State of Hawaii
DEPARTMENT OF LAND AND NATURAL RESOURCES
Engineering Division
Honolulu, Hawaii 96813

November 14, 2014

Board of Land and Natural Resources
State of Hawaii
Honolulu, Hawaii

Request for Authorization to Enter Into a Memorandum of Agreement (MOA) Between the Department of Business, Economic Development and Tourism and the Department of Land and Natural Resources, for the Development of an Online Permitting Platform for Supporting Renewable Energy Projects

The Department of Business, Economic Development and Tourism (DBEDT), has funding for a project that supports renewable energy permitting and has selected the Department of Land and Natural Resources (DLNR) as the recipient of those funds. Together, DBEDT and DLNR have reviewed different solutions and through the guidance of the Office of Information Management and Technology, have jointly agreed upon En Pointe as the vender under the state WSCA contract (No. ADSPO11-00000358). Since the majority of funds are being provided by DBEDT for the benefit of DLNR, DBEDT has asked us to enter into a Memorandum of Agreement (MOA) for this project.

A copy of the Draft MOA is attached as Exhibit 1, and a copy of the proposed scope of work is attached as Exhibit 2.

RECOMMENDATION:
That the Board of Land and Natural Resources approve the following:

1. Authorize the Chairperson to enter into a Memorandum of Agreement between the Department of Business, Economic Development and Tourism, State of Hawaii, and the Department of Land and Natural Resources, State of Hawaii, to develop an online permitting platform for supporting renewable energy projects, subject to the review of the Attorney General's Office.

2. Authorize the Chairperson to execute, terminate, renegotiate, amend, or modify the terms of the Memorandum of Agreement between the Department of Business, Economic Development and Tourism, State of Hawaii, and the Department of Land and Natural Resources, State of Hawaii, to develop an online permitting platform for supporting renewable energy projects, subject to the review of the Attorney General's Office.
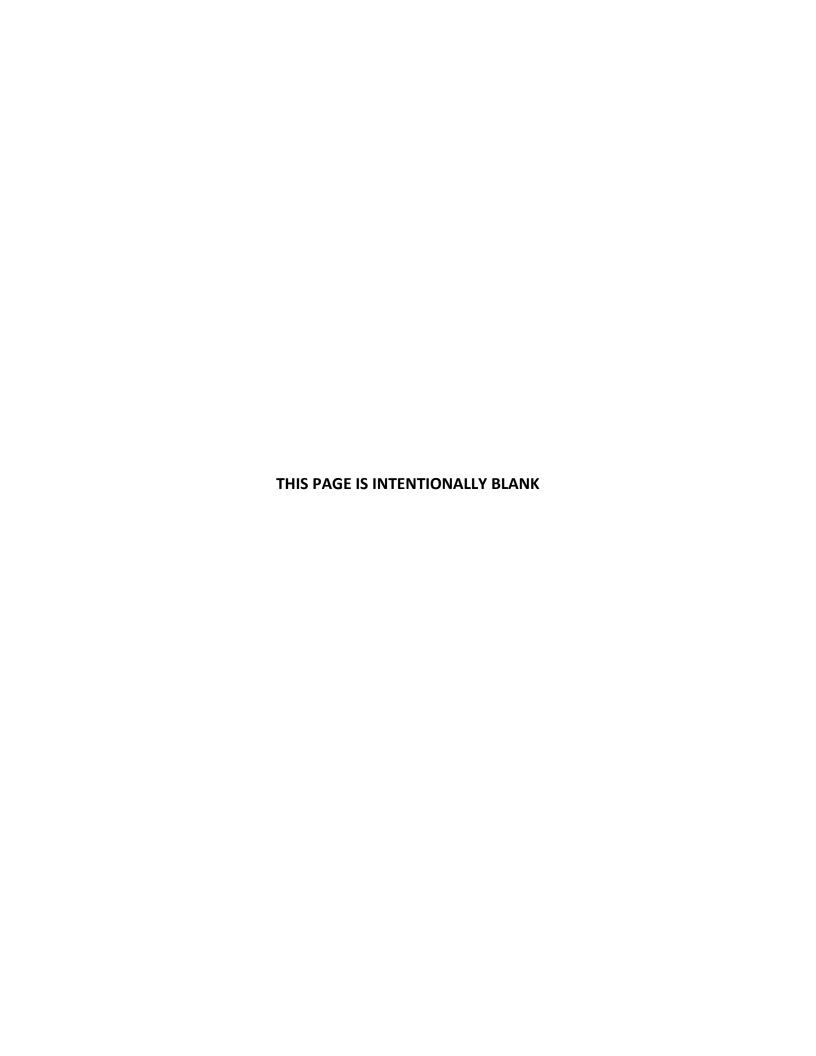
Respectfully submitted,

CARTY S. CHANG
Chief Engineer

ATTACHMENTS

Approved For Submittal:

WILLIAM J. AILA, JR., Chairperson

ITEM L-4

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MEMORANDUM OF AGREEMENT

Between

STATE OF HAWAII DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

And

STATE OF HAWAII DEPARTMENT OF LAND AND NATURAL RESOURCES

RELATING TO THE DEVELOPMENT OF ONLINE PERMITTING PLATFORM FOR SUPPORTING RENEWABLE ENERGY PROJECTS

This MEMORANDUM OF AGREEMENT (hereinafter referred to as "MOA") is effective this _____ day of _____, 20___, by and between the State of Hawaii Department of Business, Economic Development, and Tourism (hereinafter referred to as "DBEDT"), and the State of Hawaii Department of Land and Natural Resources (hereinafter referred to as "DLNR"), collectively referred to herein as the "Parties."

RECITALS

WHEREAS, the purpose of this MOA is to enable DBEDT to provide funding for the development of online permitting and asset management project (hereinafter referred to as "Project") for permits and assets under the jurisdiction and administration of DLNR.

WHEREAS, DBEDT is mandated to develop programs to encourage the development of indigenous energy resources that will benefit the State of Hawaii, which includes funding the development and implementation of electronic permitting and asset management platforms for agencies charged with the permitting and regulation of renewable energy projects.

WHEREAS, DLNR is mandated to manage and protect Hawaii's watersheds, native species and ecosystems, and cultural resources, which includes the administration of several permits and approvals required for the development of renewable energy projects in Hawaii, such as geothermal facilities, dams and reservoirs used for bioenergy and hydroelectric power, and project sites that may contain protected ecological resources.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

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DBEDT/DLNR Online Permitting MOA

MOA No. _____   EXHIBIT 1

I.   SCOPE OF SERVICES.

DBEDT and DLNR agree to undertake all necessary services to develop, implement, operate, and maintain the Project, through contractor(s) and subcontractor(s), which shall include the following:

DBEDT Duties

1. DBEDT shall provide funding, as available, for the development of the Project identified by DLNR to assist its permitting, review, and approval of renewable energy developments. To the extent possible, and as funding is available, DBEDT shall support the initial development, any improvements, and ongoing costs of the Project.
2. DBEDT shall recover any remaining funds for Project completed under budget, provided DBEDT may opt to dedicate the remaining funds to additional Project developments.
3. DBEDT shall procure the contractor(s) for the Project, En Pointe Technologies Sales, Inc., including compliance with all applicable procurement and contracting requirements.
4. DBEDT shall timely process and pay all Project invoices upon receipt of confirmation from DLNR that the invoiced deliverables have been delivered.
5. DBEDT shall coordinate with the Office of Information Management and Technology (hereinafter referred to as "OIMT"), or any other entity as necessary, for the successful implementation, continued operation, and maintenance of the Project.
6. DBEDT shall ensure compliance with all reporting requirements attached to Project funding.

DLNR Duties

1. DLNR shall assign a single point of contact for each DLNR Program who is:
   a. Responsible for all Program aspects of this project.
   b. Authorized to make all decisions relative to the project, including identification and assignment of Program resources.
   c. Available to En Pointe consulting personnel throughout the delivery of the Services.
   d. Authorized to sign acceptance forms, approve consultant hours, and approve Project changes.

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e. Will coordinate all interviews or meeting schedules.

2. Provide User ID and passwords to the En Pointe engineers for all existing equipment that needs to be configured as part of this Project.

3. Assign Program subject matter expert (SME) personnel as appropriate to work with En Pointe for the duration of the Project.

4. Provide a suitable work area commensurate with the number of on-site En Pointe engineers. The work area will include desks, chairs, and telephones, and internet access.

5. Provide accurate, complete and timely information, business and technical data or documentation as requested by En Pointe to perform the Services.

6. Provide all website content to include in the public website.

7. DLNR shall provide funding, as available, for the development of the Project, and shall seek funding for the ongoing costs required to maintain.

8. DLNR shall return to DBEDT any remaining funds for the Project if completed under budget, provided DBEDT may opt to dedicate the remaining funds towards additional Project developments.

9. DLNR shall provide Project progress reports to DBEDT in a method and time period agreed upon by the Parties.

10. DLNR shall provide DBEDT the information requested by DBEDT to comply with all reporting requirements attached to Project funding.

11. DLNR shall coordinate with OIMT, or any other entity as necessary, for the successful implementation, continued operation, and maintenance of the Project.

II.   PROJECT FUNDING.

Funding for the Project comes from both DBEDT and DLNR.

DBEDT shall provide $200,000 for the Project through an "Agreement for Services" between DBEDT, the High Technology Development Corporation (HTDC), and the Research Corporation of the University of Hawaii (RCUH) for the benefit of the Hawaii Natural Energy Institute (HNEI). $200,000 of the "Agreement for Services" is budgeted for "implementation of another online permitting tool in partnership with a (to be determined) State or County agency responsible for permitting renewable energy facilities."

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DLNR shall provide $16,569.64, or an amount not to exceed $20,000, for the Project through a United States Fish and Wildlife Service Section 6, Cooperative Endangered Species Conservation Fund, grant award (CFDA 15.615).

III.   PAYMENTS and INVOICING.

The Parties shall establish the appropriate mechanisms to ensure Project funds are ready for payment to the contractor(s) upon confirmation of the delivery and operating functionality of the invoiced Project deliverables.

IV.   MODIFICATIONS.

Any extensions, changes, or alterations to the MOA shall be agreed to by the Parties in writing before being undertaken and the same shall be evidenced by written amendment to this MOA.

V.   REPORTS AND RECORD RETENTION.

Contracts or subcontracts entered into in the performance of this MOA shall be subject to all reporting requirements attached to Project funding. The Parties shall be responsible for ensuring the timeliness and accuracy of this reporting.

The Parties shall maintain and retain all records in support of the reports required under this MOA and shall make them available for review or financial audits, as may be requested. Records shall include books, records, documents, and other evidence including, but not limited to, vouchers, bills, invoices, requests for payments and other documentation, which according to generally accepted governmental accounting principles, procedures and practices, sufficiently and properly document all program costs extended in performance of this MOA. Such records shall be maintained for a minimum of five (5) years after termination or expiration of this MOA. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or litigation which may be based on the terms of this MOA, whichever period is longer. The aforesaid records, books,

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documents, and other evidence shall be subject at all times to inspection, review, or audit by state of federal auditors, the State Comptroller, or other authorized personnel upon request.

VI.   NO RIGHTS TO THIRD PARTY TO ENFORCE THIS MOA.

This MOA is entered into by and between DBEDT and DLNR for their mutual benefit. No third party person, organization, agency, or entity shall have the rights to claim benefits under this MOA or demand performance of any provision of this MOA.

VII.   TERMINATION.

Either Party to this MOA may, with or without cause, terminate this MOA at any time upon written notice given sixty (60) days in advance of such termination. Upon notice of termination, the balance of any Project ongoing at the time of termination, if any, shall be determined on the basis of total work performed up to the time of termination.

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Agreement as of the date written below.

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RICHARD C. LIM   WILLIAM J. AILA, JR.

Director   Chairperson
DEPARTMENT OF BUSINESS, ECONOMIC   DEPARTMENT OF LAND AND NATURAL
DEVELOPMENT, AND TOURISM   RESOURCES

Date _____   Date_____

APPROVED AS TO FORM:

_____   _____

DBEDT/DLNR Online Permitting MOA

MOA No. _____

Deputy Attorney General for the Department of Business,   Date
Economic Development, and Tourism

Deputy Attorney General for the Department of Land   Date
and Natural Resources

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AUTOMATED PERMITTING SOLUTION

SCOPE OF WORK

For the
Department of Land and Natural Resources

Engineering Division
Dam Safety Program
Geothermal Program

Division of Forestry and Wildlife
Native Invertebrate Program

October 15
2014

Automated Permitting Solution

SCOPE OF WORK

I. Project Summary:

The project will be to deploy an automated permitting solution for Dam Safety, Geothermal, and Native Invertebrate programs for the Department of Land and Natural Resources. The commercial off the shelf software (COTS) to be used will be the Infor Public Sector Suite (IPS) that is implemented by DataHouse Consulting Inc. and centrally managed by the Office of Information Management and Technology (OIMT). The appropriate modules will be configured to automate their workflow and information required.

The automated system will provide the following:

- Central database of permit
- Automated workflow required for review, approvals, and collaboration
- Electronic storage of document attachments associated with the permit, inspection, and review processes
- Log of activities throughout the processes
- Calculation of fees and recording of fee payments
- On line web site for public to apply for permits and review requests

The system will be part of a statewide, centralized system provided by OIMT. OIMT will provide the following:

- Secure data center with power backup, environmental controls, and disaster recovery
- Server, storage, and data center network resources
- Operating system and database software licensing and maintenance
- On-going infrastructure management and operational support e.g. data backups, server and storage administration, security, etc.

II. Scope of Work

II.1 Scope of Application Functions

The following defines the functional scope of each application

II.1.1 Dam Safety Permit (see attachment A)

Web site for the public to enter and review permit applications. The web site will be linked to the DLNR web site and will include
- User registration to setup user account information, user name, and password
- Online applications for
    - Dam Safety Permit for new, removal, rehabilitation, and improvements
    - Certificate of Approval to Impound (CAI)
- Credit card payment option

Back office application to add, change, and delete the:
- Dam Safety Permit for new, removal, rehabilitation, and improvements
- Certificate of Approval to Impound (CAI)

Detail pages will include the following:
- Data elements listed in the Dam Safety Permit (DLNR-Dam-Safety Sheet 1-3) and CAI/Owner Contact Information Sheet
- Calculate fees
    - Dam Safety Permit - 2% of the cost estimate provided by the applicant
    - CAI - $400
- Fees received by the applicant
- Uploaded files attached to the permit application
- Log notes entries

The application will be routed for review and comment. Milestones will be established in the application to define each review step. (See attachment A for workflow)
- Internal review
- External review
- Permit complete and satisfactory
- Recommend for board approval
- Board review (record date of board meeting in the application)
- Permit issued

A permit letter will issued and uploaded and attached to the permit application record

Log entries will be attached to the permit to record construction related activities
- Upload construction reports and other files

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- Email contacts associated with permit
- Record meeting notes/minutes

Inspections records will be attached to the permit record
- Record inspection results and findings

The permit milestone status will be updated to close the permit

Note: Asset management is not included in this scope of work but could be added in a future phase.

II.1.2 Geothermal Permits (see attachment C)

Web site for the public to enter and review permit applications. The web site will be linked to the DLNR web site and will include
- User registration to setup user account information, user name, and password
- Online applications for
    - Geothermal Exploration Permits
    - Geothermal Drilling and Well Modification Permit
- Credit card payment option

Back office application to add, change, and delete the:
- Geothermal Exploration Permits
- Geothermal Drilling and Well Modification Permit

Detail pages will include the following:
- Data elements listed in Geothermal Exploration and Geothermal Drilling and Well Modification Permits
- Calculate fees
    - $100 per permit
- Fees received by the applicant
- Uploaded files attached to the permit application
- Log notes entries

The application will be routed for review and comment. Milestones will be established in the application to define each review step.

- Application is reviewed for completeness
- Application is reviewed by Engineering
- Application is sent out to review by other divisions/departments
- Comments are reviewed by Engineering
- Cycle between Engineering and Applicant regarding comments (may cause re-review of application)

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- Final application is put together
- Sent to the Board for approval
- Permit with conditions is issued and sent to applicant

A permit letter will issued and uploaded and attached to the permit application record

Log entries will be attached to the permit to post issuance activities
- Upload reports and other files
- Record meeting notes/minutes

Inspections records will be attached to the permit record
- Record inspection results and findings

II.1.3 Native Invertebrate Permitting and Database system (See attachment B)

- Develop an automated permitting solution for the Application for Research on Native and/or T&E Native Invertebrate Species permitting process using commercial off the shelf (COTS) permitting and asset management software. The automated solution should provide rules based workflow assignment and routing, electronic notifications, milestone reviews, document attachments, event logging, audit trail history, reporting, and role based security.
- Create an integrated online portal using COTS software with appropriate security settings to allow the public to submit and review status of permit applications.
- Migrate data from existing SQL database into an asset management database and provide update, search, GIS mapping capabilities.
- Integrate automated permitting solution with State of Hawaii's ESRI GIS system using map services and shape files.
- Provide reporting tools to generate ad hoc and standard reports from permitting database.
- Provide user and administrator training on the COTS software.

Configure and install the COTS software in the State of Hawaii OIMT Government Private Cloud infrastructure

Web site for public to enter permit applications

- User registration to setup user account information, user name, and password
- Option to apply and review status Application
  for Research on Native and/or T&E Native
  Invertebrate Species

Back office application to add, change, and delete permit applications.

The tabs on the page will include the following:
- Data elements listed in Application for Research on Native and/or T&E Native Invertebrate Species permit
- Uploaded files attached to the request record
- Log notes entries

The application will be routed for review and comment. Milestones will be established in the request to define each review step. (See attachment B for workflow checklist)

Permit generation

Log entries will be attached to the applications to record activities
- Upload reports and other files
- Record meeting notes/minutes

Native Invertebrate database
- Create Inventory Native Invertebrate database with required attributes (see attachment B)
- Provide Ad hoc searching of assets with export to Excel

II.2   Scope of Implementation

The Implementation tasks of the project are as following

Task 1   Plan / Initiate Project
                    Develop project plan
                    Hansen software license entitlement
                    Install software
                    Kick off project

Task 2   Project Management
                    Project management
                    Monthly status meetings

Task 3   Design
                    Design review work session
                    Dynamic Portal requirements
                    Create solution design document

Task 4   Build   Product configurations
                            Dynamic Portal
                            Security

Unit and System Testing

Task 5   Deployment
                  Train the trainer
                  Product deployment
                  Security setup
                  Go Live

II.2.1 Task 1 Initiate/Plan Project

The scope of this task will include the following:

Pre-planning meeting - A pre-planning meeting will be conducted with one representative from DEBDT, Dam Safety, Geothermal, and DOFAW.

A project plan will be developed that will include the following

- Description of project tasks
- Project organization chart
- Roles and responsibilities of team members
- Project timeline
- Change order procedures

The Infor Hansen 8 software will be ordered and installed in a development environment.

A kickoff meeting will be conducted with the designated team members

Deliverables:
- *Project plan*
- *Installed software*
- *Kick off meeting*

II.2. 2 Task 2 Project Management

The scope of this task will include the following:

A project manager will be assigned to manage the on-going tasks of the project. This will include:
- Coordination of project tasks and contractor resources
- Scheduling meetings
- Recording and tracking project issues through resolution

- Preparing status reports

The State will designate a project manager for each project area to coordinate State resources, assist in resolving issues, and be the point of contact for the project.

Bi weekly status meeting will be conducted with the State project managers to report the status of the project and discuss issues.

Deliverables
- *Bi-weekly status reports*

II.2.3 Task 3 Design

The scope of this task will include the following:

Design review sessions will be conducted with team members from each project area to analyze the work processes and requirements that are within the scope of the project. A design for the system will be developed based on the results of the analysis.

A solution design document will be produced for approval by the State.

Deliverables:
- *Solution Design Document*

II.2.4 Task 4 Build

The scope of this task will include the following:

The solution design document will be used to configure the software for each application area. The configuration will include:

Permit application screens and detail pages
- Milestone reviews
- Workflow rules
- Public facing web site
- Security roles and assignments
- Reports

Once the software is built, the system will be unit tested by the contractor to ensure the configuration matches the specified design in the solution design document.

Once unit testing is completed, the State will be responsible for testing the system and logging all issues with the software that failed to meet the approved design.

The logs will be reviewed and fixes will be made to the system if within the scope of the project.

Deliverables:
- *Completed configuration of system*
- *Unit and system test complete*

II.2.5 Task 5 Deployment

The scope of this task will include the following:

A designated trainer from each application area will be trained on the use and administration of the system. The trainer will be responsible for training the rest of the users within their application area.

The completed and tested software will be installed in the State's government private cloud (GPC) and appropriate security access will be configured.

The State project managers will coordinate the State staff for cutting over to the production system.

Post deployment support will be provide for 30 days after cut over.

Deliverables

- *Train the trainer completed*
- *Product system installed in GPC*
- *System cutover*
- *Post Deployment support*

III. CLIENT RESPONSIBILITIES (DBEDT)

- Assign a single Point of Contact who is:
  - Responsible for all Client aspects of this project.
  - Authorized to make all decisions relative to the project, including identification and assignment of Client resources.
  - Available to En Pointe consulting personnel throughout the delivery of the Services.
  - Authorized to sign acceptance forms, approve consultant hours, and approve project changes.
  - Will coordinate all interviews or meeting schedules.

- All Project requests and changes must be communicated and negotiated through the En Pointe project coordinator in writing. Refer to attachment B change request form.

- Provide User ID and passwords to the En Pointe engineers for all existing equipment that needs to be configured as part of this project.

- Assign subject matter expert (SME) personnel as appropriate to work with En Pointe for the duration of the project. Delays in providing this staffing may lead to a Change Order, and result in additional cost and/or delay in completion of the Services.

- Provide a suitable work area commensurate with the number of on-site En Pointe engineers. The work area will include desks, chairs, and telephones, and internet access.

- Provide accurate, complete and timely information, business and technical data or documentation as requested by En Pointe to perform the Services.

- Provide all web site content to include in the public web site.

- Ensure that DLNR complies with all Client Responsibilities.

IV. EN POINTE RESPONSIBILITIES

- En Pointe will assign a project coordinator to organize and coordinate resources for this project.

- Review and administer a Project Change Control Procedure with Client Point of Contact, as defined in this SOW.

- Review the SOW, and any associated documents, with Client Point of Contact.

- Coordinate and manage the technical activities of En Pointe's personnel.

- Prepare and maintain the project plan which lists the activities, tasks, assignments, milestones and estimates for performance of this SOW.

- Help resolve deviations from the project plan with Client Point of Contact.

- Manage and support migration services stated under this SOW.

V. ASSUMPTIONS

- DLNR program managers will work together to define and prioritize project requirements.

- Data migration is not included in the scope.

- Additional scope/funding may be added as required.

- The State will be responsible for setting up credit card merchant accounts with the bank and handling associated credit card fees.

- The State will be responsible for determining policies and procedures for electronic signatures in place of hand written signatures.

- The State will provide all web site content to include in the public web site, including branding, graphics, legal language, instructions, disclaimers, etc.

VI. COST ESTIMATE AND PAYMENT SCHEDULE

Tasks	Deliverables	Dam Safety 42%		Month/Year	Geotherm 37%	Month	DOFAW 21%	Month	Total 100%
Task 1 - Initiate/Plan Project	Project Plan	5%	$ 3,087.43	Dec-2014	$ 2,719.87	Dec-2014			
	Installed Software	4%	$ 2,469.94	Dec-2014	$ 2,175.90	Dec-2014			
	Kick off meeting	1%	$ 617.49	Dec-2014	$ 543.97	Dec-2014			
Task 2 - Project Management	Bi-weekly status meeting	10%	$ 6,174.85	Dec-2014-Jun-2015	$ 5,439.75	Dec-2014-Jun-2015	$ 2,120.51	Dec-2014-Jun-2015	
Task 3 - Design	Design review sessions	15%	$ 9,262.28	Dec-2014	$ 8,159.62	Jan-2015	$ 4,631.14	Feb-2015	
	Solution Design Document	15%	$ 9,262.28	Jan-2015	$ 8,159.62	Feb-2015	$ 4,631.14	Mar-2015	
Task 4 - Build	Completed configuration	10%	$ 6,174.85	Feb-2015	$ 5,439.75	Mar-2015	$ 3,087.43	Apr-2015	
	Unit and System Test completed	10%	$ 6,174.85	Feb-2015	$ 5,439.75	Mar-2015	$ 3,087.43	Apr-2015	
Task 5 - Deployment	Train the Trainer	10%	$ 6,174.85	Apr-2015	$ 5,439.75	May-2015	$ 3,087.43	May-2015	
	Installed in GPC	10%	$ 6,174.85	May-2015	$ 5,439.75	Jun-2015	$ 3,087.43	Jun-2015	
	System Cutover	5%	$ 3,087.43	Jun-2015	$ 2,719.87	Jun-2015	$ 1,543.71	Jun-2015	
	Post implementation support	5%	$ 3,087.43	Jun-2015	$ 2,719.87	Jun-2015	$ 1,543.71	Jun-2015	
		100%	$ 61,748.51		$ 54,397.50		$ 26,819.91		$ 142,965.92

Software License/Support		Users			Users		Users		
H8CDR	Hansen 8 - CDR Bundle	5	$ 20,369.31		2	$ 8,147.73			
H8Support	Infor annual support starting from date of purchase		$ 4,073.86			$ 1,629.55			
H8Support	Additional 4 years annual support		$ 16,295.45			$ 6,518.18			
			$ 40,738.63			$ 16,295.45	$ -		$ 57,034.08

	Total		$ 102,487.14			$ 70,692.95	$ 26,819.91		$ 200,000.00

* See separate Scope of Work for the DLNR Division of Forestry and Wildlife Native Native Invertebrate Program that includes software licenses/support and services for project initiation and planning.

The following software modules required by the solution are already installed and licensed by

the State:

HDYP-P   Hansen Dynamic Portal for Permits with Cashier license for on-line payment

HDYP-CS   Hansen Dynamic Portal for Customer Service

HDYPCSM   Hansen Dynamic Portal for Customer Service - GIS Map

Payment Schedule

Month/Year	Deliverables	Dam Saftey	Geothermal	DOFAW	Total Invoice
Dec-2014	Hansen 8 - CDR Bundle	$ 20,369.31	$ 8,147.73		$ 28,517.04
	Infor annual support starting from date of purchase	$ 4,073.86	$ 1,629.55		$ 5,703.41
	Total	**$ 24,443.18**	**$ 9,777.27**		**$ 34,220.45**
Jan-2015	Project Plan	$ 3,087.43	$ 2,719.87		$ 5,807.30
	Installed Software	$ 2,469.94	$ 2,175.90		$ 4,645.84
	Kick Off Meeting	$ 617.49	$ 543.97		$ 1,161.46
	Bi-weekly status meetings	$ 1,029.14	$ 906.62	$ 353.42	$ 2,289.18
	Design review sessions	$ 9,262.28	$ 8,159.62		$ 17,421.90
	Solution Design Document	$ 9,262.28			$ 9,262.28
	Total	**$ 25,728.55**	**$ 14,506.00**	**$ 353.42**	**$ 40,587.96**
Feb-2015	Bi-weekly status meetings	$ 1,029.14	$ 906.62	$ 353.42	$ 2,289.18
	Design review sessions			$ 4,631.14	$ 4,631.14
	Solution Design Document		$ 8,159.62		$ 8,159.62
	Completed configuration	$ 6,174.85			$ 6,174.85
	Unit and System Test completed	$ 6,174.85			$ 6,174.85
	Total	**$ 13,378.84**	**$ 9,066.25**	**$ 4,984.56**	**$ 27,429.65**
Mar-2015	Bi-weekly status meetings	$ 1,029.14	$ 906.62	$ 353.42	$ 2,289.18
	Solution Design Document			$ 4,631.14	$ 4,631.14
	Completed configuration		$ 5,439.75	$ 3,087.43	$ 8,527.18
	Unit and System Test completed		$ 5,439.75		$ 5,439.75
	Total	**$ 1,029.14**	**$ 11,786.12**	**$ 8,071.98**	**$ 20,887.25**
Apr-2015	Bi-weekly status meetings	$ 1,029.14	$ 906.62	$ 353.42	$ 2,289.18
	Unit and System Test completed			$ 3,087.43	$ 3,087.43
	Train the Trainer	$ 6,174.85			$ 6,174.85
	Total	**$ 7,203.99**	**$ 906.62**	**$ 3,440.84**	**$ 11,551.46**
May-2015	Bi-weekly status meetings	$ 1,029.14	$ 906.62	$ 353.42	$ 2,289.18
	Unit and System Test completed				
	Train the Trainer		$ 5,439.75	$ 3,087.43	$ 8,527.18
	Installed in GPC	$ 6,174.85			$ 6,174.85
	Total	**$ 7,203.99**	**$ 6,346.37**	**$ 3,440.84**	**$ 16,991.21**
Jun-2015	Bi-weekly status meetings	$ 1,029.14	$ 906.62	$ 353.42	$ 2,289.18
	Installed in GPC		$ 5,439.75	$ 3,087.43	$ 8,527.18
	System Cutover	$ 3,087.43	$ 2,719.87	$ 1,543.71	$ 7,351.01
	Post implementation support	$ 3,087.43	$ 2,719.87	$ 1,543.71	$ 7,351.01
	Additional 4 years annual support	$ 16,295.45	$ 6,518.18		$ 22,813.63
	Total	**$ 23,499.44**	**$ 18,304.31**	**$ 6,528.27**	**$ 48,332.02**
	Grand Total	**$ 102,487.14**	**$ 70,692.95**	**$ 26,819.91**	**$ 200,000.00**

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