



**STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS  
560 NORTH NIMITZ HIGHWAY, SUITE 200  
HONOLULU, HAWAII 96817**

April 24, 2019

**REQUEST FOR QUOTES (RFQ) NO. HRP 2019-33**

**SOFTWARE PROGRAM FOR HAWAIIAN REGISTRY PROGRAM**

**ADDENDUM 1**

1. Would these records ever need to be available beyond the OHA staff users? i.e. Would someone from the general public or a different type of user need to access records with different access rights from OHA staff listed (read/write users as well as read-only users)?

**No, it's for OHA staff only.**

2. Could redaction capabilities be further defined?

**We will need to redact SSNs and financial information, and possibly other elements of Personally Identifiable Information (PII), when they appear on documents.**

3. Could the ability to "digitally shred" records be further defined?

**"digitally shred" means erasing a file/record (or piece of data) in a way that it is completely and permanently erased. As opposed to "deleting" a file, that file is still recoverable. For example, when we delete a file from our computer it's actually moved into the Recycle Bin. The file isn't actually gone. "Digital shredding" means the file is actually gone.**

4. The Xerox WorkCentre 7855 does not list transmission capabilities (internet connection capabilities such as emailing scanned documents or a public API) according to documents found online for the device. How would the software need to be compatible with this machine?

**The Xerox WorkCentre 7855 can scan documents onto our network through the Network Scanning feature. The idea is that I want to be able to scan the paper records using our Xerox machine to a specific folder on our network. The scanning software would upload the images in this folder to scan/process. Another way of thinking about it is that I do not want to have to buy a specific scanner to use the software.**

5. Would OHA staff be limited to access to this application through on-premise use only, or would there be any need to access this data remotely?

**On-premise use only.**

6. Would data need to be accessed on mobile devices as well as desktop computers?

**No need for mobile access.**

7. What types of audits are performed with this data?

**The audit log is to be able to see which users accessed a record, when it was accessed, and see what they did (view it, edit, add a notation, etc.). The primary reason for this is in case we ever need to provide a copy of a record for something like a Public Record Request, or some kind of internal audit, the audit log can show that we did not defraud a record and that the images we have match the original paper record. The audit logs could also show that any edits made to an image did not change the information displayed on the original record. It's a way to support the authenticity of a scanned record, and show that OHA did not tamper with the scanned image.**

8. Is this project open to company's in California?

**Yes, as long as the distance doesn't impede implementation of the software and they can provide support in a timely manner.**

9. Is there a preferred CMS or dashboard platform in mind?

**No.**

10. What is the allocated budget for this project?

**Sorry but we are not able to disclose this information.**