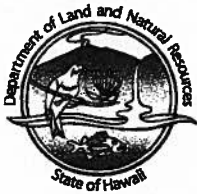


DAVID Y. IGE
GOVERNOR OF
HAWAII



**STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES**

POST OFFICE BOX 621
HONOLULU, HAWAII 96809

August 24, 2018

SUZANNE D. CASE
CHAIRPERSON
BOARD OF LAND AND NATURAL RESOURCES
COMMISSION ON WATER RESOURCE MANAGEMENT

ROBERT K. MASUDA
FIRST DEPUTY

JEFFREY T. PEARSON, P.E.
DEPUTY DIRECTOR - WATER

AQUATIC RESOURCES
BOATING AND OCEAN RECREATION
BUREAU OF CONVEYANCES
COMMISSION ON WATER RESOURCE MANAGEMENT
CONSERVATION AND COASTAL LANDS
CONSERVATION AND RESOURCES ENFORCEMENT
ENGINEERING
FORESTRY AND WILDLIFE
HISTORIC PRESERVATION
KAHOOLAWE ISLAND RESERVE COMMISSION
LAND
STATE PARKS

Chairperson and Members
Board of Land and Natural Resources
State of Hawaii
Honolulu, HI

Land Board Members:

SUBJECT: REQUEST APPROVAL FOR A DECLARATION OF EXEMPTION FROM CHAPTER 343, HRS, AND TITLE 11, CHAPTER 200, HAR, REGARDING PREPARATION OF AN ENVIRONMENT ASSESSMENT, AND, REQUEST APPROVAL TO AUTHORIZE THE CHAIRPERSON TO ISSUE, EXECUTE, AND EXTEND A \$750,000 CONTRACT WITH VANASSE HANGEN BRUSTLIN, INC. TO DESIGN, DEVELOP, INTEGRATE AND INSTALL THE HAWAII CULTURAL RESOURCE INFORMATION SYSTEM FOR THE STATE HISTORIC PRESERVATION DIVISION

This submittal requests the approval to authorize the Chairperson to issue, execute and extend a \$750,000.00 contract with Vanasse Hangen Brustlin, Inc. (VHB) to design, develop, integrate, and install the Hawaii Cultural Resource Information System (HICRIS) for the State Historic Preservation Division (SHPD).

BACKGROUND:

SHPD has negotiated a multi-term contract that is exempt for public bidding under section 103D-102, HRS, and chapter 3-120, HAR, with VHB, a Massachusetts corporation, to design, develop, integrate, and install a new map-based electronic workflow management system, hereafter known as HICRIS. The new system would enable SHPD to become more proactive and efficient by streamlining workflow, along with making its extensive library of cultural resource data more widely available and usable to professionals and the public via internet access. It would incorporate all legacy data from hardcopy files, stand-alone databases, as well as various applications, enabling SHPD to leverage its substantial historic properties inventory. It would also enhance SHPD's existing capabilities, including improving data entry, retrieval, maintenance, accessibility and reporting functionality. In addition, the development and installation of HICRIS would allow SHPD to complete the final element of the National Park

ITEM I-1

Chairperson and Members
Board of Land and Natural Resources
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Service Corrective Action Plan and upgrade from the current "High Risk" status which jeopardizes its federal grant awards.

To ensure the proper vendor selection for this contract, SHPD contracted Oceanit Laboratories, Inc. (Oceanit) to assess its workflow and systems, evaluate other cultural resource data systems developed and maintained by State Historic Preservation Officers in various states, as well as conduct extensive interviews with SHPD staff concerning workflows and other preservation stakeholders. In addition, Oceanit reviewed the SHPD mandates under Section 106 of the National Historic Preservation Act, and Chapter 6E, Hawaii Revised Statutes, and provided a final draft of a Request for Proposal that reflected its findings in the terms and specifications for the project.

As a result, SHPD obtained a project proposal, budget, and contract price from VHB and upon extensive evaluation by its selection committee which included, Alan S. Downer, Ph.D., SHPD Administrator, Lila Loos, DLNR-IT Manager, and Randolph M. K. Lee III, Dept. Contract Specialist, the selection of VHB was made. Accordingly, the selected VHB proposal was forwarded to the Chief Information Officer, Chief Procurement Officer, and the Governor for approval which were received on May 2, 2018, June 1, 2018, and May 22, 2018, respectively. See approval memos attached as Exhibit A, B, and C.

DISCUSSION:

The project is funded by appropriation LNR802 General Funds, Fiscal Year 2018 (G-18-802) and Fiscal Year 2019 (G-19-802) in the amount of \$300,000.00 and \$450,000.00, respectively, for a total of \$750,000.00.

CHAPTER 343 – ENVIRONMENTAL ASSESSMENT:

In accordance with Hawaii Administrative Rules, Section 11-200-8 (A) and the Exemption List for the Department of Land and Natural Resources, as reviewed and concurred upon by the Environment Council on June 5, 2015, the subject project is exempt from the preparation of an environmental assessment pursuant to Exemption Class No. 10, Item No. 2., which states that "Contracts for small purchase, professional services, competitive sealed proposals, competitive sealed bidding, or purchase of goods and services which are exempt from Hawaii Revised Statutes, Chapter 103D."

RECOMMENDATION:

That the Board approve and authorize the Chairperson to issue, execute and extend a \$750,000.00 contract with Vanasse Hangen Brustlin, Inc. to design, develop, integrate, and install the Hawaii Cultural Resource Information System (HICRIS) for the State Historic Preservation Division (SHPD), and;

Chairperson and Members
Board of Land and Natural Resources
August 24, 2108

Declare that, after considering the potential effects of the proposed disposition as provided by Chapter 343, HRS, and Title 11, Chapter 200, HAR, this project will probably have minimal or no significant effect on the environment and is therefore exempt from the preparation of an environmental assessment.

Respectfully submitted,



Alan S. Downer, Ph.D.
SHPD Administrator

APPROVAL FOR SUBMITTAL:



Suzanne D. Case, Chairperson
Board of Land and Natural Resources

EXEMPTION DECLARATION

AUTHORIZION FOR THE CHAIRPERSON TO ISSUE, EXECUTE, AND EXTEND A \$750,000 CONTRACT WITH VANASSE HANGEN BRUSTLIN, INC. TO DESIGN, DEVELOP, INTEGRATE AND INSTALL THE HAWAII CULTURAL RESOURCE INFORMATION SYSTEM FOR THE STATE HISTORIC PRESERVATION DIVISION

Regarding the preparation of an environmental assessment pursuant to Chapter 343, HRS and Chapter 11-200, HAR

Project Title: Design, development, integration, and installation of a new map-based electronic workflow management system, hereafter known as the Hawaii Cultural Resource Information System (HICRIS) for the State Historic Preservation Division (SHPD)

Project / Reference No. Not applicable.

Project Location: Not applicable.

Project Description: Contracting Vanasse Hangen Brustlin, Inc. (VHB) an information technology application and systems developer.


Chap. 343 Trigger(s): Use of State Fund

Exemption Class No.: In accordance with Hawaii Administrative Rule Section 11-200-8 and the Exemption List for the Department of Land and Natural Resources concurred by the Environmental Council and dated June 5, 2015, the subject request is exempt from the preparation of an environmental assessment pursuant to Exemption Class No. 10, Item 2, which states that "Contracts for small purchase, professional services, competitive sealed proposals, competitive sealed bidding, or purchase of goods and services which are exempt from Hawaii Revised Statutes, Chapter 103D."

As explained in the Board submittal, the procurement of this new system will streamline workflow, improve operating efficiencies, and provide better access to cultural resource data for the staff, agencies and professionals, as well as the public. As a result, this will provide SHPD with a modern mechanism to meet its mandate of protecting and preserving historic and cultural resources, and staff believes that this request would involve negligible or no expansion or change of use beyond that previously existing.

Consulted Parties: State Procurement Office, Enterprise Technology Services, DLNR-Information Technology Services Office, Engineering Division

Recommendation: It is recommended that the Board find that this project will probably have minimal or no significant effect on the environment and is presumed to be exempt from the preparation of an environmental assessment.

		OFFICE OF ENTERPRISE TECHNOLOGY SERVICES COMPUTER HARDWARE, SOFTWARE, OR SERVICES REQUEST					
		1. REQUEST CLASS <input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Unbudgeted					2. DEPT. REQUEST NO. C18-170
3. DEPARTMENT/DIVISION/BRANCH DLNR / Historic Preservation				4. PROG (D)FORG. CODE 802			
5. REQUESTOR'S NAME Alan Downer		6. TELEPHONE 692-8040	7. REQUEST DATE 30-Apr-18	8. TYPE OF ACQUISITION (CHECK ALL APPLICABLE) <input type="checkbox"/> HARDWARE <input checked="" type="checkbox"/> SOFTWARE <input checked="" type="checkbox"/> SERVICES			
9. ITEMS TO BE ACQUIRED (A LIST MAY BE ATTACHED IF THERE IS NOT ENOUGH SPACE)							
MOF	MANUFACTURER	MODEL	DESCRIPTION	QTY	UNIT COST	TOTAL COST/ITEM	
1	Vanasse Hangen Brustlin Inc.	Exempt	Cultural Resource Information System	1	717,703.35	717,703.35	
			Services: design, develop, integrate, implement an electronic workflow management system				
			Software: database, GIS, DocuShare, client, server, utility				
			Hardware: servers, network, security.				
			\$300,000 Allocated Act 49, SLH 2017				
			\$450,000 FY 2019				
10. ANNUAL MAINTENANCE COST TBD					SUBTOTAL	717,703.35	
11. FUNDING SOURCE General Funds 802							
12. MANDATED BY LAW: is the acquisition of the requested items required by any Federal, State, or County laws, regulations, and/or statutes. Check Yes or No. If Yes, Explain below					SHIPPING & HANDLING		
<input type="checkbox"/> YES					TAX	32,296.65	
<input type="checkbox"/> NO					GRAND TOTAL	750,000.00	
13. EXPLAIN HOW THE HARDWARE/SOFTWARE WILL BE USED. INCLUDE A BRIEF DESCRIPTION OF THE SYSTEM. IF ACQUISITION IS A REPLACEMENT OR EXPANSION TO EXISTING HARDWARE/SOFTWARE, EXPLAIN WHY. FOR REQUESTS OVER \$100K, FILL OUT ALL APPLICABLE FIELDS OF THE ETS-206C					14. TAX RATE USED	0.045	
Historic Preservation (SHPD) is seeking Vanasse Hangen Brustlin, Inc. as an exempt vendor to design, develop, and integrate a map-based electronic workflow management system that includes an Internet portal (for public, consultants, architects, government agencies, and others) including conversion and migration of extensive legacy data and documents. Integration and customization to an existing Cultural Resource Information System (CRIS) used by New York State. CRIS is a geographical information system that serves as an interactive portal for agencies and professionals to access a broad range of data and information about architectural, historic, cultural and archaeological properties.							
CIO approved request for project on technical side however SHPD pending SPO approval for 103 exemption							

16. DESCRIBE THE EXPECTED BENEFITS TO THE STATE IF THIS ACQUISITION IS APPROVED. 16. REQUEST DATE: 30-Apr-18 17. DEPT. REQUEST NO. C18-170

The new system will enable SHDP to become more proactive and efficient in its work and to make its extensive library of data more widely available and usable to professionals and the public. The new system will allow for future expansion, integration and use of related information from the Bureau of Historic Sites and others inside and outside the division. It will integrate with SHPD's existing DocuShare document management system and SHPD's existing geographical information system. It will incorporate all legacy data and enable SHPD to leverage its substantial historic properties inventory by significantly enhancing its existing capabilities, including improving data entry, retrieval, maintenance, accessibility and reporting functionality. These improvements are expected to facilitate improved operational efficiency, streamlined workflow and increased public access and use of data for local, regional, and statewide planning, education and training.

18. WILL THE HARDWARE/SOFTWARE USE THE STATE'S TELECOMMUNICATION INFRASTRUCTURE, OR FACILITIES MAINTAINED OR MANAGED BY ETS? IF YES, PLEASE EXPLAIN.

Yes. GPC VmWare VMs or ETS recommended AWS or Microsoft Azure cloud services. Preliminary configuration to be finalized with the vendor. Database server requirements: OS: Windows 2016, Ram 16GB, CPU 6-core 2.4GHz processor minimum, Storage partitions 80 GB OS, 300 GB Database and application files. Application server requirements: OS Windows 2016, Ram 16GB, CPU 4-core 2.4 GHz processor minimum, Storage partitions 80 GB OS, 100 GB software services and data. DLNR will work with ETS on final requirements including networking and security configuration.

19. USER AGENCY DP COORDINATOR
 APPROVED Lila Loos Lila Loos May 1, 2018
 DISAPPROVED Print Sign Date

20. REQUESTOR'S DEPARTMENT HEAD
 APPROVED Robert K. Masuda Robert K. Masuda May 1, 2018
 DISAPPROVED Print Sign Date

21. IT SERVICE OPERATIONS OFFICER
 APPROVED Print Sign Date / /
 DISAPPROVED Print Sign Date

22. CHIEF INFORMATION OFFICER
 APPROVED Todd Nacapuy Todd Nacapuy May 2, 2018
 DISAPPROVED Print Sign Date

23. STATE COMPTROLLER
 APPROVED Print Sign Date / /
 DISAPPROVED Print Sign Date

ETS-205 Part-B (Rev 10/25/2016)
 APPROVED Cynthia C. Gomez Cynthia Gomez May 1, 2018
 DISAPPROVED Print Sign Date



**OFFICE OF ENTERPRISE TECHNOLOGY SERVICES
IT GOVERNANCE**

**Information Technology (IT) and Telecommunications (TC)
Spend Request Checklist**

Pursuant to Executive Memorandum 16-02, all IT and TC acquisitions by Executive Branch departments or agencies (with the exception of the Department of Education, University of Hawai'i, and Office of Hawaiian Affairs) of \$100,000 or more must obtain prior approval from the State Chief Information Officer. This dollar threshold applies to budgeted and unbudgeted acquisitions.

REMINDER: Attach all supporting documents (e.g., forms, vendor quotes, explanatory diagrams, brochures, or other).

Requester should include the following information in the purchase request to support departmental and/or statewide goals including:

<p>A. Background/Description (e.g., to include all applications, systems and components, supported users, functions of the system, purposes, hosted or install location, method of implementation and support, use of in-house vs. consultants, etc.)</p>	<p>The Historic Preservation Division (SHPD) works to preserve and sustain reminders of earlier times which link the past to the present. SHPD's three branches, History and Culture, Archaeology, and Architecture strive to accomplish this goal through a number of different activities. Inefficiencies include lack of: digital access to statewide inventory of Historic Properties containing more than 38,000 historic sites in Hawaii, electronic review of development projects as the primary means of lessening the effects of change on our historic and cultural assets, GIS component.</p> <p>We are requesting to purchase the Cultural Resource Information System (CRIS) because it provides a complete solution for SHPD: application, installation, configuration, data migration from disparate databases, training, custom reporting, and yearly renewable 24x7 technical support and maintenance.</p> <p>The CRIS application will support SHPD staff located throughout the state in their mission to promote the use and maintenance of historic properties for the education, inspiration, pleasure and enrichment of Hawaii's citizens and visitors. DLNR will utilize ETS' Government Private Cloud (GPC) or recommended cloud service such as Amazon Web Services (AWS) or Microsoft's (MS) Azure to host the system. Preliminary requirements to be finalized with vendor are multiple VMware VMs running MS 2016, please refer to T205 line 18 for detailed specifications. SHPD's System Manager will oversee the project and security requirements. Consultants will provide installation, configuration and data migration requirements and assistance onto the cloud.</p>
<p>B. Alternatives Considered (e.g., consideration and discussion on alternative approaches, technologies, vendors)</p>	<p>The alternatives considered are:</p> <p>(1) custom software solution, which is appropriate for a specific solution that does not exist commercially, compared with business requirements that already exists in the COTS CRIS application;</p> <p>(2) keep the current manual system, which is against the recommendations of the SHPD administration and Federal National Parks Service.</p>
<p>C. Impact If Denied (e.g., business impact to the public, department, and/or the State)</p>	<p>SHPD will not be able to function based on the requirements of their preservation program namely process projects electronically, real time access to historic sites, GIS capabilities, and mobile access through a web interface.</p>
<p>D. Installation/Implementation Schedule (e.g., equipment install will occur over the next 90 days upon delivery, upgrade will occur in 4th quarter of FY16, or other)</p>	<p>Implementation will occur over the next 365 days upon approval of procurement.</p> <p>Implementation of the GPC or cloud service process includes a request via the ITRS and coordination of networking and security configuration with ETS' network section.</p>
<p>E. Vendor Information (include vendor name, contact name, phone number, and email.)</p>	<p>SPO to approve recommended exempt contract method.</p>
<p>F. Compliance/Regulatory/Legal</p>	<p>None.</p>

(Are there compliance, regulatory or legal requirements related to this request? If yes, please describe.)	
G. Security — Cyber/Physical (Are there additional or unique security requirements related to this request? If yes, please explain.)	For mobile access: ETS' virtual private network (VPN) wireless connection to the GPC or approved cloud service. Application security is based on Microsoft Active Directory granting permissions to access roles for single sign-on capability.
H. Health/Safety (Is this request in response to addressing Health or Safety issues or concerns in the State? If yes, please describe.)	N/A
Cost Breakdown	
A. Cost (Specify initial cost, include all costs broken down by type, e.g., hardware, software, infrastructure/telcom, consulting services, travel, other direct)	<p>Budget of \$750,000 to be allocated based on exempt vendor response:</p> <p>Phase I: Discovery and Design (July 1, 2018 to June 30, 2019) Requirements confirmation, stakeholder review, as-is and to-be process workflow analysis, CRIS functional review, data conversion analysis, integration with DocuShare and GIS, security analysis, fit/gap determinations, system design functional and technical plan. Design: Initial design workshops, identify critical path milestones, draft of design documentation, detailed design review workshops, finalize system design, documentation of final system Data conversion preparation: finalize data conversion plan, identify documents and records, confirm meta-data requirements, confirm format Development environment: GPC, acquire hardware, software, install and configure system development environment, test environment Initial system build</p> <p>Phase II: Build and Conference Room Pilot Testing (July 1, 2019 to October 31, 2019) Complete system build, initial system unit testing, system configuration for conference room pilot, initial system documentation for training purposes, project team training Pilot: select and prepare documents and transactions, perform integration testing and functionality, fit/gap feedback and design revisions, update system as necessary, continue pilot until gaps are addressed, finalize system and configuration, update update system documentation Go-live deployment: install and configure system production environment, perform unit testing with sample data, perform integration testing sample data, convert all data into system, complete final system testing with production data, finalize documentation, complete end user training, complete readiness assessment, perform phased go-live internal pilot end-users, external selected pilot end users, troubleshooting, system adjustments, additional training, update documentation. Final SHPD system acceptance Begin 2-year warranty, support and maintenance services.</p>
B. Cost Comparison (e.g., list info from multiple vendor quotes, license count verification, support level, or other)	Exempt.
C. If purchase not budgeted, explain what trade-offs were made to enable purchase. (e.g., delayed purchase of future projects, reduce scope request for a budgeted purchase, or other)	N/A
D. Funding Mechanism	General Funds 300,000 G-18-082-C Supplemental FY 19 request for \$450,000 to be finalized

ETS-206 Part C (Rev: 2016.08.11)

(e.g., G-17-001-T, General Funds, CIP, Special Funds, Federal Funds, or other)	
E. Procurement Approach (e.g., SPO Price List 12-03, IFB, or other)	1) Application Purchase: Exempt 2) Cloud Service with ETS' GPC or SPO Price/Vendor List/ETS' contract: Amazon Web Services (AWS), Microsoft Azure Cloud
F. In-House Personnel (e.g., additional position requirements, or reductions)	None
Initial and Ongoing Operational Costs (includes overall total estimated for software subscription(s) and/or operations & maintenance) (TCO estimated, if applicable)	
A. Software Subscription (TCO estimated, if applicable)	Software subscription license and 24x7 maintenance cost of CRIS application renewable on a yearly basis is TBD.
B. Operations & Maintenance (TCO estimated, if applicable)	Cost of hosting services provided by ETS GPC, AMS or MS Azure cloud service will be determined by ETS or SPO price list based on data storage and access requirements.
Operational and Ongoing Operational Costs (includes overall total estimated for software subscription(s) and/or operations & maintenance) (TCO estimated, if applicable)	
A. Products/SKUs (Compare against previous quote for accuracy.)	N/A
B. License Counts (Provide confirmation license counts have been reviewed and verified.)	Subscription license counts include Historic Preservation employees and approved applicants for electronic submission of projects are TBD
C. License User Validation (Provide a list of users for each license.)	See attached list of Historic Preservation users
D. License Host Validation (Provide a list of hosts for each license.)	Hosted via VMware VMs on the State GPC or approved cloud service provider
E. License Type (e.g., subscription, non-perpetual, perpetual or other)	Subscription
F. Support Level Changes (e.g., increase response time from Next Business Day, 8x5, 24x7, 6-hour, or other)	N/A
G. Price Increase (Explain)	N/A
Discussion of Benefits (return on investment) to the State, including:	

<p>A. Return on Investment (ROI) (ROI can be described in either conventional business finance terms or terms of impact on the daily life of citizens and visitors to the State – i.e., a “Public ROI”; quantify where feasible, use non-quantifiable measures and descriptors in other cases)</p>	<p>Allows Historic Preservation to function efficiently and effectively; maintain and administer a comprehensive program of historic preservation inventories to promote the conservation and use of historic properties for the education and enrichment of the citizens of Hawaii as authorized by law. The majority of statewide inventory documents are digitized.</p> <p>CRIS is expected to reduce response time, including task completion time by having a single point of access to information: Data integration and exchange delivers accurate information to the history and culture, archaeology, and architecture branches in a timely manner. The summation of the return on investment affects public reviews as less time is spent on manually processing development project reports leading to a lessening of change on Hawaii’s historic and cultural assets.</p>
<p>B. Risk Reduction (How does outcome of this request reduce risk in terms of business continuance, single point of failure, etc.?)</p>	<p>The success of this project depends on the software's capability to fully meet the business requirements determined by the division administrator and staff, provide usability features to the branches; and provide secure connectivity to submissions of development project reports. Attached appendices are the requirements documentation detailing the custom functions of CRIS.</p> <p>CRIS will be hosted on ETS’ GPC or recommended cloud service which provides backup capabilities. Additional backup will also be hosted at DLNR.</p>
<p>C. Efficiency Gains (e.g. network throughput increase, increase in business process speed, automation of a process, or other)</p>	<p>Gains in automating manual business processes allowing for electronic intake and management of development projects, application support efficiency are realized through: 24x7 support to resolve critical issues via phone or email, help desk for application usage and database troubleshooting, subject matter experts for ad-hoc advice regarding system features, software updates and maintenance releases including patches and system-wide enhancements, data integration from existing digitized documents formatted for migration to new system.</p> <p>Gains in application functionality are realized through CRIS with custom features detailed in Appendices 1-6 including determined forms that will be integrated into the COTS.</p> <p>The common interface allows users access to all data regarding archaeology, architecture, history and culture projects, surveys, registers in a single workspace with consistent screens allowing GIS functionalities and spatial queries to the desktop.</p>
<p>D. Infrastructure Consolidation, Standardization, or Shared Service Opportunities (e.g., purchase will allow us to consolidate multiple sites, standardization across the environment, ability to share network infrastructure with various agencies, or other)</p>	<p>DLNR will be utilizing ETS’ GPC or recommended cloud service as infrastructure as a move toward consolidation and use of hosted services. The GPC also provides backup functions for the system.</p>
<p>E. What organizational initiatives are being supported? (e.g., Legislative, Executive/Governor, Enterprise, Departmental)</p>	<p>Department initiatives to protect and enforce the State’s land and natural resource historic preservation laws. ETS initiatives on infrastructure consolidation and shared services. Governor’s initiatives regarding the environment, effective and efficient government.</p>
<p align="center">Submit completed form and any attachments to: ETS.ITG@hawaii.gov</p>	

ITG Spend Request # 1592 (ITG Review Status: Approved) (Final: Sent for eSignature)

Request Information	Application Number	Title	Request Date	Agency
ITG SPEND REQUEST		Title: Cultural Resource Information System	Department Request Date: 3/28/2018	
Fiscal Year: 2018-2019	Description: SHPD proposals from vendors with the capability and qualifications to complete the design, development, integration and implementation of a new map-based electronic workflow management system that includes an internet portal (for public, consultants, architects, government agencies, and others) including conversion and migration of extensive legacy data and documents. It is anticipated that the new system will enable the SHPD to become more proactive and efficient in its work and to make its extensive library of data more widely available and usable to professionals and the public. Upon contract award and notice to proceed, SHPD anticipates that the selected solution provider will have their team ready to begin the project implementation by July 1, 2018. SHPD also anticipates that the Project Phase 1 of the implementation will be fully completed within 12 months from the start date, during FY18, and subsequent project phases (2 & 3) during the next 6 months. The total project for all phases is expected to be completed within 18 months of the start (SHPD will allow for one 6 month project extension, if necessary)		Type of Request Document: ETS205 (JCSD205/T205)	
Budgeted? Yes	Department Request Number: C18-170	Requestor: <input type="checkbox"/> Downer, Alan S		
Phone Number: 808.692.8040	Program ID: 802	Dept: DLNR		
Division: SHPD - State Historical Preservation Division	Type of Purchase: Software/Services	Act 119 Request? No		
Alternate Contact Information:	Services Cost: \$750,000.00			
Software Costs: \$0.00				
Mandated by Law? No	Funding Source:			
Funding General: 100%	Funding Federal: 0%	Funding Special: 0%		
Funding CIP: 0%	Funding Revolving: 0%	Procurement Vehicle: 103D Exemption		
Investment Type: DMR	IFC Request? No	Requested Amount: \$750,000.00		

Renewal No.

Vendor Information to include?
Yes

Vendor(s) Name
Marissa Hagen

Vendor Contact Name

Vendor Contact Email

Vendor Contact Phone

Comments

Request Year

Don't forget to attach all necessary documents
Fill out vendor information if necessary

Attachments

- Appendices_FINAL.zip
- ETS-205_Part_C HP 3-14-18.docx
- ETS-205_Parts_A_and_B HP 3-14-2018.xlsx
- HP Employee List.pdf
- Prof. Serv. Solicitation No. SHPD-18-PS001 Workflow System 3-28-18_ref 5.doc

Request Comment History

Edit Comments

	Modified	Modified By
Received Signed T205 A,B,C from Randolph, submittal to CIO for es-gin	5/1/2018 1:44 PM	Dalin, Greg
Had a lengthy con-call with DLNR, SPO, Susan Alfin has confirmed that they cannot use the Pro Services list that we said was not allowed. however she will help them through the exemption process. that is pending, till I recieved an updated T205 to get signed off.	4/26/2018 9:12 AM	Dalin, Greg
Suzanne Case- DLNR head will not sign this request as a sole source. SHPD wants T205 signed with professional services which is something we cannot do. There is a meeting scheduled 4/25 1 pm with SHPD, SPO and ITG.	4/25/2018 9:25 AM	Dalin, Greg
Brought this up to CIO, who has approved this request. ETS will support this request on a technical side, however it will be at SPO's discretion to approve the Sole Source Procurement method. I am awaiting DLNR's signed revised T205's before submitting to CIO to sign	4/19/2018 2:16 PM	Dalin, Greg
ITG Recommends Denied spend request till a viable procurement method is approved. Advised Randolph at SHPD to possibly look into a Sole Source Procurement due to source code being provided by only 1 vendor	4/3/2018 12:33 PM	Dalin, Greg
Sent email below out after discussion with the various parties From Dalin, Greg Sent Monday, April 2, 2018 1:35 To Lee, Randolph M ; Loos, Lila Cc Loos, Lila ; Omura, Todd T ; Nacapuy, Todd Subject re DLNR Professional Services Proposal Solicitation No. SHPD-FY18-PS001 Aloha Randolph & Lila, This is to follow-up with our discussion and the T205's submitted regarding your SHPH Professional Services Procurement. After a discussion with Donna from SPO and Todd O., we cannot approve this request due to SPO's recommendation of NOT utilizing the DLNR professional services list for IT services. Based on the email from Donna "We met with Todd Omura and Todd Nacapuy today regarding your subject procurement. Based on the information provided, advise that you will need to conduct your procurement via the competitive sealed proposals method of procurement pursuant to HRS 103D-303. I am attaching a sample RFP that you may use for formatting and perhaps consider the evaluation criteria. Please know that the 303 process requires evaluation of the proposals by a committee of three (3) government employees. I am also attaching a checklist of steps to perform and items that need to be included in your solicitation and procurement file while conducting this method of procurement. You are not able to utilize the GSA Schedule 70 since you are procuring for more than just services, i.e. hardware. Also, SPO does not recommend utilizing the professional services method of procurement for IT services. We also noticed that your list is a mix of AE professionals and at least one (1) computer science professional. Is that how you publish your notice? May I please get a copy of your notice so we may advise on conducting professional services for future." As you mentioned to me, you re-worded the SOW removing the Hardware requirements and to require the use of a cloud/GPC environment. However as noted in the email, that applied if you were going to use GSA Schedule 70 potentially. Per the original recommendation, a Competitive Sealed Proposal would be the best option going forth. If you feel a meeting with SPO/ETS is required please let me know	4/2/2018 2:11 PM	Dalin, Greg

5/1/2018

Department Requests - Cultural Resource Information System

Edit Comments	Modified	Modified By
<p><input type="checkbox"/> DLNR wanted to originally use the Internal Professional services list for this requirement. However after some pushback and a request from Randolph Lea. The CIO, T Omura and SPO has met and stated that the internal lists can no longer be used for IT procurements. Todd O sent email to notify all relevant parties of the decision. Now pending DLNR on which vehicle they intended to use. I did mention GSA Schedule 70 as a possibility but if not would have to be a RFP due to \$550k anticipated spend.</p>	3/23/2018 1:08 PM	Dalín, Greg
<p><input type="checkbox"/> Received preliminary info regarding a Professional Services List procurement</p>	3/1/2018 4:12 PM	Dalín, Greg

Signature: *T. Omura*

Email: todd.t.omura@hawaii.gov

SECTION ONE **INTRODUCTION**

I. SHPD BACKGROUND

The State Historic Preservation Division of DLNR works to preserve and sustain reminders of earlier times which link the past to the present. SHPD's three branches, History and Culture, Archaeology, and Architecture, strive to accomplish this goal through a number of different activities. The division's statewide Inventory of Historic Properties contains information on more than 38,000 historic sites in Hawai'i. Reviews of development projects are the primary means of lessening the effects of change on our historic and cultural assets.

The Burial Sites Program, the Certified Local Government Program, the Historic Preservation Program, maintenance of the Hawai'i and National Register of Historic Places, SHPD's Information and Education Program, and Inter-Agency Archaeological Services, are designed to promote the use and maintenance of historic properties for the education, inspiration, pleasure and enrichment of Hawai'i's citizens and visitors.

SHPD Website: <https://dlnr.hawaii.gov/shpd/>

SECTION TWO
ELECTRONIC WORKFLOW MANAGEMENT SYSTEM SCOPE OF SERVICES

I. SCOPE OF SERVICES

The State Historic Preservation Division (SHPD), Department of Land and Natural Resources (DLNR) is requiring vendor to complete the plan of the form and structure, development, integration and implementation of a new map-based electronic workflow management system that includes an internet portal (for public, consultants, architects, government agencies, and others) including conversion and migration of extensive legacy data and documents. It is anticipated that the new system will enable the SHPD to become more proactive and efficient in its work and to make its extensive library of data more widely available and usable to professionals and the public. At the same time, the new system will allow for future expansion, integration and use of related information from the Bureau of Historic Sites and others inside and outside the division. The new system will integrate with SHPD's existing DocuShare Document Management system and SHPD's existing Geographic Information System, all of which are further described in Appendix-08 Current IT Environment. The new system should incorporate all legacy data and should enable SHPD to leverage its substantial historic properties inventory by significantly enhancing its existing capabilities, including greatly improving data entry, retrieval, maintenance, accessibility and reporting functionality. It is expected that these improvements will in turn facilitate improved operational efficiency, streamlined workflow and increased public access and use of SHPO data for local, regional and statewide planning, education and training. The new system will be focused on supporting the business needs of SHPD.

SHPD expects to utilize the New York State's Cultural Resource Information System (CRIS) source code base as a prototype to develop the system to meet SHPD's requirements and expects to acquire the CRIS source code for this project. Other required software (i.e. database licenses, DocuShare licenses, GIS licenses, etc.) and hardware (Servers, etc.) would need to be specified and provided by the vendor. Generally, the functionality of the New York State CRIS is what SHPD anticipates but customized to fit SHPD's unique needs (See Appendix-01 Requirements Matrix).

New York State's CRIS system: <https://cris.parks.ny.gov/>

II. PROJECT SCOPE DETAILS

1. SOFTWARE

While SHPD expects to utilize the CRIS source code base as the foundation of this system, the vendor will be required to supply all additional software, or additional licenses, including but not limited to:

- a. Database
- b. GIS

- c. DocuShare
- d. Middleware
- e. Client
- f. Server
- g. Security
- h. Utility
- i. Other

The vendor will also be responsible for providing sufficient licensing for each software component, please see Appendix-08 Current IT Environment for current software in use at SHPD.

SHPD expects the system to have robust security protections and that the vendor will provide the necessary software plan of the form and structure, and integration with authentication services such as Microsoft Active Directory, or others, as necessary to facilitate robust security.

The vendor is advised that the State of Hawaii, DLNR/SHPD will own all rights to the source code built and developed for this project.

The vendor shall clearly specify in its negotiation line-item pricing for any software and licenses.

2. HARDWARE

The Vendor will be required to supply all system hardware including but not limited to:

- a. Production servers
- b. Development/Test servers
- c. Web servers
- d. GIS servers
- e. Network devices
- f. Firewall and security appliances
- g. Backup systems
- h. Other

See Appendix-08 Current IT Environment for current system hardware in use at SHPD.

SHPD expects the system to have robust security protections and that the vendor will provide the necessary hardware and network plan of the form and structure to facilitate robust security.

The vendor shall consider cloud-hosted servers and related equipment, or other physical hardware when a cloud based solution is not practical.

IMPLEMENTATION METHODOLOGY AND APPROACH

The State expects vendor to lead the software and system (the solution) implementation.

Specifically, the State expects the solution provider's (aka vendor's) staff to supply the majority of the implementation labor to install, configure, plan the form and structure, build, test and roll-out the software as well as to provide project leadership, best practices, and tools to guide and effectively collaborate with the SHPD staff to plan the form and structure, implement, test, train, deploy, and stabilize a complete, operational, integrated system according to the requirements and functionality described within this solicitation and to meet SHPD's operational business needs.

The vendor shall 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 are no interceding critical path milestone deliverables between the overlapping project phases.

Upon the award of the 18-month multi-term contract, with an option for a 6-month upon mutual written agreement, and a notice to proceed, the SHPD anticipates that the selected solution provider will have their team ready to begin the project implementation by July 1, 2018. SHPD also anticipates that the Project Phase 1 of the implementation will be fully completed within 12 months from the start date, during FY19, and subsequent project phases (2 & 3) during the next 6 months subject to the availability of funding. The total project for all phases is expected to be completed within 18 months of the start (plus one 6-month project extension, upon mutual written agreement). The vendor shall include the fixed pricing of each project phase (i.e. Project Phases 1, 2, and 3) along with the total project amount in the full scope of their negotiation.

A. Project Approach and Methodology

SHPD has anticipated the following high-level project approach and methodology, however the vendor is free to propose their own proven methodology and implementation approach.

B. Project Management

Ongoing Project Management and Administration

Project Phase 1 – Discovery and Plan of the Form and Structure (Anticipated to be 12 months of FY19 (July 1, 2018 to June 30, 2019)

1. Project Discovery
 - a. Discovery
 - b. Requirements confirmation
 - c. Stakeholder review
 - d. As-Is and To-Be process workflow analysis
 - e. NY State CRIS functional review
 - f. Data conversion analysis
 - g. Integration with DocuShare, GIS and other systems, analysis
 - h. Security analysis
 - i. Fit/Gap determinations

- j. System plan of the form and structure – Functional and Technical
- 2. Plan the Form and Structure
 - a. Initial design workshops
 - b. Identify critical path milestones
 - c. Draft of plan of the form and structure documentation
 - d. Detailed plan of the form and structure review workshops
 - e. Finalize system plan of the form and structure
 - f. Documentation of final system plan of the form and structure
 - g. Freeze plan of the form and structure
- 3. Data Conversion Preparation
 - a. Finalize data conversion plan
 - b. Begin any preparation for data conversion, including:
 - i. Identifying documents and records
 - ii. Confirming meta-data requirements
 - iii. Confirming format
 - iv. Organization and staging
- 4. Development Environment
 - a. Acquire hardware
 - b. Acquire software
 - c. Install and configure system development environment
 - d. Test environment
- 5. Initial System Build
 - a. Begin initial application build

Project Phase 2 – Build and CRP Testing (Anticipated to be 4 months of FY20 (July 1, 2019 to October 31, 2019))

- 6. Final System Build
 - a. Complete system build
 - b. Initial system unit testing
 - c. System configuration for conference room pilot (CRP)
 - d. Initial system documentation for training purposes
 - e. Project team training for CRP
- 7. Iterative Conference Room Pilot
 - a. Select and prepare documents and transactions for CRP
 - b. Perform integration testing and functionality for CRP
 - c. Begin CRP
 - d. Fit/Gap feedback and plan of the form and structure revisions

- e. Update system as necessary
- f. Continue pilot until gaps are addressed
- g. Complete CRP
- h. Finalize system and configuration
- i. Update system documentation

Project Phase 3 – Phased “Go-Live” Deployment (Anticipated to be 2 months of FY20 (November 1, 2019 to December 31, 2019)

- 8. Go-Live Deployment
 - a. Install and configure system production environment
 - b. Perform unit testing with sample data
 - c. Perform integration testing sample data
 - d. Convert all data into system
 - e. Complete final system testing with production data
 - f. Finalize documentation
 - g. Complete end user training
 - h. Complete readiness assessment
 - i. Perform phased Go-Live
 - i. Internal pilot end-users
 - ii. All internal end-users
 - iii. External selected pilot end-users (i.e. Agency, Consultants, etc.)
 - iv. All external end-users

- 9. Go-Live Production Support
 - a. Troubleshooting
 - b. System adjustments
 - c. Additional training as necessary
 - d. Update documentation

- 10. Final SHPD System Acceptance

- 11. Begin 2-year warranty, support and maintenance services.

3. PROCESS IMPROVEMENT REQUIREMENTS

One of the objectives of implementing an electronic workflow management system is to improve SHPD's business processes.

The vendor shall provide system-related business process improvement services, including:

- A. Review and confirm current As-Is business processes. High-level As-Is SHPD process charts have been developed (see Appendix-02 As-Is Workflow Charts). The Vendor should review and update these charts as necessary, as part of the discovery phase of the project.
- B. Determine new system-related To-Be business processes. High-level To-Be SHPD process charts have been developed (see Appendix-03 To-Be Workflow Charts). The vendor should review and update these charts as necessary, as part of the discovery phase of the project.
- C. Implement new system-related To-Be business processes when the new electronic workflow management system is built and implemented.
- D. Provide finalized, detailed documentation of the new system-related business processes, after the system is built.

4. TRAINING REQUIREMENTS

The vendor should provide a detailed approach to training as part of their negotiation.

The vendor shall provide the following training:

- A. On-site project team training at the beginning of the project on core aspects of the standard software, including but not limited to:
 - 1. Overview
 - 2. Navigation and interface
 - 3. Transaction processing for entering typical transactions
 - 4. Transaction processing for reversing typical transactions
 - 5. Query and Report filtering and execution
 - 6. Search and drilldown
 - 7. Module configuration parameters
 - 8. Security configuration
 - 9. System administration and maintenance
- B. Remote or on-site end-user training, for all aspects of the installed system, prior to initial system testing for the system test team.
- C. 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.
- D. 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.

- E. 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.
- F. On-line end-user video training courses for the production system.

5. DOCUMENTATION REQUIREMENTS

The vendor should present their detailed approach to providing documentation as part of their negotiation.

The selected vendor shall provide the following documentation in printed and electronic form, and as appropriately part of the online system help function:

- A. All standard software documentation.
- B. Standard implementation and configuration documentation.
- C. Technical documentation, including all final configuration setup parameters for this system implementation.
- D. Customized end-user documentation specific to the final system configuration, customizations and workflows as SHPD end-users, and others will use the system.
- E. End-user summarized 'cheat-sheet' documentation for typical transaction processing.
- F. Detailed documentation and summarized 'cheat-sheet' documentation for typical administrative and maintenance tasks (i.e. security, backup and restore, database maintenance, common troubleshooting tasks, etc.).
- G. A final deliverable package of varying documents that highly detail the entire system, including but not limited to:
 - 1. System architecture detailing every server (type, location, who manages it, how to access it, limitations, etc.) and every piece of hardware, software, licensing, etc.
 - 2. A complete printout and digital file of the source code.
 - 3. Detail of all data types with "crosswalks" showing the unique identifiers, any primary/foreign keys, and how they are related and integrated into the system.
 - i. A data dictionary.
 - ii. An entity relationship diagram (ERD).
 - 4. A user manual with details on user roles and workflows and how to access the system for maintenance (who to call, customer account numbers, 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.

6. SERVICE LEVEL REQUIREMENTS

In providing ongoing support services to maintain the integrity and availability of the solution, SHPD expects that the 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 (vendor) shall be completely responsible for defect free functioning of the application software and shall resolve, on a timely basis, any issues, including bug fix, applying standard and emergency software patches, upgrades, etc., at no additional cost during the contract period.

7. WARRANTY AND SUPPORT SERVICES

The solution provider (vendor) shall provide ongoing warranty, support and maintenance services for two (2) years following system acceptance, renewable thereafter, upon mutual agreement, on an annual basis. As part of their cost negotiation, the vendor should include fixed pricing for ongoing annual support and maintenance of the system after this initial support and maintenance term ends.

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 PSPS.

A. Software Warranty and Support Services

The solution provider (vendor) 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.

B. Hardware Warranty and Support Services

The solution provider (vendor) 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.

8. TIMELINE OF PERFORMANCE

Project Phase 1 will be performed during FY19, and project Phase 2 and 3 will be performed during FY20. The required deadlines are.

Expected dates for:

a.	Commencement of contract (Implementation project start):	June 29, 2018
b.	Completion of Project Phase 1 - Discovery and Plan of the Form and Structure (FY19), (12 Months):	June 30, 2019
c.	Completion of Plan of the Form and Structure	November 30, 2018
d.	Completion of Data Conversion Preparation	January 31, 2019
e.	Completion of Development Environment	April 30, 2019
f.	Completion of Initial System Build	June 30, 2019
g.	Completion of Project Phase 2 - Build and CRP Testing (FY20), (4 Months):	October 31, 2019
h.	Completion of Final System Build	August 31, 2019
i.	Completion of Iterative Conference Room Pilot	October 30, 2019
	Completion of Project Phase 3 - Phased "Go-Live" Deployment (FY20), (2 Months):	December 31, 2019
j.	Completion of Go-Live Deployment	November 30, 2019
k.	Completion of Go-Live Production Support	December 31, 2019
l.	Final SHPD System Acceptance	December 31, 2019



EXHIBIT B

STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D

State Procurement Office
Received: 05/02/2018

TO: Chief Procurement Officer

FROM: Land and Natural Resources
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods and/or services:
IT System Design and Development services to plan, design, develop and implement a new map-based, electronic workflow management system (hereinafter referred to as the Hawaii Cultural Resource Information System, or HICRIS) that includes functionality for both internal State Historic Preservation Division (SHPD)/Department of Land and Natural Resources (DLNR) users as well as an external (internet) portal for users such as public, consultants, government agencies, etc. As stated in the solicitation, the new system is required to leverage the architecture and source code of the NY Cultural Resource Information System (NYCRIS) which was developed by the Vanasse, Hangen, and Brustlin, Inc. (VHB team) for the NY State Historic Preservation Office (deployed in March, 2015). See attached Exempt Contract Negotiation with VHB, Inc., dated 4-27-2018)

2. Vendor/Contractor/Service Provide Vanasse, Hangen, and Brustlin, Inc. 3. Amount of Request: \$ 750,000.00

4. Term of Contract From: 1-Jul-18 To: 31-Dec-19 5. Prior SPO-007, Procurement Exemption (PE): N/A

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
See attached SHPD Memo dated 4-30-18.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
See attached SHPD Memo dated 4-30-18.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Alan Downer, Ph.D.	State Historic Preservation Division	808-692-8015	alan.s.downer@hawaii.gov
Randolph Lee	State Historic Preservation Division	808-692-8033	randolph.m.lee@hawaii.gov
Lila Loos	Department of Land and Natural Resources - IT Office	808-587-0338	lila.loos@hawaii.gov

All requirements/approvals and internal controls for this expenditure is the responsibility of the department. I certify that the information provided above is, to the best of my knowledge, true and correct.

Robert K. Masuda

May 1, 2018

Department Head Signature

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 05/02/2018

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 7/1/2018 to 12/31/2019 with understanding that the department has determined that it is not practicable or advantageous to procure the services required via traditional procurement methods. This approval is for the solicitation process only. Pursuant to HRS section 103D-310(c) and HAR section 3-122-112, the procuring officer shall verify compliance (i.e. vendor is required to provide proof of compliance and may use the Hawaii Compliance Express) for all contracts awarded and award is required to be posted on the Hawaii Awards & Notices Data System. Copies of the compliance and the awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Stacey Kauleinamoku at 586-0571, or stacey.l.kauleinamoku@hawaii.gov.

Approved

Disapproved

No Action Required

Ellen

06/01/2018

Chief Procurement Officer Signature

Date

DAVID Y. IGE
GOVERNOR OF
HAWAII



STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES

POST OFFICE BOX 621
HONOLULU, HAWAII 96809

SUZANNE D. CASE
CHAIRPERSON
BOARD OF LAND AND NATURAL RESOURCES
COMMISSION ON WATER RESOURCE MANAGEMENT

ROBERT K. MARUDA
FIRST DEPUTY


JEFFREY T. PEARSON, P.E.
DEPUTY DIRECTOR - WATER

AQUATIC RESOURCES
BOATING AND OCEAN RECREATION
BUREAU OF CONVEYANCES
COMMISSION ON WATER RESOURCE MANAGEMENT
CONSERVATION AND COASTAL LANDS
CONSERVATION AND RESOURCES ENFORCEMENT
ENGINEERING

FORESTRY AND WILDLIFE
HISTORIC PRESERVATION
KAHOOLAWE ISLAND PRESERVATION COMMISSION
LAND
STATE PARKS

April 30, 2018

TO: Sarah Allen, Chief Procurement Officer
State Procurement Office

FROM: Alan S. Downer, Ph.D. 
SHPD Administrator

SUBJECT: Notice of Request for Exemption

Pursuant with the State Historic Preservation Division's (SHPD) endeavor to obtain approval by the Chief Procurement Officer of the Executive Branch for a Notice of Request for Exemption regarding the exempt procurement for Vanasse Hangen Brustlin, Inc. (VHB) to plan, design, develop, implement and install a new map-based, electronic workflow management system (hereinafter referred to as the Hawaii Cultural Resource Information System or HICRISP), we have included the following response to Item No. Six and Seven, respectively, of the subject Form SPO-007:

Item No. 6:

The SHPD is a State Historic Preservation Office (SHPO) as defined by federal law. As a SHPO, SHPD is being required by the National Park Service (NPS) under the Corrective Action Plan (CAP) dated May 2010, to develop a digital data management system for all of its historic preservation data and documents. As explained below, SHPD determined that the most suitable system was the New York SHPO's "Cultural Resources Information System" (CRIS). CRIS was developed by a former NY SHPO staff person, whose firm retains a proprietary interest in the CRIS software. Constructing CRIS cannot be done by another firm. Over five years ago, CRIS cost the State of New York \$2 million to develop. Thus, having another systems developer create a CRIS-like system would cost considerably more. The current proposal from VHB, the original CRIS developer, is for a cost of \$750,000, a savings of \$1,250,000 to the state over building a CRIS-like system from scratch. Furthermore, CRIS has demonstrated that it is a fully functioned, reliable and robust system, which very precisely meets SHPD's needs, and which has demonstrated its functionality and reliability over the years of its operation. As part of the IT procurement process to develop the Scope of Services for this contract, Oceanit Laboratories, Inc. completed an

PE18-057SK

extensive review of systems utilized by other SHPO's throughout the country and their findings led to the decision by SHPD and DLNR-IT that the CRIS system works and that it meets the requirements and need of the Division. While other software developers may propose similar systems, no developer has the proven track record and reputation that VHB has in working with CRIS and developing cultural resource systems for SHPOs. Therefore, it is neither practicable or advantageous for the State to rely on an unproven vendor for this project. Rather it is advantageous for the State to procure the services of VHB as the original designer and developer of the New York State CRIS. CRIS is highly recommended by NPS, meets all design specifications and technical requirements, recognized institutionally as an effective and reliable cultural resource system, and VHB is authorized to use the proprietary base code for the development of a Hawaii Cultural Resource Information System.

It should be noted that any further delay or failure to comply with the NPS CAP requirement for the implementation of a Cultural Resource Information System will hamper the release of SHPD from its current "High Risk" status under the Historic Preservation Fund grant program and may result in the loss of a \$500,000 annual grant award.

Item No. 7:

In 2017, SHPD contracted Oceanit Laboratories, Inc. to draft the specifications and technical requirements for the design, development, integration and installation for an electronic workflow management system. They met with SHPD staff and examined all policies and procedures and the standard practices, reviewed all legal and statutory mandates including the NPS Corrective Action Plan, interviewed the DLNR-IT technical staff, talked to other stakeholders and agencies, and mapped out all the underlying programs workflows, procedures, and long-term strategies. Oceanit also contacted SHPO's throughout the county and obtained information about their cultural resource information systems and what they liked and did not like about the systems. All of the SHPOs have purpose-built systems and none of them utilized "off-the-shelf" software. SHPD, in consultation with DLNR-IT, determined that the system that most closely matched its requirements was the State of New York's CRIS system. It was designed and developed over a 2-period and installed in 2015. It has met all expectations of the New York SHPO and is functioning without a hitch.

DAVID Y. IGE
GOVERNOR OF
HAWAII



SUZANNE D. CASE
CHAIRPERSON
BOARD OF LAND AND NATURAL RESOURCES
COMMISSION ON WATER RESOURCE MANAGEMENT

ROBERT K. MASUDA
FIRST DEPUTY

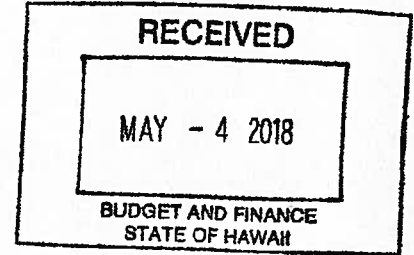
JEFFREY T. PEARSON, P.E.
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HISTORIC PRESERVATION
KAHOLAWE ISLAND RESERVE COMMISSION
LAND
STATE PARKS

STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES

STATE HISTORIC PRESERVATION DIVISION
KAKUHIHEWA BUILDING
601 KAMOKILA BLVD, STE 555
KAPOLEI, HAWAII 96707

May 2, 2018



B&F 5186
S: 5/9/18

TO: The Honorable David Y. Ige
Governor of Hawai'i

THRU: The Honorable Laurel A. Johnston
Department of Budget and Finance

FROM: Suzanne D. Case, Chairperson *Robert K. Masuda*
Board of Land and Natural Resources

SUBJECT: Request Approval of a \$750,000 Multi-Term Contract to Plan, Design, Develop, Implement and Install the new Hawaii Cultural Resource Information System (HICRIS) on behalf of the State Historic Preservation Division (SHPD)

We respectfully request approval of a \$750,000 multi-term eighteen-month contract to procure a vendor to plan, design, develop, implement and install a new map-based, electronic workflow management and information system, hereafter referred to as the Hawaii Cultural Resource Information System (HICRIP). Funding for the contract includes \$300,000.00 in general funds from Act 49, SLH 2017 via Program LNR 802, Appropriation G-18-082-C, and \$450,000.00 in general funds as approved by the 2018 Legislature in House Bill HB1900, HD1, SD2, CD1, as the Supplemental Appropriations Act of 2018. HICRIS will streamline workflow, as well as increase public access and use of cultural resource data for local, regional, and statewide planning and program compliance, education and training. In addition, this will fulfill the final element of the National Park Service Corrective Action Plan requiring the implementation of a Cultural Resource Information System. As a result, SHPD is on "High Risk" status under the Historic Preservation Fund grant program which jeopardizes its annual \$500,000 grant award.

APPROVAL DISAPPROVAL APPROVAL DISAPPROVAL

Laurel Johnston

LAUREL A. JOHNSTON
Director of Finance
May 21, 2018

DATE

David Y. Ige

DAVID Y. IGE
Governor, State of Hawai'i
May 22, 2018

DATE

Attachments.

