Land Division, (Including Fiscal, CP and IT, if appropriate)
LOD	Land Office Deeds
LOPP	Lease of Private Property
LPG	Land Patent Grants
NOD	Notice of Default
Offeror	Any individual, partnership, firm, corporation, joint venture, or representative or agent, submitting an offer in response to this solicitation
OHA	Office of Hawaiian Affairs
OIMT	Office of Information Management and Technology
OIP	Office of Information Practices
OS	Operating System
PII	Personally Identifiable Information
PLTIS	Public Land Trust Information System
PO	Procurement Officer; the contracting officer for the State of Hawaii, DLNR
PAS	Performance Appraisal System
PC	Personnel Clerk
PD	Position Description
PERS/ERS	Personnel / Employee Relations and Safety
PMS	Personnel Management Specialist
PO	Personnel Officer
PSF	Project Status Form
REIT	Real Estate Investment Trust
RFP	Request for Proposal

RP	Revocable Permit
SLA	Service Level Agreement
SLDF	Special Land Development Fund
SLIMS	State Land Information Management System, the current land management system utilized by DLNR's Land Division
SLH	Session Laws of Hawaii
State	State of Hawaii, including each department and political subdivisions
TDA	Temporary Deposit Account
TDR	Treasury Deposit Receipt
TLS	Trust Land Status
TMK	Tax Map Key
TSD	Technical Specification Document
UAC	Universal Accounting Code
UARB	Uniform Accounting and Reporting Branch of DAGS
UXO	Unexploded Ordinance
Yardi	Vendor - real estate investment and property management

Overview of Land Division and Current SLIMS

Introduction

The Department of Land and Natural Resources (DLNR) Land Division (LD) provides for the planning, development, leasing and management of public lands under the management jurisdiction of the division and the department. LD's functions include (1) Plan for effective use, management, protection and development of natural resources including public lands and property under the jurisdiction of the State to meet stated public, social and economic objective; (2) Develops or provides for the development, lease and use of public lands in conformance with accepted plans; (3) Acquires lands and facilities for the Department when they have been determined necessary for public purposes; (4) disposes of public lands for approved public and private purposes; and (5) Serve as custodian of all official transactions relating to "public lands" as defined in HRS, 171-2.

LD has four (4) district branches located on the Islands of Oahu, Maui, Hawaii, and Kauai. Each branch manages the public lands in the respective geographical areas, including process request for State lands, maintain unencumbered State lands, and provide the public with relevant information pertaining to public lands.

Support Branch of LD handles the information technology, shoreline certification process, special land disposition projects, abstract, appraisal, natural hazardous matters, and legislative matters.

Central Processing Office of LD provides the centralized data and file management services for the division. It involves the daily operation of the current State Land Information Management System (SLIMS), which includes processing the documentation pursuant to various manner of disposition, e.g. lease, permit etc., data entry into SLIMS, and monitoring the lease compliance issues. It also provides administrative support to other branches of LD.

Project Overview

This report includes technical requirements for the Department of Land and Natural Resources (DLNR) Land Division (LD) for a new State Land Information Management System (SLIMS). LD's existing SLIMS is the primary tool for managing its land and encumbrances, such as leases, permits, rights of entry, and easements. It was implemented in the year 2000, and although the application has served its purpose over the past 15 years, LD's business has changed and the existing SLIMS application no longer meets LD's business needs. The application needs to be replaced and brought up to modern computing standards.

The Technical Specifications Document (TSD) is the second major deliverable of the first phase of the redesign project. The original scope of the TSD was to detail technical aspects of the

new land management system based on the requirements identified in the Business Requirements Document (BRD), which was the first major deliverable. The original assumption for the TSD was that the final solution would be custom developed software, which required system architecture, application design, database design and other specifications.

However, based on the investigation and outcome of the BRD development process, the project team determined that available commercial off-the-shelf solutions (COTS) could meet most, if not all, functional requirements of the system. The overall time to implement and cost benefits of a COTS system versus a custom design and built system were also key factors in refocusing the scope of the TSD.

As agreed upon by the project sponsor and team, the content of this document provides key technical specifications, as well as, detailed functional and technical requirements for the future land management system based on a COTS platform.

The information and data included in this document was collected and validated via numerous face-to-face meetings, conference calls and email correspondence with key project stakeholders including Disposition (district land offices), Central Processing (CP), Fiscal and Information Technology. Other stakeholders from internal and external groups were also consulted during this process.

In addition to the technical system information, the TSD includes additional sections relevant to a COTS system such as user license requirements, service level requirements, warranty services and others.

Current SLIMS System Architecture

Listed below is the current SLIMS technical environment, including servers, Virtual Machines, Backup Systems, Network and Network Access.

Servers

The current SLIMS system consists of two servers and a Citrix server for client access:

1. Production Server
 - OS/Version: Red Hat Enterprise Linux AS release 3 (Taroon Update 9)
 - CPUs: Intel Xeon CPU 3.60GHz
 - RAM: Total 4GB's
 - Hard Disk Storage: 60GB's
2. Backup Server (also functions as a test server)
 - OS/Version: Red Hat Enterprise Linux AS release 3 (Taroon Update 9)
 - CPU's: 4 virtual processors
 - RAM: Total 4GB's
 - Hard Disk Storage: 60GB's
 - The backup server is virtualized through Windows Hyper-V 2012
 - The OS that is installed for the backup server resides on a Windows Server 2012
3. Citrix server running on a Novell local area network.

Backup System

Backup Hardware: 1 physical Dell server

Backup Software: Microsoft Data Protection Manager

The backup server is virtualized through Hyper-V 2012

Backup Storage: 60GB's

Network Environment

Login Security: Novell Login, Citrix Login, and SLIMS login

VLANs: 1 subnet for LD which is separate from the rest of the other divisions in DLNR

Remote Access Details (i.e. VPN, Citrix, etc.): Citrix is used for remote access. As long as the user has an internet connection they will be able to connect to Citrix. To log into Citrix they will need a Citrix username and password, in addition to username and password for SLIMS.

Inter-Departmental State Connectivity (i.e. to DAGS, AG, etc.): No direct access, access is via Citrix.

ICSD's virtual firewall has rules which allows connectivity to Citrix from outside of the state's network.

Client PC Environment

Brand: Dell Optiplex 990

OS/Version: Windows 7 Professional

RAM: 8GB's

MS Office 2007, 2010, 2013

Browser/Version: Internet Explorer 11, Google Chrome Version 46.0.2490.86

Printer Environment

Brand: HP, Xerox,

Model: Various

There is no specific printer that only SLIMS is tied too.

SLIMS Application

Yardi Version: Yardi Systems Utility Module 4.3 Revision 61 (9/3/2003)

Database/Version: Oracle Version 8.0.5.0.0

Excel/Version: On Citrix it's Office 2007

Word/Version: On Citrix it's Office 2007

Other Supporting Software (i.e. utility software, middleware, etc.): None

Automated External System Integration: None

Manual External System Integration (i.e. export to PLTIS, etc.): Excel spreadsheet is used to export and import data into PLTIS.

External System Integration

The current SLIMS system does not have any automated interfaces to external systems. Reports are run manually from SLIMS for data element input or upload into external systems, including but not limited to:

1. DLNR's state-wide PLTIS (i.e. excel input template data)
2. County Real Property Tax Offices (i.e. new or modified leases)
3. OHA (i.e. trust land status)

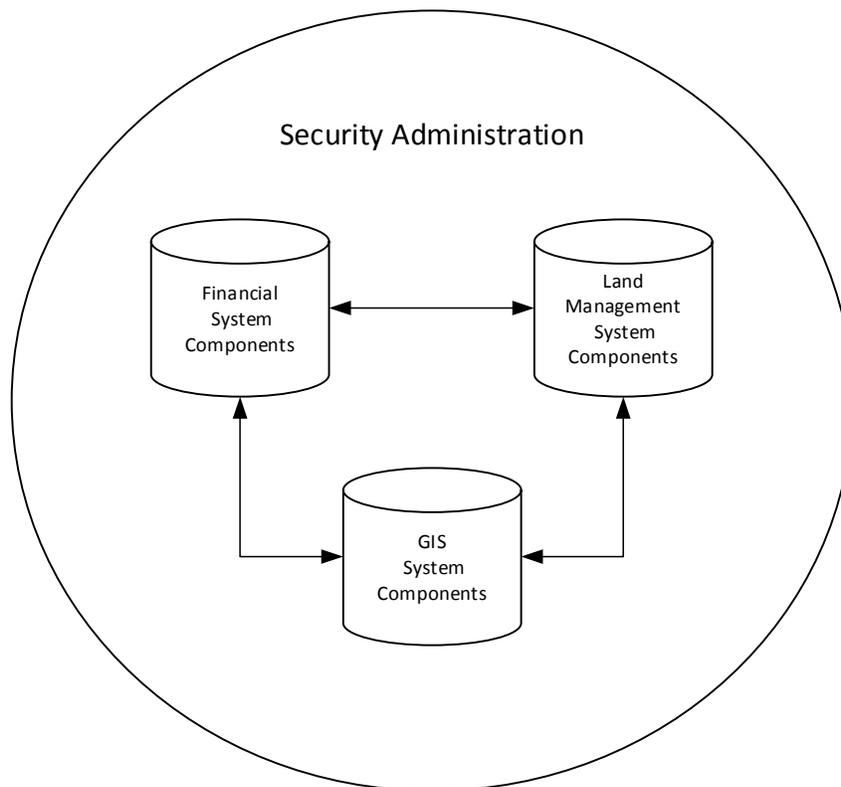
It is not anticipated that the new SLIMS system will need any automated external system interfaces. The new SLIMS system should, however, be fully integrated and interfaced to its own GIS system (see Application Integration section), and other software components. The Offeror should detail however, the external system interface capabilities and features should automated interfaces be necessary.

Application Integration Requirements

All software components of the new SLIMS system shall be fully integrated, including:

1. Integration between the financial accounting and land management system components
2. Integration between the land management and GIS system components
3. Integration between all system components and the security system component.

New SLIMS Application Integration Requirements



Detailed Requirements

This section lists the specific detailed requirements for the new SLIMS system and includes over 350 requirements for:

1. Business Functionality
2. System and Security capabilities
3. Training
4. Reporting
5. Data Conversion
6. GIS
7. Integration
8. User Interface
9. Audit Trail
10. Encryption
11. Recovery
12. Search

The detailed requirements listing is contained in Appendix A – Detailed Requirements and the Offeror’s solution will need to meet as many of these requirements as possible.

Data and Transaction Volumes

Currently SLIMS has the following approximate data and transaction volumes or details:

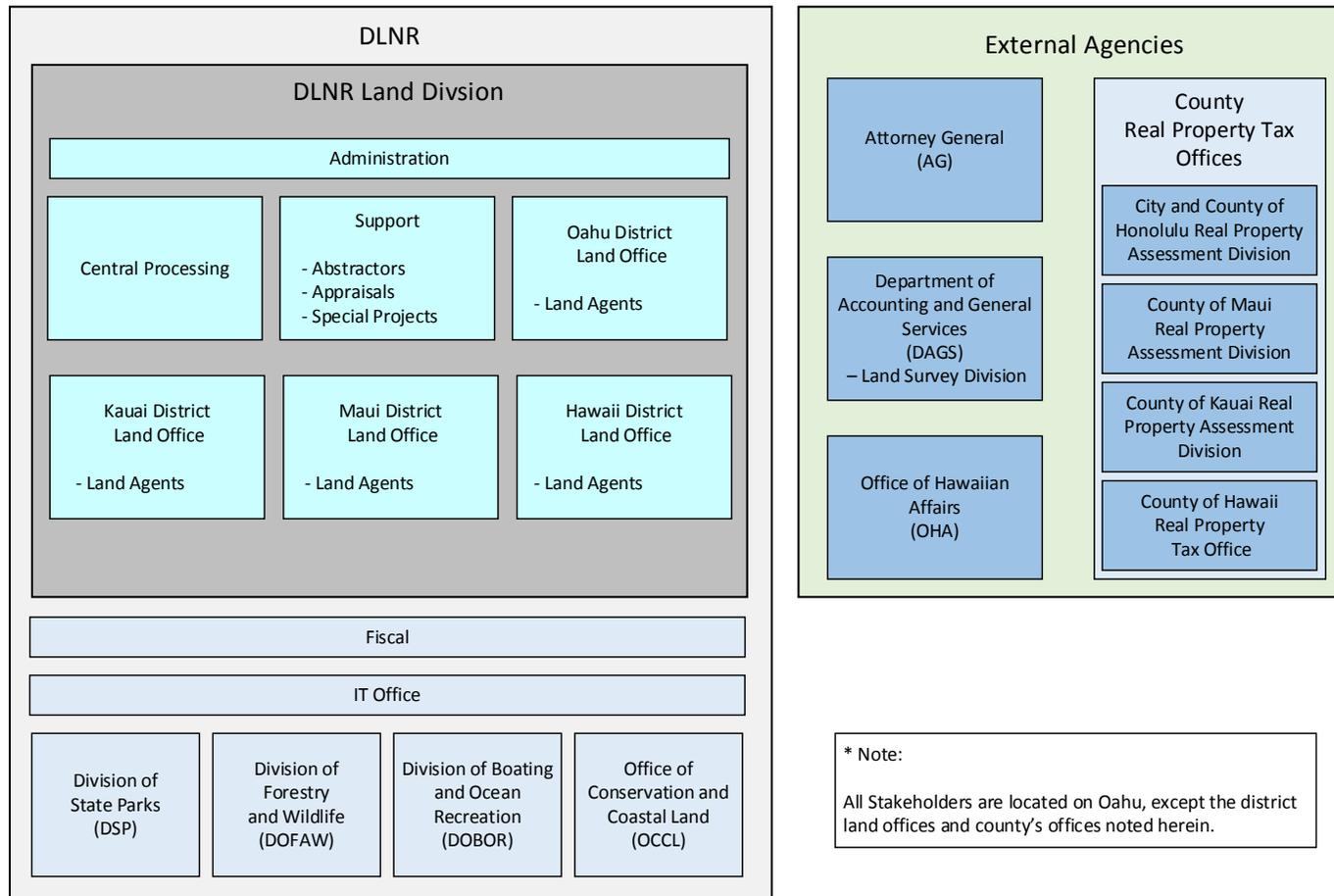
Land Division			
Number of:	Daily	Monthly	In Total
Acres			1.3M
Parcels (Properties)			13,000
General Leases			1,500
Revocable Permits			1,000
Executive Orders			3,000
Land Office Deeds			1,200
Lease of Private/Federal Properties			40
Land Licenses			30
Inspections			700
Rent Reopenings			260
Appraisals			200
Financial Accounting			
Number of:	Daily	Monthly	In Total
Fiscal Year Starts			July 1
Funds (Methods of Finance)			4
Appropriations			600
Departments			35
Revenue Codes			460
Object Code (Expenditure)			350
Cost Centers			490
Project Code			15
Activity Code			1050
Deposits (TDR)		150	
State Park refunds for Wailoa		25	
Cabin Rental/Camping		50	
Land Division		5-10	
Billing Statements		500	
Cash Receipts		1250	
Percent of Tenant Payments that are Split			90%

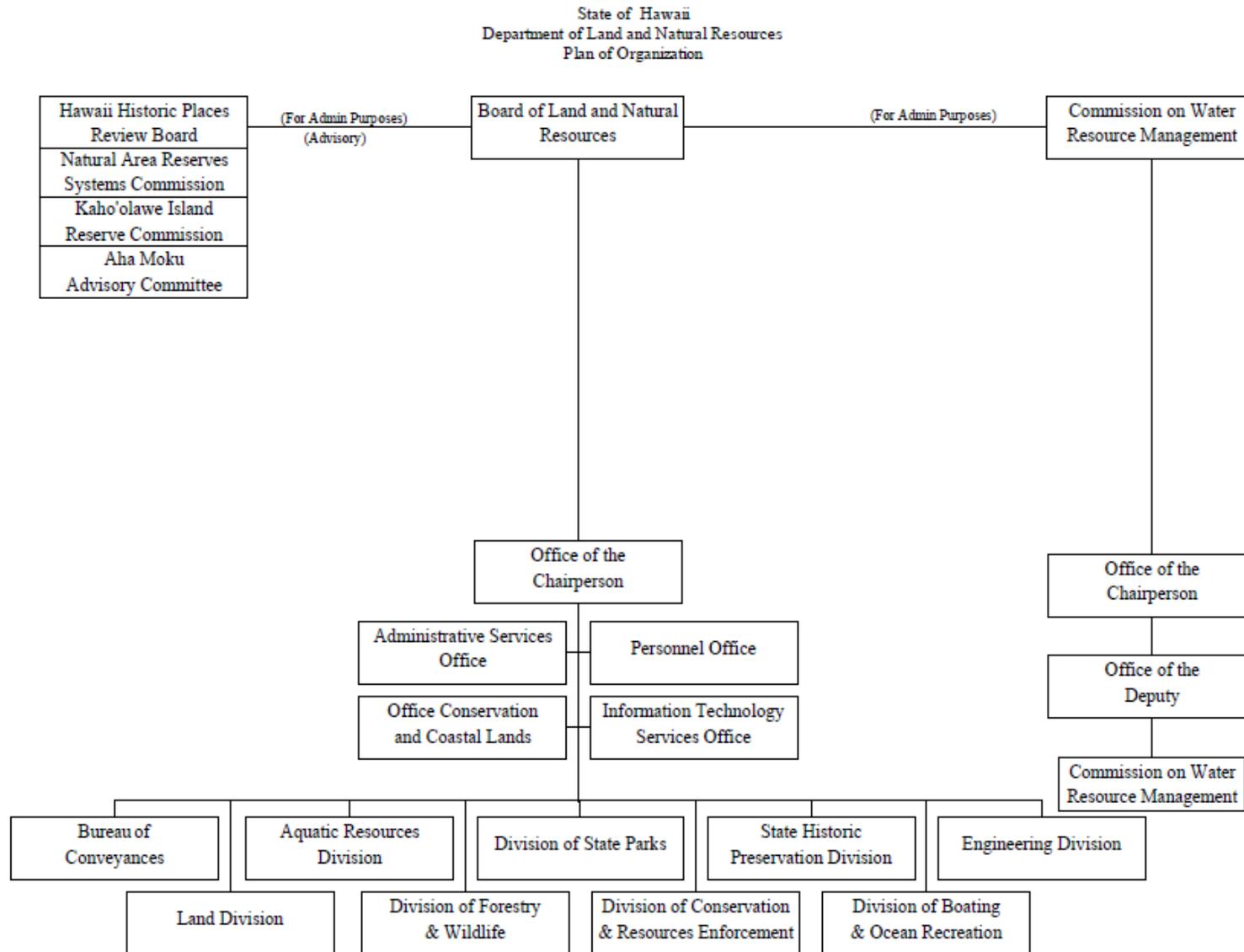
For Inspections, Rent Reopenings, and Appraisals, the number represents the total number of copies of the respective reports/appraisals saved in the network.

Stakeholder Overview

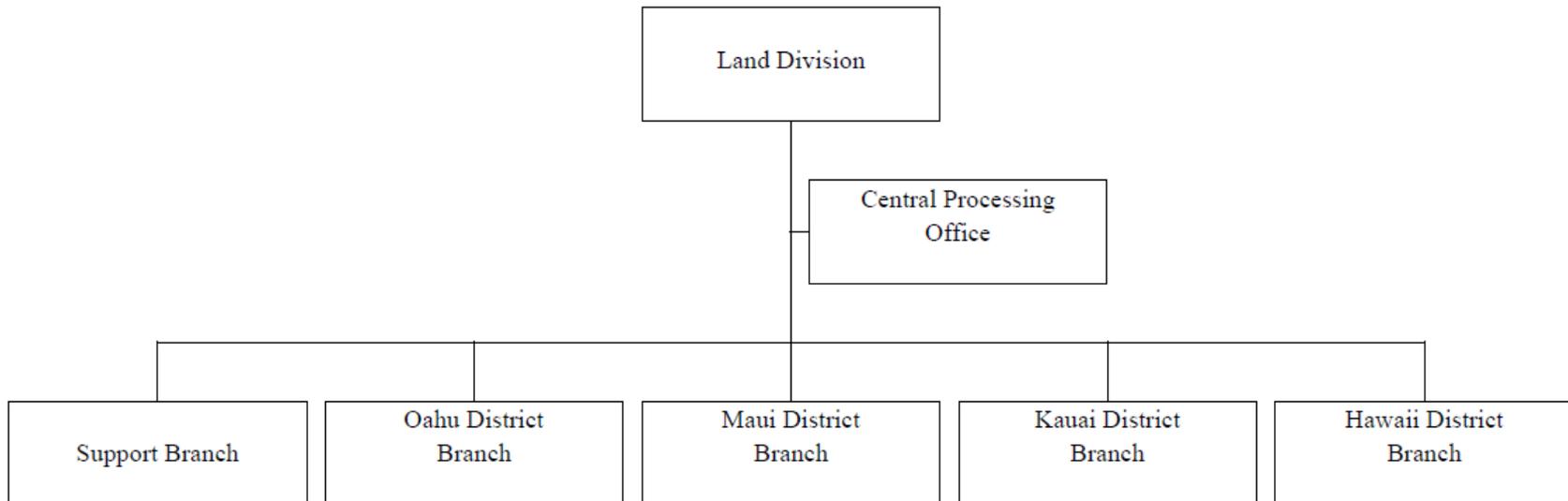
This section identifies the primary stakeholder groups that use the SLIMS system or rely on SLIMS data, including those at LD, other divisions within DLNR, other departments within the State, and County agencies. DLNR organizational charts are also included here.

Stakeholder Overview *





State of Hawaii
Department of Land and Natural Resources
Land Division
Position Organization Chart



Process Improvement Requirements

One of the objectives of replacing the SLIMS system is to improve business processes.

The implementing vendor shall provide SLIMS-related business process improvement services, including but not limited to:

1. Review and confirm current SLIMS-related As-Is business processes (A number of high-level As-Is LD process charts have been developed. The implementing vendor should review and update these charts as necessary).
2. Determine new SLIMS-related To-Be business processes.
3. Document new SLIMS-related To-Be business processes.
4. Implement new SLIMS-related To-Be business processes when the new SLIMS system is implemented.
5. Finalize new SLIMS-related To-Be business processes and update documentation.

A list of recently updated current As-Is workflows has been included in the “Listing of Documented Workflows” section of this document.

Listing of Documented Workflows

One of the objectives of replacing the SLIMS system is to improve the division’s business processes.

The implementing vendor shall provide SLIMS-related business process improvement services, including reviewing, confirming and updating the current SLIMS-related As-Is business processes listed below. Flowcharts of these processes have recently been updated and will be provided to the implementing vendor.

<i>Stakeholders' current workflow processes.</i>		
Tracking Number	Department	Existing "As-Is" SLIMS Workflow Process
1	Land Agent	Revocable Permit
2	Land Agent	Direct Lease, License or Easement
3	Land Agent	Executive Order
4	Land Agent	Consent to Assign
5	Land Agent	Consent to Mortgage w/lease extension
6	Land Agent	Consent to Mortgage w/out lease extension
7	Land Agent	Consent to Sublease
8	Land Agent	Maintenance
9	Land Agent	Inspection
10	Abstract	Abstract Requests
11	Appraisal	Regular Reopening
12	Appraisal	Lease Extension/New Disposition
13	IT	Adding new users to SLIMS
14	Central Processing	Notice of Default
15	Central Processing	Processing of Insurance
16	Central Processing	Processing of Bonds (Cash)
17	Central Processing	Processing of Bonds (CD, Savings account and Share Certificates)
18	Central Processing	Setting Up Skeleton Accounts for Fiscal
19	Fiscal	Quarterly Fiscal Reports
20	Fiscal	Adjustments Due to Changes to Tenant Accounts
21	Fiscal	Cancelation of GL or RP

<i>Stakeholders' current workflow processes.</i>		
Tracking Number	Department	Existing "As-Is" SLIMS Workflow Process
22	Fiscal	Quarterly Transfers to UH-West Oahu, County of Hawaii
23	Fiscal	Quarterly Reclassification of Wiloia Pavilion Security Deposit
24	Fiscal	Annual Review of Securities Held by B&F
25	Fiscal	Deposit Securities with B&F
26	Fiscal	Release Securities with B&F
27	Fiscal	Refund of Security Deposit, Rent Overpayment or Other Fees
28	Fiscal	Processing Bad Check Fee
29	Fiscal	Debit or Credit Memo-Cash Deposit Discrepancy
30	Fiscal	New Revocable Permit or New General Lease
31	Fiscal	Water Reading - Kokee Cabins
32	Fiscal	Fiscal Year End and SLIMS Month End Process
33	Fiscal	Collect Rent and Other Payments-Part 1
34	Fiscal	Collect Rent and Other Payments-Part 2

Listing of Transaction Types

Listed below are the current SLIMS transaction types for the Land Office and Fiscal Transactions. The new SLIMS system should handle these transactions and additional transactions as necessary to support the division’s business methods.

Tracking Number	Transaction	Notes
Land Office Transactions		
1	Executive Order - Withdrawal, Cancellation, Addition, Amendment	
2	Executive Order - New Set Aside	
3	Executive Order - New Unit for Related TMK Property	
4	Acquisition - by Donation, Condemnation	
5	Conveyance - by LPG-LOD (Portion of Parcel)	
6	Easement - Grantee=State	
7	LOD - for Acquisition	
8	LOD - for Land Exchange (Incoming Parcel)	
9	LOD - for Land Exchange (Outgoing Parcel)	
10	LOD - for Remnant	
11	LOD - for Remnant (Entire Parcel)	
12	LOD - for Submerged Land	
13	LOD - for LPG (Conveyance in Fee)	
14	LOPP	
15	New GL (Non-easement) Portion of parcel	
16	New GL, RP (Non-easement)	
17	New Parcel	
18	Term Easement-Seawall (Non Dummy)	
19	Term-Perpetual Easement (Dummy)	
20	Term-Perpetual Easement (Seaward)	
21	Update Parcel Information	
22	Updating of Unit Area	
23	Additional Plans & Reports	
24	Additional Tenants	

Tracking Number	Transaction	Notes
25	Amendments	
26	Appraisal	
27	Assignments of Mortgages	
28	Assignments of Sublease (Sandwich Sublease w/Reopening only)	
29	Assignments of Sublease	
30	Assignments	
31	Board Actions	
32	Board Submittal Disposition Form	
33	Cancellations; Expirations	
34	New Executive Orders	
35	Grantor/Grantee Information	
36	Landowner Record	
37	Lease Extensions (with/without mortgage); Holdovers	
38	Miscellaneous Legal Docs	
39	Mortgages	
40	Name Changes Only	
41	New Leases of Private Property	
42	New Leases, Licenses, Easements	
43	New Revocable Permits	
44	New Right-of-Entry Permits	
45	Perpetual Easements	
46	Board Actions	
47	Subleases (Sandwich Sublease w/Reopening only)	
48	Subleases	
49	Withdrawals/Additions	

Tracking Number	Transaction	Notes
Fiscal Transactions		
50	Temporary Deposits Accounts (TDA)	
51	- Appraisal	TDA
52	- Advertising	TDA
53	- Monitoring Fee Deposit	TDA
54	- Rental Fee Deposit	TDA
55	- Bid Deposit	TDA
56	- Specs and Plan Deposit	TDA
57	- Gifts and Donation Deposit	TDA
58	- Grants Deposit	TDA
59	- Survey Deposit	TDA
60	- Lease Premium Deposit	TDA
59	- Cash Performance Bond	TDA
60	- Security Deposit	TDA
61	- Other Deposit	TDA
62	Rent :	
63	- Rent	
64	- Consideration (lease/sale)	
65	- Percentage Rent	
66	- Royalty Rent	
67	- Water Service Fee	
68	- Water usage	

Tracking Number	Transaction	Notes
69	- Ramp Fee	
70	- Sublease	
71	Application/Miscellaneous Fees:	
72	- Document Fee	
73	- Survey Map Fee	
74	- Shoreline Applications Fee	CDUA (Conservation District Use Application), etc.
75	- Fines	
76	- Copies	
77	- Consent Fee	
78	- Witness Fee	
79	- Bad Check Fee	
80	- Interest	
81	- Late Fee	
82	- Conveyance Tax	
83	- Recording/Filing Fee	
84	Establish Recurring Billing	
85	Revenue Splits:	Up to 4 splits per receivable
86	- Trust Lands	
87	- Non Trust Lands	
88	- DHHL-Owned Lands	
89	- Water Licenses	
90	- Former Sugar Cane Lands	

Tracking Number	Transaction	Notes
91	- Current Sugar Cane Lands	
92	- Lease of Govt-Owned Fishpond	
93	- Designated Industrial Park	
94	- Designated Beach Lands	
95	- Lease of Existing Seawall or Revetment	
96	- Lease of State Marine Waters	
97	- Rent/Royalty/Percentage Rent Payment	
98	- Reimbursement of Expenses	No revenue split
99	Bill Tenant:	
100	- Additional Security Deposit	
101	- Clean-up Costs	
102	- Other	
103	Change Recurring Bill:	
104	- Reopening – Regular Scheduled	
105	- Reopening – with Lease Extension	
106	- Lease Amendment	
107	- Withdrawal	
108	Change Start/End Billing Dates	
109	Change Recurring Billing Period	
110	Stop Billing/Close Account:	
111	- Stop Billing	
112	- Close Account	
113	- Refund Rent	

Tracking Number	Transaction	Notes
114	- Refund Security Deposit/Cash Performance Bond	
115	- Apply Security Deposit/Cash Performance Bond Against Delinquent Rent	
116	- Send Delinquency to Collectors	Land Division
117	- Other	
118	Sign/Deposit/Release Security:	
119	- Sign & Return	
120	- Deposit at B&F	
121	- Release from B&F	
122	Process Special Installment Agreement	
123	Other	

Data Conversion Requirements

All data that is in the current SLIMS, including the data from the original ARAS SLIMS (that is already archived in the current SLIMS), including all detailed transaction data and account balances, shall be converted from the current SLIMS into the new SLIMS.

The offeror should present their detailed approach to data conversion, including their reconciliation and data validation process.

Required Data Element Coding

The new SLIMS system must support the following functional and financial accounting coding, coding structures, and descriptions that exist in the current SLIMS system. This information is provided here for background informational purposes only and although deemed to be accurate may not be complete and may not reflect the actual current SLIMS system functionality.

The Offeror should note any deficiencies in the ability of their solution or system to support these codes, coding structures, code descriptions, or code functionality.

Land Office Functional Coding in the current SLIMS system

"Property Code" - The number assigned to a particular parcel of land, identified by Tax Map Key (TMK). The Property Code is unique to the specific TMK and created only for the purposes of the SLIMS system. For SLIMS, the code consists of an eight digit number, beginning with an alpha representing the county/island in which that property resides. The code is defined first by the county alpha, followed by the tax zone number within that county, and ending with a six-digit number. Please note that one Property Code with the combination of one Unit Code can be issued only for a particular encumbrance (GL, RP, etc.).

For example: The code shows "o1000794".

"o" is for Oahu or City and County of Honolulu

"1" is for Tax Zone I or Honolulu

"000794" indicates the sequential number assigned to the TMK

The code can be defined as follows:

County of Hawaii:	A lower case "h", tax zone (1 to 9) and six-digit number
County of Kauai:	A lower case "k", tax zone (1 to 5) and six-digit number
County of Maui:	A lower case "m", tax zone (1 to 6) and six-digit number
City & County of Honolulu:	A lower case "o", tax zone (1 to 9) and six-digit number

"Unit Code" – A two digit code that refers to a portion of the parcel. Every TMK is considered as a whole parcel. The "Unit" is the portion(s) that make up the whole parcel.

"Unit Type Code" – a seven digit code that is a combination of the Option Code and the primary revenue (source) code.

For example: 035-1721 (xxx-yyyy) where the left side xxx = the revenue split option code and the right side yyyy = the primary Revenue (Source) Code (see Financial Accounting Coding section below). The Option Code portion signifies the automatic accounting instructions that specify the revenue split percentages or fixed amounts.

Unit Type Codes are utilized to track Option Codes for DLNR and to facilitate the revenue splits required by Accounts Receivable. Each Option Code is setup as a separate Unit Type with charges defined as either a flat dollar amount or a percentage. All Revenue Codes that are subject to a split are setup as a Charge Code with a Type of "Rent".



"Charge Code" - Charge Codes (i.e. Revenue Codes) are needed to create the charges required for each lease. Charge Codes are needed for every distinct charge including Rent. Charge Codes are linked to the G/L accounts transactions that will be posted to.

Charge Codes mimic the Revenue Codes and in most (but not all) cases are identical to the Revenue Code in use.

"Tenant Code" - The number assigned to a particular encumbrance, identified by "glxxxx", "rpxxxx", etc. Please note that only one land code [one Property Code with the combination of one Unit Code] can be issued for a "Tenant Code".

"Exclude" - Term found on the Unit "Other Info" Tab and indicated with an "x" if the unit is "excluded" or not counted toward the total land area (otherwise it is included). If the term "Exclude" is indicated, this parcel was NOT to be counted toward the total land area. We do not want to double count the area.

"Proxy Property Code" - The number created for a particular encumbrance consisting of more than one parcel. The property code is assigned with a "unique" TMK sequence that will indicate most, if not all the TMKs in short form.

"Tax Map Key" or "TMK" - The number assigned to the parcel of land by the County Real Property Tax Office. This parcel is defined for taxing purposes only and may not indicate a subdivision of the land with the County. The TMK is identifier linked to the Property Code.

The TMK string is formatted as follows:

The TMK string consists of - "Open Parenthesis - (" Division Number - one digit "Closed Parenthesis -)" "space" Zone (one digit) "dash" Section (one digit) "dash" Plat (three digits) "colon" Parcel (three digits) "dash" CPR/HPR (four digits).

For Example: (4) 1-2-003:004-0000

For Proxy TMKs, there is a maximum of 30 characters. Please do not use "&" when linking the TMKs. The first parcel can be listed in its entirety followed by a comma (",") then the next parcel number. If there are multiple plats involved, then a semicolon (";") can be used to separate the parcel numbers.

For Example: (3) 1-2-003:004, 005, 036 or (3) 1-2-3:4, 5; 2-3-4:8, 9, 10

Also, please note that the CPR/HPR area may indicate an "A" or "B", in the following situations, other than the typical "0000":

"A" designation means "seaward of" that particular TMK or Plat. This designation is used in dealing with seawalls and offshore activities that do not have a specific TMK assigned to it.

"B" designation means a remnant parcel or roadway/ adjacent to that particular TMK or Plat that does not have a specific TMK assigned to it.

Anticipated Code Changes in new SLIMS system

For certain existing codes, the division is anticipating modifying the format or structure of the code. The Offeror should confirm that the following code modifications can be incorporated into the new SLIMS system.

New SLIMS TMK Code - TMK coding should be either a 9-digit [like, 123004005] or 13-digit figure [1230040050000]. This coding practice is currently being used in PLTIS. (Note: a common error on the current SLIMS system is when a user forgets to type in the parenthesis or space, which virtually disables the search function, because there is no longer any match).

New SLIMS "Exclude" Code - The "Exclude" code is used to signify vacant land (currently with just an X which means vacant land). The new SLIMS system should utilize a more reliable code or method of signifying and searching and reporting on vacant land.

Financial Accounting Coding in the current SLIMS system

Current State-wide Chart of Accounts

The State of Hawaii adopted the State Accounting Manual in 1969, with the purpose of “supporting the State’s accounting system and to serve as a means of communicating with departments and agencies regarding State-wide accounting matters”.

The following financial accounting information is as published in the DAGS State of Hawaii Accounting Manual and is provided here as background information to DLNR’s own accounting procedures, and although deemed to be accurate may not be complete and may not reflect aspects of the actual current SLIMS system functionality.

SECTION 420: GOVERNMENTAL ACCOUNTING PRINCIPLES

The accounting principles and procedures employed in governmental accounting are essentially the same as those of commercial accounting except for the additional emphasis placed on legal compliance in governmental accounting, and the extensive use in governmental accounting of separate fund categories. The following paragraphs cover the accounting principles significant to the accounting system of the State of Hawaii.

Basis of Accounting

Revenues generally are recorded only when they are received in cash. Revenues for which receivables are recorded are fully reserved until such time as they are converted to cash. Expenditures are recorded at the time vouchers are registered for payment. At the end of a fiscal year, existing liabilities for which payment is due are vouchered and recorded as expenditures as of the end of the year. Other liabilities for which payment is not due, and obligations in the form of open purchase orders, are recorded as encumbrances at the end of a fiscal year and are not recorded as expenditures until the encumbrances are subsequently liquidated.

Accounting by Funds

Accounting for governmental financial operations is characterized by the use of separate, self-balancing groups of accounts referred to as "funds". A fund is accounted for independently because of its distinctive nature and purpose, and it contains all the accounts relating to its own resources, obligations, revenues, and expenditures. Statutory restrictions and other regulations and limitations are normally involved in fund designations.

SECTION 430: FUND STRUCTURE

The fund structure of the State's accounting system has evolved from compliance with legal requirements and from conformity to generally accepted principles of governmental accounting. The various funds and groups of accounts are described in the following paragraphs.

General Fund

The General Fund is used to account for all financial operations not accounted for in another fund. The basic operating functions of the government are financed primarily through the General Fund, and it receives a greater variety of revenues than any of the other funds. Ordinarily the General Fund receives revenues not designated for specific purposes; exceptions are made, however, for appropriated receipts that are earmarked for certain uses by Federal or State laws.

The annual operating budget adopted by the Legislature provides the basic framework within which the resources and obligations of the General Fund are accounted.

Special Funds

Special Funds are used to account for revenues designated for particular purposes. The nature of these funds is the same as the General Fund except that Special Funds have statutory or other legal limitations imposed upon their use. In the State of Hawaii, Special Funds are used extensively for highway construction and maintenance, harbor and airport operations, and certain activities in the educational area.

Bond Funds

Bond Funds are used to account for proceeds of bond issues. A separate fund account is maintained for each item authorized by the Legislature to be financed from the proceeds of bond issues. The accounts are maintained in a manner that discloses the status of each fund account from the time it is opened until the time proceeds are fully expended.

Trust and Agency Funds

Trust and Agency Funds are used to account for cash or other assets held by the State in a trust or agency capacity. The accounts are maintained in accordance with the terms of a trust or an agency agreement, or in accordance with other governing regulations. Trust and Agency Funds are also used as clearing accounts for tax and certain other collections pending subsequent distribution.

SECTION 450: GENERAL LEDGERS

The general ledgers are books (usually one for each major fund) whose accounts comprise the focal point of the accounting system. They disclose what the State owns, including receivables and other intangible assets, and what the State owes, and they also contain the controlling accounts for receipts and expenditures, both budgetary and proprietary. The general ledgers are the major records, therefore, from which are drawn statements of financial operations and of financial condition, and they are the primary control over the completeness and accuracy of various detailed subsidiary ledgers.

In the State of Hawaii, one general ledger is maintained for each of the following:

- General Fund
- Special Funds
- Bond Funds

Trust and Agency Funds
General Bonded Debt and Interest Group of Accounts
General Fixed Assets Group of Accounts

A chart of the general ledger accounts is contained in the (State of Hawaii Accounting Manual) Appendix; it lists the name and number of each account in each of the above general ledgers. Explanations of the accounts are also provided.

SECTION 460: SUBSIDIARY LEDGERS

A subsidiary ledger is a group of accounts used to record detailed information under the control of, and in summary agreement with, a particular general ledger account. The total of the balances of the accounts in a subsidiary ledger equals the balance of the related general ledger control account.

The purposes of a subsidiary ledger are to free the related general ledger control account from a mass of detail postings and to provide necessary detailed information for the preparation of reports.

The following subsidiary ledgers are maintained by the Comptroller for the State of Hawaii:

Appropriation Ledger
Allotment Ledger
Encumbrance Ledger
Revenue Receipts Ledger
Non-Revenue Receipts Ledger
Non-Governmental Cost Ledger
Trust Fund Ledger
Matured Bond Principal and Interest Ledgers

SECTION 630: CODING STRUCTURE (Note: this section has been updated to reflect DLNR's coding)

The Uniform Accounting Code is used with every accounting transaction. It consists of the four main sections outlined below. The sections contain ten distinct fields, and each field is limited as to the number of digits to be used as indicated below:

Section I - Control Area

Field	(1) Transaction Code -----	(2) Fund Code -----	(3) Year Code -----	(4) Appropriation Code -----
Number of Digits	2	1	2	3
	(Numeric)	(Alpha)	(Numeric)	(Numeric)

Section II - Organization Area

Field	(5) Department Code -----
Number of Digits	1
	(Alpha)

Section III – Source of Receipt or Object of Expenditure Area

Field	(6) Source or Object Code -----	(7) Cost Center -----
Number of Digits	4	4
	(Numeric)	(Numeric)

Section IV - Control Area

Field	(8) Project Code -----	(9) Phase Code -----	(10) Activity Code -----
Number of Digits	6	2	3
	(Numeric)	(Alpha or Numeric)	(Numeric)

SECTION 640: DESCRIPTION OF CODE FIELDS

Transaction Code

Transaction codes are used to categorize accounting entries according to groups that require a particular accounting treatment; the two-digit code is required for every entry made by an agency or a department. They are grouped into three general categories as shown below.

Fund Code

Fund codes are used to designate the accounting entity into which an accounting entry is to be made. Segregated sums of money within certain funds have also been assigned codes.

Year Code

The year code is used with each appropriation account code to identify the appropriation for control accounting purposes. For operating appropriations made for a particular fiscal year, the year code is the last two digits of the calendar year in which ends the fiscal year for which the appropriation has been made. For example, for appropriations made for fiscal year 1973-1974, the year code is "74".

For the following types of appropriations (some of which are operating appropriations), the year code is the last two digits of the calendar year in which ends the fiscal year during which the appropriation is available, and the year code automatically changes to the next year code on the first day of the next fiscal year:

- Federal Grants (operating)
- Continuous Appropriations
- Trust and Agency Funds

For capital improvement project appropriations (regardless of funding) and for other appropriations made for a special purpose rather than for a particular period of operations, the year code is the last two digits of the year in which the appropriation is made. For example, for such appropriations made in 1973, the year code is "73". This year code is a permanent one that is retained until the project or the special purpose is completed.

Appropriation Account Code

Appropriation account codes are numbers assigned by the Accounting Division of the Department of Accounting and General Services to identify appropriations for control accounting purposes. The numbers are assigned within the following groups:

Range of Numbers	Type of Account
-----	-----
001 to 199	Operating Appropriations made for a particular fiscal year, and subject to automatic lapse under Section 40-66 of the Hawaii Revised Statutes.



- 201 to 299 Federal Grants
- 301 to 399 Continuous Appropriations and Special Purpose Appropriations
- 401 to 999 Capital Improvement Projects
- 901 to 999 Trust and Agency Funds

Department Code

The various State departments, the Counties, the Legislature, and other agencies are individually identified in the uniform accounting code by the use of an alphabetical department code. This code, together with the year code and the appropriation code, provide a permanent identification for each account in each fund.

Source or Object Code

Codes identifying each source of receipt and each object of expenditure occupy the same four-digit field. Source codes are assigned numbers from 0001 through 1999 and object codes are assigned numbers from 2000 through 9999.

As used in expenditure classification, the object code identifies the type of article purchased or service obtained, such as personal services, contractual services, materials, supplies, or equipment. The object code also provides a character classification of expenditures by using the following groupings:

Code Numbers	Character
-----	-----
20XX - 29XX	Personal Services
30XX - 74XX	Other Current Expenditures
75XX - 79XX	Capital Outlays
80XX - 99XX	Non-Governmental Cost Payments

Capital outlays in the form of construction expenditures should be coded according to the natural classification under personal services and other current expenditures; the appropriation code identifies such an expenditure as a capital outlay.

Project Code

Project codes may have a variety of uses; generally they identify a specific job to which an expenditure relates. They may also be used to identify debtors, customers, collection agents, or other users of a program's services. The project code is used in each department according to its needs.

Phase Code



Phase codes represent the phases within a project.

Activity Code

Activity codes represent the activities within the phases of a project.

DLNR-Specific Coding

For DLNR’s Land Division, the following UAC (Universal Accounting Codes) are used in the current SLIMS system and will need to continue to be used, as-is, in the new SLIMS system to maintain compatibility with the state’s core accounting system (FAMIS).

Fund Codes:

Type=1			
Type	Code	Type Desc	Code Desc
1	B	Fund	Bond
1	G	Fund	General
1	S	Fund	Special
1	T	Fund	Trust

Department Codes:

Department	A	Agriculture
Department	B	Business, Economic Development, and Tourism
Department	C	Land and Natural Resources
Department	D	Transportation
Department	E	Education
Department	F	University of Hawaii
Department	G	Defense
Department	H	Health
Department	I	Hawaiian Home Lands
Department	J	Judiciary
Department	K	Human Services
Department	L	Labor and Industrial Relations
Department	M	Accounting and General Services
Department	N	Attorney General
Department	O	Budget and Finance
Department	P	Human Resources Development
Department	Q	Governor
Department	R	Commerce and Consumer Affairs
Department	S	Lieutenant Governor
Department	T	Taxation
Department	U	City and County of Honolulu
Department	V	County of Maui
Department	V1	Public Safety
Department	W	County of Hawaii

Department	X	County of Kauai
Department	Y1	Senate
Department	Y2	House of Representatives
Department	Y3	Legislative Auditor
Department	Y4	Legislative Reference Bureau and Revisor of Statutes
Department	Y5	Ombudsman
Department	Y6	State Ethics Commission
Department	Y7	Office of the Legislative Analyst
Department	Z1	Office of Hawaiian Affairs

Appropriation Codes:

(A selection of existing Appropriation codes are listed below, the actual number is approximately 600).

Fund	Appropriation	Account Title
G	041	AQUATIC RESOURCES
G	082	HISTORIC PRESERVATION
G	141	WATER AND LAND DEVELOPMENT
S	202	STATEWIDE MARINE FISHERIES DEVELOPMENT
S	348	SPORT FISH SPECIAL FUND
G	349	VISITOR INDUSTRY-RELATED PROGRAMS & PROJ
S	349	CONSERVATION AND RESOURCES ENFORCEMENT
G	350	HAWAII CLIMATE ADAPTATION INITIATIVE ACT
B	400	CIP STAFF COSTS, S/W-PLN
S	504	NATIVE RESOURCES & FIRE PROTECTION PGM
T	901	CEDED LAND PROCEEDS - OAHU
T	908	PRESERVATION OF ENDANGERED PLANTS
T	935	IN-LIEU FEE MITIGATION PROGRAM
S	936	KAANAPALI BEACH RESTORATION, MAUI - L/S
S	937	KAANAPALI BEACH RESTORATION, MAUI - PLN
S	938	KAANAPALI BEACH RESTORATION, MAUI - DES

Revenue (Source) Codes:

(A selection of existing Revenue (Source) codes are listed below, the actual number is approximately 460).

Revenue Code	Code Desc
0015	LIQUID FUEL-HIGHWAY TAX
0163	LICENSE, COMMERCIAL FISHING
0166	Hunting Guide License-Forestry
0251	RENTALS, LEASED LANDS
0252	RENTALS, UNLEASED LANDS
0767	FEES, RECORDING & FILING
1037	FEES, WLDLF & HUNTER EDUCATION
1305	COMMISSIONS, VENDOR SALES
1653	RENTALS, SAND ISLAND
1715	OHA CEDED - CAMPING PERMIT REV
1991	Transfers from General Fund
1992	TRANSFERS FROM SPECIAL REVENUE

Expenditure (Object) Code:

(A selection of existing Expenditure (Object) codes are listed below, the actual number is approximately 350).

DIVISION / CATEGORY	FIELD	CODE	DESCRIPTION
Payroll	Object	2000	Personal Services - Payroll
Payroll	Object	2001	P/R - Sal / Regular Pay
Payroll	Object	2002	P/R - Sal / Ordinary Overtime
Supplies	Object	3000	Operating Supplies
Supplies	Object	3004	Op Sup - Diesel Fuel
Supplies	Object	3005	Op Sup - Gas / Motor Vehicle
Other	Object	4000	Advertising
Travel	Object	4101	Monthly Auto Allowance
Travel	Object	4102	Mileage Reimbursement
Utilities	Object	5000	Electricity
Utilities	Object	5100	Gas
Utilities	Object	5200	Water
Utilities	Object	5300	Sewer
Repair & Maint	Object	5892	R&M - Others - Special
Repair & Maint	Object	5893	R&M - Others - Routine
Insurance	Object	5900	Insurance
Other	Object	6000	Depreciation and Amortization

Debt Service	Object	6100	Interest on Bonded Debt
Debt Service	Object	6101	Interest - GO bonds
Debt Service	Object	6102	Interest - Rev Bonds
Other	Object	7000	Retirement and Pension Cost
Personal Services	Object	7101	Svc - Engineer & Architect
Personal Services	Object	7102	Svc - Accounting & Auditing
Debt Service	Object	8000	Payments for Debt Retirements
Debt Service	Object	8010	Payment on Prin - GO Bond
Debt Service	Object	8020	Payment on Prin - Rev Bond
Refunds	Object	9000	Refunds
Refunds	Object	9001	Refunds - Deposits / Guarantees
Refunds	Object	9040	Refunds - Prior Periods
Transfers	Object	9997	Transfers to Trust and Agency Funds-Operating
Transfers	Object	9999	Transfers to Other Funds-Operating

Cost Center Codes:

(A selection of existing Cost Center codes are listed below, the actual number is approximately 490).

Code	Code Desc
0008	DOA - Non-Ag Park
0100	ADMINISTRATION-STATEWIDE
0200	CONVEYANCES-STATEWIDE
0300	AQUATIC RESOURCES-STATEWIDE
0400	CEDED TRUST REV TRFS TO B&F
0500	LAND MGMT-STATEWIDE
0600	PARKS-STATEWIDE
0700	DOWALD
0800	Boating Engineering Projects
0900	DOCARE-STATEWIDE
1330	SALT PONDS-HANAPEPE DESIGN
2100	KAWAIHAE SML BT HBR,HI DESIGN
4010	Forest Roads-Design CIP
5000	Waikiki Beach Maintenance CIP Project
6000	Conserv. Educ. Facility, Waimea, -DOCARE, AQ RES

7010	CIP STAFF COST-S/W PLANS
8090	MALAEKAHANA PK IMPROVE
9070	KUALAPUU RES IMP, MOLOKAI
HP01	Administration
HP02	Architecture
HP03	Archaeology
HP04	History and Culture
HP05	Information and Technology
HP06	Certified Local Government
HP07	Preserve America
HP08	Burial Council
HP09	Review Board
HP10	Inadvertent Finds

Project Codes:

DIVISION / CATEGORY	FIELD	CODE	PROGRAM	DESCRIPTION
DBOR	Project	CV1001	LNR 801	Clean Vessel Education
DBOR	Project	CV1002	LNR 801	Clean Vessel Kailua Kona
DBOR	Project	CV1003	LNR 801	Clean Vessel Keehi
DBOR	Project	CV1004	LNR 801	Clean Vessel Nawiliwili
DBOR	Project	F19B14	LNR 801	Rec Boating Heeia Kea Com Stn
DBOR	Project	F19B15	LNR 801	Rec Boating Wailoa Boat Ramp
DBOR	Project	F19B19	LNR 801	Rec Boating Kihei Dredging
DBOR	Project	F19B20	LNR 801	Rec Boating Haleiwa Dredging
DBOR	Project	F19B21	LNR 801	Rec Boating Mala Dredging
DBOR	Project	F19B22	LNR 801	Rec Boating Sand Island Com Stn
DBOR	Project	F19B23	LNR 801	Rec Boating Pohoiki Dredging

Activity Codes:

(A selection of existing Activity codes are listed below, the actual number is approximately 1050).

Activity	Description
001	Hurricane Iniki
002	Sacred Falls Rock Slide
082	East Maui USGS Stream Study
083	Kahana Stream Restoration Project
100	Enforcement
105	TAT FY 16 - DOCARE
198	Homeland Security - State Civil Defense (APEC - NSSE Grant Prog.)
199	Administration
200	AFRC Miscellaneous
201	Fish Catch Statistics
299	Pool Purchase
301	N-G Admin
302	N-G Activ
397	University of Hawaii Insect Museum
398	Blackburn's Sphinx Moth Project
399	Identification of Kaena Point Invertebrate Specimens
400	Pouhala Marsh Legis. Funds
401	Management Actions to Prevent Extinction of Rare Hawaiian Land Snails
498	Sec. 6 Olinda Rare Plant Facility
499	Sec. 6 Seed Storage
500	Payroll - Used by Fiscal Only
501	Abution Menziesii Mitigation
502	NARS Commission Support
599	ADA Related Expenses
600	District Offices
601	District Maintenance Shops
602	Kokee State Park - General
700	Oahu Administration
701	Statewide
702	Stwd Hist Presvn & Restoration - Admin & Gen
800	Oahu CIP - Payroll Purposes Only
801	Malaekahana SRA - General
802	Malaekahana SRA - Kahuku Area
899	Carol Kawachi - Kona Field System
900	Pupukea-Paumalu
901	East Hawaii State Parks
999	Hawaiian Islands Humpback Whale Marine National Sanctuary

ANA	Hurricane Ana Expenses
A01	General Administration
A02	Financial Management
A03	Personnel Management
A04	Property Management
A05	Office Services
A06	Program Evaluation and Budget Management
A07	Legislative Matters
A08	Meeting and Conference
A09	Staff Development
A11	Fringe Benefit Contribution
B11	SMP / Planning Engineering, Staff
F01	Kapapala, HI SHA
F40	Cultural Impact Assessment - PR Funds
F54	Puu Waawaa Reservoir Improvement
F64	Kahana Wildlife Sanctuary
F88	Alala Recovery
F89	Palila Critical Habitat Fence
F98	Saving Hawaii's Imperiled Forest Birds
F99	Reforestation of Leeward East Hawaii
G09	Oahu NARS - Support for Branch Operations
K01	Purchase a Wood Chipper to Facilitate Ecological Restoration Efforts
L01	Legacy Land Conservation Commission
L14	Kilauea Lava Flow
M13	Track Costs Related to Molasses Spill Clean-Up
R01	RLA Grant - Kilauea
T01	Lanai Habitat Conservation Plan
T10	HCP - Advanced Technology Solar Telescope
T98	Environmentally Themed Products
W21	Kauai Invasive Plant Control
W37	Three Mountain Alliance Watershed
W40	West Maui Mountains Watershed Partnership Management Plan
W50	Protection of Core Watershed Forests on Leeward Haleakala
X01	Recovery Youth Conservation Corps (YCC)
X02	RYCC - State Match, 100% Federal Waiver
X10	Iluna Fire Break
X11	Molokai Fire Break
X20	Hawaii FR
X21	Hawaii Watershed Management

Training Requirements

The offeror should present their detailed approach to training as part of their proposal.

The selected vendor shall provide the following training:

1. On-site project team training at the beginning of the project on core aspects of the standard software, including but not limited to:
 - a. Overview
 - b. Navigation and interface
 - c. Transaction processing for entering typical transactions
 - d. Transaction processing for reversing typical transactions
 - e. Report filtering and reporting
 - f. Search and drilldown
 - g. Module configuration parameters
 - h. Security configuration
2. Remote or on-site end-user training, for all aspects of the installed system, prior to initial system testing for the system test team.
3. Remote or on-site end-user training, for all aspects of the installed system as appropriate for each end-user functional group, for all end-users prior to final system testing.
4. Remote or on-site refresher training end-user training, for all aspects of the installed system as appropriate for each end-user functional group, for all end-users prior to system go-live.
5. On-site refresher training, and as-need support, for any end-users, system administrators, or any other stakeholders as appropriate post go-live until final system sign-off is achieved.

Documentation Requirements

The offeror should present their detailed approach to providing documentation as part of their proposal.

The selected vendor shall provide the following documentation in printed and electronic form:

1. All standard software documentation.
2. Standard implementation and configuration documentation.
3. Technical documentation, including all final configuration setup parameters for this system implementation.
 - a. Data dictionary documentation
4. Customized end-user documentation specific to the final system configuration, customizations and workflows as DLNR end-users will use the system.
5. End-user summarized 'cheat-sheet' documentation for typical transaction processing.
6. Detailed documentation and summarized 'cheat-sheet' documentation for typical administrator tasks (i.e. security, backup and restore, database maintenance, common troubleshooting tasks, etc.).

All documentation should have a glossary of acronyms and also a version control listing at the beginning of each to track what major changes were made, when and by whom. The table of contents should be live linked to each chapter or subchapter. PDF versions of documents should have live linked table of contents also.

All original source Word, Excel, Visio or other documents should be provided, in addition to PDF or final compiled versions.

User Licenses

The offeror should describe in overview and detail how they license their software.

Third party software licenses required to implement or operate the system should be included too (Indicate the title of the software, the license and/or maintenance fees per year for each).

Listed below are the total initial user counts. If the Offeror licenses their software differently than how these user counts are presented, or if the Offeror has alternative licensing methods, the Offeror should provide details so that the proper user licensing can be determined to meet DLNR's needs.

Dept/Organization	Total Number of Users	Administrative Users	Read/Write Users	Read-Only Users	Reports-Only Users	Number of Mobile Users	GIS Users
DLNR							
Land Office	47		1	18		15	13
Central Processing (CP)	4		3	1			
Fiscal	3		3				
Support	24			11		4	9
IT	4	2	2				
Administration	7			3		2	2
Division of Parks (Parks)	2			2			
Division of Forestry and Wildlife (DOFAW)	4			4			
Division of Boating and Ocean Recreation (DOBOR)	2			2			
Office of Conservation and Coastal Land (OCCL)	1			1			
External Agencies							
Attorney General (AG)	2			2			
Dept. of Accounting and General Services (DAGS)	3			2		1	
Office of Hawaiian Affairs (OHA)	3			3			
City and County of Honolulu Real Property Assessment Division	1				1		
County of Maui Real Property Assessment Division	1				1		
County of Kauai Real Property Assessment Division	1				1		
County of Hawaii Real Property Tax Office	1				1		
University of Hawaii (UH)	1			1			
Total Number of Users:	111	2	9	50	4	22	24

The division anticipates adding licenses in the future. The Offeror should include pricing for future license purchases for the life of the software.

Note: Mobile User and GIS User counts overlap with regular user counts, so the total number of possible concurrent users is less than what is shown in the Total Number of Users column.

Report Requirements

The offeror should describe in overview and in detail the following reporting-related functionality of their solution, including:

- Ad-hoc reporting, print and export capability
- Ability to save ad-hoc reporting for future use
- Report writing capability and features
- On-line query, print and export capability
- Ability to save on-line queries for future use

The offeror shall provide these standard report outputs including but not limited to:

Land Division Reports					
Number	Function	Report	Importance	Notes	Frequency
7.001	Compliance	Monthly Rent Reopening Report	High	SLIMS report is exported to Excel and unnecessary columns and rows are removed, report is then compared/transferred to last months report.	Monthly
7.002	Compliance	Monthly Lease Expiration Report	High	List of Encumbrances SLIMS report is exported to Excel and unnecessary columns and rows are removed, report is then compared/transferred to last months report.	Monthly
7.003	Compliance	Monthly Percentage Rent Report	High	SLIMS report is exported to Excel and unnecessary columns and rows are removed, report is then compared/transferred to last months report.	Monthly
7.004	Compliance	Monthly Inspection Report	High	SLIMS report is exported to Excel and unnecessary columns and rows are removed, report is then compared/transferred to last months report.	Monthly
7.005	Compliance	Monthly Liability Insurance Report	High	SLIMS report is exported to Excel and unnecessary columns and rows are removed, report is then compared/transferred to last months report.	Monthly

Land Division Reports					
Number	Function	Report	Importance	Notes	Frequency
7.006	Compliance	Monthly Performance Bond Report	High	SLIMS report is exported to Excel and unnecessary columns and rows are removed, report is then compared/transferred to last months report.	Monthly
7.007	Compliance	Monthly Rent Report	High	SLIMS report is exported to Excel and unnecessary columns and rows are removed, report is then compared/transferred to last months report. Fiscal generates the aging report from SLIMS, then forwards a hard copy to CP. CP creates the rent delinquency spreadsheet and sends to DLA for comments	Monthly
7.008	Inspections	Inspection of Revocable Permit Report by District	High	For use when doing inspections. Should include the dates for the past inspections too.	Quarterly
7.009	Inspections	Inspection of Leases/Easements by District	High	For use when doing inspections. Should include the dates for the past inspections too.	Quarterly
7.010.	Property	Public Land Trust Information System (PLTIS) data export report	High	In the format of the upload template spreadsheet to PLTIS.	Monthly
7.011	Property	Tax Office Report	High	The spreadsheet is sent annually to the County Tax Offices.	Annually
7.012	Property	Report to the Legislature on Land Dispositions	High	Annual report to the legislature on dispositions, including: - Revocable Permits - General Leases & Term Easements - Executive Orders – Set Asides - Executive Orders – Cancellations and Withdrawals - Perpetual Easements - Public Utilities - Fee Conveyances - Quitclaims of Interest	Annually

Fiscal Reports					
Number	Function	Report	Importance	Notes	Frequency
7.013	Adjustments	Charge Register	High	Report to verify batch entry for manual and recurring billing.	Daily
7.014	Adjustments	Unposted Journal Entry (Preliminary)	High	For daily adjustments. Used to record expenses and revenues for non-tenant transactions	Daily
7.015	Adjustments	Journal Entry Report (Final)	High	For daily adjustments. Lists the distribution of expenditure and revenue, based upon entries in the unposted journal entry	Daily
7.016	Adjustments	Unposted Invoices (Preliminary)	High	For daily adjustments. Used to record tenant refunds	Daily
7.017	Adjustments	Check Run Report (Final)	High	For daily adjustments. Lists tenants based upon entries in unposted invoices	Daily
7.018	Adjustments	Paid Invoices Journal (Final)	High	For daily adjustments. Lists distribution of expenditure or revenue based upon entries in the unposted invoices	Daily
7.019	Cash Receipts	Unposted Receipts Batch	High	Cash receipts batch, prior to posting	Daily
7.020.	Cash Receipts	UAC Update Report	High	Cash receipts account coding detail, prior to posting	Daily
7.021	Cash Receipts	Cash Receipts Batch Journal	High	Cash receipts journal - Summarizes revenue information by batch number, rent, service charges, fees, Temporary Deposit Account (TDA), non-tenant receipts for the day prior to posting	Daily
7.022	Cash Receipts	Daily Revenue Report (B-13, Part 1 of 2)	High	Distribution of revenue by document number and non-tenant receipts.	Daily
7.023	Cash Receipts	Daily Revenue Summary (B-13, Part 2 of 2)	High	Distribution of revenue by division	Daily

Fiscal Reports					
Number	Function	Report	Importance	Notes	Frequency
7.024	Cash Receipts	TDR	High	Treasury Deposit Receipt form (not currently in SLIMS), would like to include in new SLIMS, summary of B-13 part 2 this report submitted to Budget and Finance (B&F)	Daily
7.025	External Agency	Dept. of Agriculture (DOA) Report	High	Quarterly Revenue Report for Non-Agricultural Park, used to prepare a journal voucher to transfer the revenue collected to DOA.	Quarterly
7.026	External Agency	Dept of Hawaiian Home Land (DHHL) Report	High	Quarterly Revenue Report for DHHL pertaining to Sugarcane land (ceded/non-ceded) and Water License, used to prepare a journal voucher to transfer the revenue collected to DHHL.	Quarterly
7.027	External Agency	University of Hawaii (UH West Oahu) Report	High	Quarterly Revenue Report, used to prepare a journal voucher to transfer the revenue collected to the UH.	Quarterly
7.028	External Agency	County of Hawaii Report	High	Quarterly Revenue Report for Geothermal land license, used to prepare a journal voucher to transfer the revenue collected to the City & County.	Quarterly
7.029	External Agency	OHA report	High	Quarterly Revenue Report for ceded land, used to prepare a journal voucher to transfer the percentage of ceded land revenue collected to OHA.	Quarterly
7.030.	External Agency	ACT 178 Report	High	Annual report of ceded land revenue, for the Legislature.	Annual
7.031	Fiscal	Water Meter Reading/Charge Journal	High	Report to verify entry of water usage information.	Quarterly/ Upon Request
7.032	Fiscal	Revenue Detail Transaction by UAC	High	List detail revenue and expenditure transactions	Upon Request
7.033	Fiscal	Utility Meter Charge	High	Calculate water usage (meter reading x rate)	Quarterly/ Upon Request



Fiscal Reports					
Number	Function	Report	Importance	Notes	Frequency
7.034	Fiscal	Adjustment Summary Report	High	Summarize adjusted revenue by batch number, then by A/R, TDA and other categories for the month.	Upon Request
7.035	Fiscal	Transaction History Report	High	List of all financial transactions posted, by date range (ARAS)	Upon Request
7.036	Fiscal	Unpaid charges	High	Tenant outstanding rent, fees, temporary deposit	Daily
7.037	Fiscal	Year-To-Date Collection Report	High	Summarize collections made by document number, then by rent, service charge, fees and temporary deposit categories.	Upon Request
7.038	Fiscal	Month to Date Transactions	High	List of monthly transactions by document number	Upon Request
7.039	Fiscal	Modification History Log	High	List of all changes made to document number, by reference number, change made, user and description of change (ARAS)	Upon Request
7.040.	Fiscal	Deleted Customers List	High	List of all deleted customer accounts assigned status code "99" and removed from Aging Report	Upon Request
7.041	Fiscal	Rent Roll Report	High	Listing of the billing schedule for one fiscal year by document number, amount billed and months billed	Upon Request
7.042	Fiscal	Deferred Revenue Report	High	List of rental revenue by document number, collected in advance for services to be rendered after the balance sheet date (Auditor)	Annual
7.043	Fiscal	Temporary Deposit Accounts by Div/Cost Ctr/Land Title	Medium	Similar to temporary deposit account report, except sorted by Division/Cost Center/Land Title	Upon Request
7.044	Fiscal	Revenue Report by Division, Cost Center	Medium	Summary of revenue collected by Division, cost center, appropriation, source code, monthly and year to date totals	Upon Request
7.045	Fiscal	Revenue Summary Report by Source, Object, Fund	Medium	Summary of revenue collected by source/object and fund	Upon Request
7.046	Fiscal	Revenue Report by Division, Activity, Source/Object	Medium	Summary of revenue collected by division, project, source/object, previous year, current month and year to date	Upon Request



Fiscal Reports					
Number	Function	Report	Importance	Notes	Frequency
7.047	Fiscal	Department Summary by Appropriation	Medium	Summary of revenue collected by appropriation, source/object, current month and year to date totals	Upon Request
7.048	Fiscal	Revenue Report by Division, Project, Source/Object	Medium	Summary of revenue collected by Division, project, source/object, current month and year to date totals	Upon Request
7.049	Fiscal	Apply Overpayments	High	Summary of tenant accounts of prepayments applied to rent, water service fee or water usage fee	Upon Request
7.05	Fiscal/Land	Statement of Securities on Deposit (Preliminary)	High	Listing of securities held by B&F	Upon Request
7.051	Fiscal/Land	Tenant Ledger	High	Tenant account history (transaction dates of charges/payments/description/running balance). Recurring billings according to revenue unit type (dollar amount and revenue source code). Ability to drilldown on charge or payment.	Daily
7.052	Fiscal/Land	DLNR Ledger	High	Tenant detail account history (transaction dates of charges/payments with reference numbers/billing period/description/running balance)	Daily
7.053	Fiscal/Land	Customer Short List	High	List of all customers by document number based on parameters or sorts requested	Upon Request
7.054	Fiscal/Land	Temporary Deposit Accounts	High	List by document number, all temporary deposits, security, performance bond, etc.	Upon Request
7.055	Fiscal/Land	Special Installment Agreement reports	High	Listing of leases with delinquent payments on special installment agreements	Monthly
7.056	Month End Close	Service Charge and Late Fee Register	High	Used to review service fees and interest charged to tenant	Monthly
7.057	Month End Close	Late Fee report	High	Late fee (\$25 / \$50)	Posted Monthly

Fiscal Reports					
Number	Function	Report	Importance	Notes	Frequency
7.058	Month End Close	Tenants with Lease Charges	High	Report of upcoming expirations and late rental re-openings	Monthly
7.059	Month End Close	Customer with Two or More Accounts	High	Used to group customer invoices and mail in one envelope	Monthly
7.06	Month End Close	Aging Report	High	Aging of outstanding rent owed for all accounts by island, cost center and account status code. list of tenant's outstanding balance sorted the total amount into columns such as : 1-30 days past due, 31-60 -91-120 days past due . Report should also includes: account name, company name, document/account number, permit number, permit/lease expiration date, account status, location (cost center - by island). - with capabilities to print detail and/or summary level.	Monthly/ Quarterly/ Annually/ Upon Request
7.061	Month End Close	Tenant Billing Statements	High	Generate tenant billings (recurring billings according to unit type/manual bills	Monthly
7.062	Month End Close	Monthly Charge Pre-Posting Summary Report	High	Used to reconcile recurring billings, summary of current accounts according to cost centers and bill amount	Monthly
7.063	Month End Close	Monthly Charge Pre-Posting Detail Report	High	Used to reconcile recurring billings, summary of tenant accounts according to cost centers and dollar amounts and revenue source codes based on unit type	Monthly
7.064	Month End Close	Charge Pre-Posting Report (Preliminary)	High	Used to reconcile recurring billings, summary of tenant accounts according to property codes. Recurring billings according to dollar amounts and revenue source codes based on unit type	Monthly
7.065	Month End Close	Interest Fee Register	High	Used to review 1% service charges to be applied to tenant	Monthly

Fiscal Reports					
Number	Function	Report	Importance	Notes	Frequency
7.066	Month End Close	Charge Report (Final)	High	Summary of tenant accounts according to property codes and recurring billings posted according to dollar amounts and revenue source codes based on unit type.	Monthly
7.067	Month End Close	Update Late Fees Dates	High	Summary of tenant accounts which the late fee transaction date was changed	Monthly
7.068	Month End Close/Fiscal	Meter Reading Worksheet	High	Worksheet to indicate water meter readings completed by Parks Div. for billing purposes	Quarterly

Service Level Requirements

In providing ongoing support services to maintain the integrity and availability of the solution, DLNR expects that the implementing vendor shall respond to support requests within a reasonable timeframe, take steps to escalate and resolve issues in an appropriate, timely manner and maintain good communication with the client at all times.

The solution provider shall be completely responsible for defect free functioning of the application software and shall resolve, on a timely basis as specified in this section, any issues, including bug fix, applying patches, upgrades, etc., at no additional cost during the contract period.

The offeror shall provide the following minimum service levels in supporting the implemented solution.

1. Manned telephone support 24 hours a day 365 days a year, with callback times from a qualified technician within 15 minutes during DLNR’s normal working hours - currently 7AM – 6PM Hawaii Standard Time, Monday through Friday, excluding the Hawaii State holidays (2016 Holidays shown below); and with callback times from a qualified technician within 60 minutes at all other times.

Year 2016 HAWAII STATE HOLIDAYS		
<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2016</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year’s Day.....	Jan. 1 Friday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 18 Monday.....	The third Monday in January
Presidents’ Day.....	Feb. 15 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana’ole Day.....	Mar. 25 Friday.....	The twenty-sixth day in March
Good Friday.....	Mar. 25 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 30 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 10 Friday.....	The eleventh day in June
Independence Day.....	July 4 Monday.....	The fourth day in July
Statehood Day.....	Aug. 19 Friday.....	The third Friday in August
Labor Day.....	Sept. 5 Monday.....	The first Monday in September
General Election Day.....	Nov. 8 Tuesday.....	The first Tuesday in Nov. following the first Monday of even-numbered years. <i>(Hawaii State Constitution, Article 2 – Section 8)</i>
Veterans’ Day.....	Nov. 11 Friday.....	The eleventh day in November
Thanksgiving.....	Nov. 24 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 26 Monday.....	The twenty-fifth day in December

2. Monitored email support by qualified technicians 24 hours a day 365 days a year.
3. Emergency on-call telephone support 24 hours a day 365 days a year.



4. Remote assistance using Remote Desktop and VPN or other secured methods.
5. Onsite support and assistance as necessary.
6. Solution provider to supply and implement all standard software patches and upgrades throughout the life of the contract.
 - a. Solution provider to supply and implement all emergency software patches and upgrades.
7. Service level response times shall be:
 - a. 15 minute or less response time during normal DLNR business hours as shown above in item 1.
 - b. 30 minute or less response time during non-business hours for emergency support.

System Performance

1. The system architecture shall be scalable to allow the system to grow in size and support:
 - a. 3 times the initial software application database size.
 - b. 3 times the initial number of concurrent users
 - c. 3 times the initial number of concurrent transactions.
2. The system shall support a response time for common search and navigation operations within 3 seconds 99% of the time.
3. The Offeror shall describe its performance tuning methods for databases, application servers, web servers, and other software and devices deployed as part of the proposed solution.

Hardware

4. The solution provider shall be responsible for server and server-related hardware support, including troubleshooting and replacing failed hardware components, irrespective of the reason for the failure of the component.
 - a. Hardware components shall be replaced by the next business day.

Warranty and Support Services

Warranty Services are the activities associated with repairing defects that are discovered within the Warranty Period of five (60) months of a system component or enhancement being accepted by the State in the production environment. Warranty Services include the applicable life cycle support activities necessary to repair errors/defects to enable programs and enhancements to perform in accordance with the documented specifications and documented operational functionality.

The Offeror shall repair the configuration and customized code provided by Offeror during the Warranty Period, at no charge to the State provided that:

The problem encountered occurs within sixty (60) months of the acceptance of such provided component.

The root cause analysis indicates the problem is in the system not meeting requirements where the Offeror has responsibility (e.g., a problem caused by configured or customized COTS software or hardware component not meeting requirements, a defect in the configuration or code created by the Offeror, a defect in the configuration or code of the standard COTS software, a problem with the system not meeting SLAs, etc.).

Full correction of the system defect is to be completed by the Offeror unless otherwise approved by the State, and the corrected code shall be appropriately tested to verify that no regression errors are introduced.

The Offeror shall warrant against “version locking” due to customization of the system. Services include updating all appropriate documentation. The Offeror shall provide monthly reports showing the amount of warranty work (i.e., number of defects and hours to correct). It is the State’s policy to try to resolve all Warranty work controversies by mutual agreement without litigation. In appropriate circumstances, informal discussions between the State and the Offeror can aid in the resolution of differences by mutual agreement and are encouraged. If such informal discussions do not resolve the controversy, individuals who have not participated substantially in the matter in controversy may be brought in to conduct discussions if this is feasible.

The solution provider shall provide ongoing warranty and support services for five (5) years following system acceptance, renewable thereafter, upon mutual agreement, on an annual basis.

Warranty and support services shall apply to all software, and hardware components (except client PCs, mobile devices, and printers). Warranty and support service response times shall be as described in the Service Level Agreement (SLA) section of this RFP.

Software Warranty and Support Services

The solution provider shall be completely responsible for defect free functioning of the application software and shall resolve, on a timely basis as specified in this section, any issues, including bug fix, applying patches, upgrades, etc., at no additional cost during the contract period.

Hardware Warranty and Support Services

The solution provider shall be responsible for server and server-related hardware support, including troubleshooting and replacing failed hardware components, irrespective of the reason for the failure of the component. Failed hardware components shall be replaced by the next business day.

Implementation Methodology and Approach

The State expects the selected solution provider to lead the software and system (the solution) implementation. Specifically, the State expects the solution provider's staff to supply the majority of the implementation labor to install and configure the software as well as to provide project leadership, best practices, and tools to guide and effectively collaborate with the DLNR staff to design, implement, test, train, deploy, and stabilize a complete operational, integrated system according to the requirements and functionality described within this RFP and to meet DLNR's operational business needs.

In their proposal, the Offeror should describe their project implementation methodology and approach, and provide a detailed workplan that includes a breakdown of tasks, critical path deliverables, milestones, project phasing and a project timeline. Project phases may overlap as long as there is no interceding critical path milestone deliverables between the overlapping project phases.

Upon contract award and notice to proceed, DLNR anticipates that the selected solution provider will have their team ready to begin the project implementation sometime in July 2016. DLNR also anticipates that the implementation project will be fully completed within 12 months from the start date.

DLNR has anticipated the following high-level project approach and methodology, however the Offeror is free to modify this approach according to their own proven methodology and implementation approach.

1. Ongoing Project Management and Administration
2. Project Discovery Phase
 - a. Project scoping
 - b. Discovery
 - c. Fit/Gap analysis, including As-Is and To-Be process flow analysis
 - d. Install system environment
3. Design and Develop
 - a. Project team training
 - b. Design workshops
 - c. Initial system configuration for CRP
4. Iterative Conference Room Pilot Phase
 - a. Select and prepare transactions for CRP
 - b. Perform CRP
 - c. Fit/Gap feedback and adjust
 - d. Continue pilot until major gaps are addressed

- e. Finalize system configuration plan
5. Deploy Phase
- a. Setup final system configuration
 - b. Unit testing
 - c. Integration testing
 - d. Finalize documentation
 - e. End user training
 - f. Data migration
 - g. Final testing
 - h. Readiness assessment
 - i. Go-Live
6. Initial Production Support
- a. Troubleshooting
 - b. System adjustments
 - c. Additional training as necessary
 - d. Update documentation
7. Final Customer Acceptance

Project Team Library

During the solution implementation, the implementing vendor shall provide an easy to use on-line, secure, project management website service that will facilitate efficient project management and team collaboration.

The Offeror shall specify the name of the project management website service that they will utilize during the project.

The project management website service shall enable:

1. Team collaboration.
2. Document deliverable repository with version control.
3. Project workplan and timeline tracking.
4. Milestone tracking.
5. Critical path items tracking.
6. Tasks tracking.
7. Team member responsibility tracking.
8. Issue tracking.
9. Risk management tracking.
10. Automatic backup of all data stored on the project management website service.
11. The ability to easily export all data stored on the project management website service.

The implementing vendor shall:

1. Configure and administer the project management website service as necessary for the efficient and effective project management of this particular project.
2. Train the project team on the use of the project management website service.
3. Provide troubleshooting and support as necessary for the project management website service.
4. Prior to the end of the project provide an organized copy of all data stored on the project management website.

Vendor Qualifications

The following are minimum qualifications the Offeror must meet in order for their proposal submittal to be eligible for evaluation. The Offerors submittal should be sufficiently detailed to clearly show how you meet the minimum qualifications without looking at any other material. Those that are not clearly responsive to these minimum qualifications shall be rejected by the State without further consideration:

Proposer must meet the following minimum requirements to be considered responsive. Failure to meet these minimum requirements will cause the Proposer to be rejected from further evaluation.

Vendor should provide the following background information:

- Contact information
- Number of years in business
- Number of customers
- Number of employees
- Services available
- Five references
- History of the proposed product
- Development strategy
- Current version of product and next planned release
- Company's local office
- Company's local partner

Software Vendor

1. Software Vendor has been in the business of providing software to the land and property management industry for a minimum of 5 years.
2. Major version of software (e.g. 7.XX) being proposed has been in production for a minimum of 1 year.
3. Major version of software (e.g. 7.XX) being proposed must be operating to provide a full range of functions in at least 2 North American jurisdictions of 500,000 or more. Both implementations have been operational for at least 6 months.
 - a. Please include reference contacts for these 2 implementations.

System Implementer/Consultant

4. System Implementer/Consultant has implemented the proposed major version (e.g. 7.XX) of software for at least 2 government jurisdictions with populations greater than 500,000. Both implementations have been operational for at least 6 months.
 - a. Please include reference contacts for these 2 implementations.
5. Please provide a list of the pertinent certifications that the project team members possess for their respective areas

Project Manager

6. Proposed project manager has managed at least 3 software implementation projects of similar scope and complexity within the last ten years.
 - a. Please include reference contacts for these 3 implementations.
7. Proposed project manager has managed at least one implementation project that involved the proposed software major version (e.g. 5.XX) within the last five years.
 - a. Please include a reference contacts for this implementations.