



DEPARTMENT OF THE ATTORNEY GENERAL
STATE OF HAWAII - Administration Division

425 Queen Street, Honolulu, Hawaii 96813

Telephone: (808) 586-0618

Fax: (808) 586-1372

BENJAMIN J. CAYETANO
GOVERNOR OF HAWAII

EARL I. ANZAI
ATTORNEY GENERAL

THOMAS R. KELLER
FIRST DEPUTY ATTORNEY GENERAL

May 25, 2001

TRANSMITTAL LETTER

TO: Lester M. Nakamura, Administrator
Information & Communication Services Division

ATTN: Karen Higa

FROM: Diane Erickson
Supervising Deputy Attorney General

RE: Agreements Listed Below

- 1) Supplemental Agreement No. 2 to Agreement No. ICS-01-24 (eWorld Enterprise Solutions – Approved as to form, **SUBJECT However to proper execution by the Comptroller**)
- 2) IFB No. ICS-FY-01-62 (Inspection & Corrective Maintenance Services of the Microwave Towers – Comments noted directly on document)
- 3) Agreement No. ICS-01-51 (Xerox Corporation – Laser Printer Maintenance – Approved as to Form **SUBJECT, However to proper execution by the Comptroller. Note: Recommend you get statement that seal is not available in Hawaii; however seal appears on the Corporate Certificate.**)
- 4) Supplemental Agreement No. 2 to Agreement No. ICS-FY-99-52 (The Lange Group for the Bureau of Conveyances – Comments noted directly on draft)

100383

TRANSMITTAL:

Mr. Lester Nakamura
Attn: Ms. Karen Higa
May 25, 2001
Page 2

- ✓5) Agreement No. ICS-FY-01-55 – Verizon Hawaii, Inc. for DS-3 Frame Relay –
Comments noted directly on draft).

TRANSMITTED FOR:

<input type="checkbox"/> Your Information & Files	<input type="checkbox"/> Your Approval	<input type="checkbox"/> Per Our Conversation
<input type="checkbox"/> Your Signature & Return	<input checked="" type="checkbox"/> Your Appropriate Action	<input type="checkbox"/> Per Your Request
<input type="checkbox"/> Your Signature & Forwarding As Indicated Below	<input type="checkbox"/> Your Review & Comments	<input checked="" type="checkbox"/> See Remarks Above

Please call me if you have any questions.

MSW.cjja-k.tn/5

100384

BENJAMIN J. CAYETANO
GOVERNOR OF HAWAII



THOMAS R. KELLER
ACTING ATTORNEY GENERAL

STATE OF HAWAII
DEPARTMENT OF THE ATTORNEY GENERAL
425 QUEEN STREET
HONOLULU, HAWAII 96813
(808) 586-1500
ADMINISTRATION DIVISION
(808) 586-1255

FAX TRANSMITTAL

DATE: 8/11/99 TIME: _____ PAGES: 8
TOTAL (INCLUDING COVERSHEET) _____

TO: Lester Nakamura
Administrator ICSD FAX NO. 61922
FR: D. Erickson
DEPARTMENT OF ATTORNEY GENERAL FAX NO. (808) 586-1372

RE: American Cadastre Inc "Protest"
Here is a copy of §103D-201 HRS and related Administrative
rules re protests. §103D-201 may have been amended this year.
I have talked with Ruth Yamaguchi at SPO and she said
she'd work with you on responding to the protest. I will
be happy to review drafts before they're sent to American
Cadastre.

#####

ORIGINAL IS BEING MAILED TO YOU: YES/NO (NO)

PLEASE CALL WHEN RECEIVED: YES/NO

DE
8/11/99

IF THERE ARE ANY PROBLEMS RECEIVING THIS MESSAGE, PLEASE CONTACT BELOW:

CONTACT PERSON: _____ PHONE: (808) 586-1255

WARNING:

THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED OR CONFIDENTIAL. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT, OR THE EMPLOYEE OR AGENT RESPONSIBLE FOR DELIVERING THIS MESSAGE TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION OR COPYING OF THIS COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE NOTIFY THIS OFFICE IMMEDIATELY BY TELEPHONE, AND RETURN THE ORIGINAL TO THIS OFFICE AT THE ABOVE ADDRESS VIA THE U.S. POSTAL SERVICE. THANK YOU.

100385

8/26/99
D. Erickson

103D-501 PUBLIC PROPERTY, CONTRACTING

invitation for bids or request for proposals when the contract is awarded under section 103D-302 or 103D-303. [L. Sp 1993, c 8, pt of §2]

PART VI. COST PRINCIPLES

[§103D-601] Cost principles rules required. The policy office shall adopt rules setting forth cost principles which shall be used to determine the allowability of incurred costs for the purpose of reimbursing costs under contract provisions which provide for the reimbursement of costs, provided that if a written determination is approved at a level above the procurement officer, such cost principles may be modified by contract. [L. Sp 1993, c 8, pt of §2]

PART VII. LEGAL AND CONTRACTUAL REMEDIES

[§103D-701] Authority to resolve protested solicitations and awards. (a) Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the chief procurement officer or the head of a purchasing agency. The protest shall be submitted in writing within five working days after the aggrieved person knows or should have known of the facts giving rise thereto.

(b) The chief procurement officer, the head of a purchasing agency, or a designee of either officer, prior to the commencement of an action in court concerning the controversy, may settle and resolve a protest of an aggrieved bidder, offeror, or contractor, actual or prospective, concerning the solicitation or award of a contract. This authority shall be exercised in accordance with rules adopted by the policy office.

(c) If the protest is not resolved by mutual agreement, the chief procurement officer, the head of a purchasing agency, or designee of either officer shall promptly issue a decision in writing. The decision shall:

- (1) State the reasons for the action taken; and
- (2) Inform the protestor of the protestor's right to review as provided in this part.

(d) A copy of the decision under subsection (c) shall be mailed or otherwise furnished immediately to the protestor and any other party intervening.

(e) A decision under subsection (c) shall be final and conclusive, unless fraudulent, or any person adversely affected by the decision commences an administrative proceeding under section 103D-709.

(f) In the event of a timely protest under subsection (a), no further action shall be taken on the solicitation or the award of the contract until the chief procurement officer, after consultation with the head of the using agency, or the head of the purchasing agency, makes a written determination that the award of the contract without delay is necessary to protect substantial interests of the State.

(g) In addition to any other relief, when a protest is sustained and the protesting bidder or offeror should have been awarded the contract under the solicitation but is not, then the protesting bidder or offeror shall be entitled to the reasonable costs incurred in connection with the solicitation, including bid preparation costs other than attorney's fees. [L. Sp 1993, c 8, pt of §2]

[§103D-702] Authority to debar or suspend. (a) After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the chief procurement officer or the head of a purchasing agency, after consultation with the using agency and the department of the attorney general, may debar a person for

§3-126-1

the contractor. [Eff DEC 15 1995] (Auth: HRS
§§103D-202, 103D-701) (Imp: HRS §103D-701)

§3-126-2 Complaint to procurement officer.

Complainants should seek resolution of their complaints initially with the procurement officer or the office that issued the solicitation. Such complaints shall be made in writing. [Eff DEC 15 1995] (Auth: HRS
§§103D-202, 103D-701) (Imp: §103D-701)

§3-126-3 Filing of protest. (a) Protests shall

be made in writing to the chief procurement officer or the head of a purchasing agency, and shall be filed in duplicate within five working days after the protestor knows or should have known of the facts leading to the filing of a protest. A protest is considered filed when received by the chief procurement officer or the head of a purchasing agency. Protests filed after the five-day period shall not be considered.

(b) Protestors may file a protest on any phase of solicitation or award including, but not limited to, specifications preparation, bid solicitation, award, or disclosure of information marked confidential in the bid or offer.

(c) To expedite handling of protests, the envelope should be labeled "Protest" and either served personally or sent by registered or certified mail, return receipt requested, to the chief procurement officer or head of a purchasing agency. The written protest shall include as a minimum the following:

- (1) The name and address of the protestor;
- (2) Appropriate identification of the procurement, and, if a contract has been awarded, the contract number;
- (3) A statement of reasons for the protest; and
- (4) Supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time in which case the expected availability date shall be indicated.

(d) The notice of protest shall be deemed communicated and filed within forty-eight hours from the time of mailing, if mailed as provided in this paragraph, or communicated and filed when received personally by the chief procurement officer or the head of the purchasing agency.

(e) The chief procurement officer or the head of a purchasing agency shall submit a copy of the protest to the respective attorney general or corporation counsel within three working days of receipt of the written protest. [Eff DEC 15 1995] (Auth: HRS §§103D-202, 103D-701) (Imp: HRS §103D-701)

§3-126-4 Request for information. Any additional information requested by any of the parties should be submitted within the time periods established by the requesting source in order to expedite consideration of the protest. Failure of any party to comply expeditiously with a request for information by the chief procurement officer or the head of a purchasing agency may result in resolution of the protest without consideration of any information which is not filed within the established time period. [Eff DEC 15 1995] (Auth: HRS §§103D-202, 103D-701) (Imp: HRS §103D-701)

§3-126-5 Stay of procurements during protest. When a protest has been filed within five working days pursuant to section 3-126-3 and before an award has been made, the chief procurement officer or the head of a purchasing agency shall make no award of the contract until the protest has been settled, unless the chief procurement officer makes a written determination, after consulting with the head of the using agency or the head of the purchasing agency, that the award of the contract without delay is necessary to protect substantial interests of the State. [Eff DEC 15 1995] (Auth: HRS §§103D-202, 103D-701) (Imp: HRS §103D-701)

§3-126-6 Making information on protests available. The chief procurement officer or the head of a purchasing agency shall, upon written request, make available to any interested party information submitted that bears on the substance of the protest except where information is proprietary, confidential, or otherwise permitted or required to be withheld by law or rules. Persons who wish to keep such information submitted by them confidential should so request by specifically identifying such information within documents submitted, and indicating on the front

§3-126-6

page of each document that it contains such information. (Eff DEC 15 1995] (Auth: HRS §§103D-202, 103D-701) (Imp: HRS §103D-701)

§3-126-7 Decision by the chief procurement officer or the head of a purchasing agency. (a) A decision on a protest shall be made by the chief procurement officer or the head of a purchasing agency as expeditiously as possible after receiving all relevant, requested information. If a protest is sustained, the available remedies include, but are not limited to, those set forth in subsection (b) and subchapter 4.

(b) In addition to any other relief, the chief procurement officer or the head of a purchasing agency shall award the protesting bidder or offeror the reasonable costs incurred in connection with the solicitation, including bid preparation costs other than attorneys' fees, when a protest is sustained and the protesting bidder or offeror should have been but was not awarded the contract under the solicitation. (Eff DEC 15 1995] (Auth: HRS §§103D-202, 103D-701) (Imp: HRS §103D-701)

§3-126-8 Request for reconsideration. (a) Reconsideration of a decision of the chief procurement officer or the head of a purchasing agency may be requested by the protestor, appellant, any interested party who submitted comments during consideration of the protest, or any agency involved in the protest. The request for reconsideration shall contain a detailed statement of the factual and legal grounds upon which reversal or modifications is deemed warranted, specifying any errors of law made or information not previously considered.

(b) Requests for reconsideration of a decision of the chief procurement officer or the head of a purchasing agency shall be filed not later than ten working days after receipt of such decision.

(c) A request for reconsideration shall be acted upon as expeditiously as possible. The chief procurement officer or the head of a purchasing agency may uphold the previous decision or reopen the case as such officer deems appropriate.

(d) The decision under subsection (c) shall be final and the protesting bidder or offeror shall be

informed:

- (1) Whether the protest is denied or sustained; and
 - (2) If the protest is denied, the protestor's right to an administrative proceeding pursuant to subchapter 5.
- (a) The protesting bidder or offeror shall inform the State within five working days after the final decision if an administrative appeal will be filed. An appeal shall be filed within seven calendar days of the determinations under section 3-122-110, this section, or sections 3-126-12 and 3-126-16.
 [Eff DEC 15 1995] (Auth: HRS §§103D-202, 103D-701)
 (Imp: HRS §103D-701)

§§3-126-9 to 3-126-10 (Reserved).

SUBCHAPTER 2

AUTHORITY TO DEBAR OR SUSPEND

§3-126-11 Application. This subchapter applies to the debarment or suspension of persons from consideration for award of contracts imposed by the chief procurement officer or the head of a purchasing agency. [Eff DEC 15 1995] (Auth: HRS §§103D-202, 103D-702) (Imp: HRS §103D-702)

§3-126-12 Suspension. (a) After consultation with the affected using agency, the respective attorney general or corporation counsel, and, where practicable, the contractor or prospective contractor who is to be suspended, and upon written determination by the chief procurement officer or the head of a purchasing agency that probable cause exists for debarment as set forth in section 103D-702, HRS, a contractor or prospective contractor shall be suspended.

(b) A notice of suspension, including a copy of such determination, shall be sent to the suspended contractor or prospective contractor. Such notice shall state that:

- (1) The suspension is for the period it takes to complete an investigation into possible debarment including any appeals of a

1879

§3-126-12

debarment decision but not for a period in excess of ninety days;

- (2) Bids or proposals will not be solicited from the suspended person, and if they are received, they will not be considered during the period of suspension; and
- (3) If a hearing has not been held, the suspended person may request a hearing in accordance with section 3-126-14.

(c) The notice of suspension shall signal the start of the investigation for debarment.

(d) A contractor or prospective contractor is suspended upon issuance of the notice of suspension. The suspension will remain in effect during any appeals. The suspension may be ended by the officer who issued the notice of suspension, an administrative hearings officer, or by a court, but otherwise shall only be ended when the suspension has been in effect for three months or a debarment decision takes effect. [Eff DEC 15 1995] (Auth: HRS §§103D-202, 103D-702, 103D-709) (Imp: HRS §§103D-702, 103D-709, 103D-710)

§3-126-13 Notice of debarment action. (a)

Written notice of the proposed debarment action shall be sent by certified mail, return receipt requested, to the contractor or prospective contractor. This notice shall:

- (1) State that debarment is being considered;
- (2) Set forth the reasons for the action;
- (3) State that if the contractor or prospective contractor so requests, a hearing will be held, provided such request is received by the chief procurement officer or the head of a purchasing agency within ten calendar days after the contractor or prospective contractor receives notice of the proposed action; and
- (4) State that the contractor or prospective contractor may be represented by counsel.

(b) The notice shall be sent to the respective attorney general or corporation counsel and the affected using agency. The affected using agency is that agency that has used the goods, services, or construction supplied by the contractor. If more than one affected using agency is involved, the chief procurement officer or the head of a purchasing agency may designate one or more representatives to be

1879



STATE OF HAWAII
DEPARTMENT OF THE ATTORNEY GENERAL
425 QUEEN STREET
HONOLULU, HAWAII 96813
(808) 586-1500
ADMINISTRATION DIVISION
(808) 586-1255

JUNE 18, 1999

6/17/99 per Wayne,
need to revise

TRANSMITTAL MEMORANDUM

- Pick up
- U.S. Mail
- State Messenger

TO: Mr. Lester Nakamura, Administrator
Information and Communication Services Division
Department of Accounting and General Services
1151 Punchbowl Street, Kalanimoku Building
Honolulu, Hawaii 96813

ATTN: Ms. Karen Higa

FROM: *J. Diane Erickson*
Deputy Attorney General

RE: MOU between DLNR and DAGS

COPIES	DATE	DESCRIPTION
2 (originals)	undated	1999 Memorandum of Understanding Between the Department of Land and Natural Resources Bureau of Conveyances and the Department of Accounting and General Services Information and Communication Services Division to provide technical services and support

TRANSMITTED FOR:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Your Information & Files | <input type="checkbox"/> Your Approval | <input type="checkbox"/> Per Our Conversation |
| <input type="checkbox"/> Your Signature & Return | <input checked="" type="checkbox"/> Your Appropriate Action | <input type="checkbox"/> Per Your Request |
| <input type="checkbox"/> Your Signature & Forwarding
As Indicated Below | <input type="checkbox"/> Your Review & Comments | <input checked="" type="checkbox"/> See Remarks Below |

PLEASE CALL OUR OFFICE SHOULD YOU HAVE ANY QUESTIONS: 586-1255

REMARKS: Per your request, I am returning the above-referenced MOU without taking any action.

1999

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

**DEPARTMENT OF LAND AND NATURAL RESOURCES
BUREAU OF CONVEYANCES**

AND THE

**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
INFORMATION AND COMMUNICATION SERVICES DIVISION**

This MEMORANDUM OF UNDERSTANDING (MOU) between the Department of Land and Natural Resources, Bureau of Conveyances (hereinafter "BOC"), State of Hawaii, and the Department of Accounting and General Services, Information and Communication Services Division (hereinafter "ICSD"), State of Hawaii, sets forth an agreement for ICSD to provide technical services and support. This memorandum delineates the responsibilities of BOC and ICSD as it relates to the acquisition, installation, testing, and operation of hardware, software, and technical support for the enhancement of the current Land Court Automated Title System (LCATS), and the regular automated tracking systems operated by the Bureau of Conveyances. The new system is to be called the Bureau of Conveyances Integrated System (BCIS).

The BOC and ICSD agree to the following:

RESPONSIBILITIES OF ICSD

ADMINISTRATION/PPMO

1. Provide assistance in preparation of bid solicitations as needed, and in evaluation and selection of services, hardware, software, or other facilities required by the BCIS within its available resources.

PRODUCTION SERVICES BRANCH

1. Provide the support necessary for the operation of the BCIS within its available resources and hours of operation.
2. Provide the necessary network management support for the BCIS within its available resources and hours of operation.

100394

SYSTEMS SERVICES BRANCH

1. Develop the technical specifications to enhance and upgrade the current LCATS and regular automated tracking systems operated by the BOC, with the participation and assistance of the BOC.
2. Coordinate the testing and verification of hardware and software components necessary to implement, maintain, and expand the BCIS.
3. Provide the necessary systems programming support for the operation of the BCIS within available resources.
4. Provide technical advice and guidance on issues relating to BCIS.

SYSTEMS NETWORKING BRANCH

1. Provide technical guidance and assistance with the installation and operation of communications related requirements.

TECHNICAL SUPPORT SERVICES BRANCH

1. Provide technical guidance and assistance with the installation and operation of local area network and PC related requirements.

PUBLIC INFORMATION ACCESS SECTION

1. Provide technical guidance and assistance with the installation and operation of Internet related requirements.

RESPONSIBILITIES OF BOC

FUNDING

1. Provide funding necessary for BCIS and all contracts for services, hardware, software, or facilities related thereto.
2. Provide funding necessary for the service and maintenance of BCIS components housed at ICSD.

PROJECT SUPPORT AND COORDINATION

1. Provide documents and information necessary to develop technical specifications.

2. Participate in the procurement process.
3. Provide access to BOC personnel to participate in development and acceptance of the BCIS.
4. Document and establish the objectives of BCIS.
5. Accept the standards and guidelines of ICSD.

Any addition or change to this MOU shall be mutually agreed upon by BOC and ICSD, and shall be executed in writing with a signed supplement.

PROJECTED FUNDING REQUIREMENTS

The BOC shall provide funding which will be achieved by direct billing to BOC by contractors in accordance with mutually agreed payment schedules and final acceptance criteria to be developed for each contract. The BOC shall provide funding by transfer upon billing by the ICSD of costs related to mutually agreed staffing and operational costs of the BCIS. The following estimates have been projected:

Personnel:	DPSA V	\$ 45,000 annual salary
	Network Control Technician	\$ 30,000 annual salary
Equipment:	Consolidated Server and Related Network Upgrades	\$300,000
Application Software:		<u>\$200,000</u>
	TOTAL:	\$575,000

Following Year Hardware/Software:

Consolidated Server	\$ 80,000
Workstations	\$ 50,000
Network Infrastructure	
Network Management	\$ 20,000
Communications	\$ 45,000
Firewall	\$ 20,000
Image Scanners	<u>\$ 10,000</u>

TOTAL: \$225,000

The undersigned parties agree to abide by the terms and conditions of this MOU:

Department of Land and Natural Resources
State of Hawaii

Department of Accounting and General Services
State of Hawaii

Timothy Johns, Chairman Date
Department of Land and Natural Resources

Raymond H. Sato, Comptroller Date
Department of Accounting and General Services

Approved as to Form:

Deputy Attorney General Date
Department of the Attorney General

1999

MEMORANDUM OF UNDERSTANDING

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BUREAU OF CONVEYANCES**

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100398

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Department of Land and Natural Resources
State of Hawaii

Department of Accounting and General Services
State of Hawaii

Timothy Johns, Chairman Date
Department of Land and Natural Resources

Raymond H. Sato, Comptroller Date
Department of Accounting and General Services

Approved as to Form:

Deputy Attorney General Date
Department of the Attorney General