

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.

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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

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Timothy Johns, Chairman      Date  
Department of Land and Natural Resources

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

Approved as to Form:

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Deputy Attorney General      Date  
Department of the Attorney General