Pre-proposal Meeting
Continuity of Operations Plan
Request for Proposal 10-18
Addendum 1
January 28, 2010
Introduction

- George Franklin Jr, Vice President, Finance & College Resources
- Andy Morrow, Executive Director, Information Technology Services
- Mark Zimmerman, Data Security Administrator, Information Technology Services
- Todd Crawley, Director, Environmental Health & Safety
- JR Anderson, Coordinator, Security
- Thomas Fogarty, Executive Director Procurement & Business Services.
Introduction

- Activity
  - Advertisement
  - Notice to attend Pre-Proposal Meeting
  - Pre-Proposal Meeting
  - Deadline for questions
  - Answers to questions due
  - Acknowledgement Due
  - Proposal opening
  - Interviews
  - Award of contract

- Date & Time
  - November 27, 2009
  - January 25, 2010 by 2:00PM
  - **January 28, 2010 at 1:00PM**
  - February 4, 2010 by 11:00AM
  - February 8, 2010 by 4:30PM
  - February 12, 2010 by 4:30PM
  - February 17, 2010 by 11:00AM
  - **Week of March 8, 2010**
  - After the April 6, 2010 BOT Meeting
Campus Locations
Gettysburg Campus
Harrisburg – Midtown
Lancaster Campus
Lebanon Campus
York Campus
Scope

- A comprehensive plan for the college to first respond and then react to potential interruptions to the College’s operations.

- Decisions regarding “what” and “how” made in advance without the pressure of the incident.

- Minimize confusion, risk and cost during incidents and outages.
  - Roles and communication paths defined in advance so staff can react quickly.
Scope Cont’d

- Identify risk
- Manage Hazards
- Mitigate the effects of identified risk and hazards.
- Help ensure long-term sustainability of the college.
Scope Cont’d

- Aid with regulatory compliance
  - Sarbanes-Oxley, FERPA, PCI-DSS, etc.
- Minimize confusion, risk, and cost during incidents and outages.
Scope Cont’d

- Four Major Components
  - Preparedness
  - Emergency Response
  - College Continuation
  - Monitoring – (including a structured walk-through guided by your firm)
Current Progress

- Insurance Policies have been assessed and should be reviewed and incorporated into the COOP.

- Safety & Security Department has compiled an Incident Response Plan.
  - Developed by BOMAC.

- ITS Department has DR procedures that need to be compiled and made into a formal Disaster Recovery Plan.
ITS Disaster Recovery Plan

Defined Responsibilities

- Protect and secure the integrity of college data and network
- Restoration of the network
  - Connectivity for all campuses
- Restoration of all phone services
- Restoration of core services
  - Email
  - Public Website
  - WebCT
  - Banner and related servers.
ITS Disaster Recovery Plan

- Does not Address:
  - Functional operation and staffing of individual departments
  - Data Breach Measures
    - Incident Response Plan
  - The securing of physical space or equipment for individual departments.
    - Including PCs and printers
Evaluations 80/20

### Continuity of Operations Plan RFP Evaluation

**RFP 10-18**

**Consultant Qualifications & History**

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<thead>
<tr>
<th>Qualification and History</th>
<th>Project Plan</th>
<th>Interview</th>
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<tbody>
<tr>
<td>Company Profile, References</td>
<td>Experience Similar Size and Scope</td>
<td>Assigned Staff Experience, Sub Team - Company Profile, Sub Team - Reference, Sub Team - Experience</td>
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Central Pennsylvania's Community College
Cost Proposals – Separate sealed envelope

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<tr>
<th>TASK</th>
<th>PERSONNEL - BY NAME</th>
<th>COMPANY</th>
<th>POSITION OR TITLE</th>
<th>HOURS</th>
<th>RATE</th>
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<tbody>
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Questions?